



ST. ANTHONY'S SCHOOL
FOR BOYS

Fire Policy

Policy reviewed by Sarah Anderson

Review date: June 2018

Submission: June 2018

Policy actioned from: September 2018 – August 2019

Next review date: June 2019

Reviewer's Signature: SA

Head Teacher's Signature: PK

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St. Anthony's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Premises Manager, Toby Hall, is the designated School Fire Safety Manager and Fire Marshall, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the SLT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

FIRE ACTION PLAN & EVACUATION PROCEDURES

On Hearing the Fire Alarm or Raising the Alarm

- All persons should immediately evacuate the building using the nearest available safe fire exit.
- All persons should assemble at their designated fire assembly point in the school playground.
- Call the Fire Brigade using 999.
- Persons should be accounted for.
- The Fire Brigade should be met on arrival and details given.
- No persons should re-enter the building until safe to do so.

On Discovery of a Fire

- Raise the alarm by operating the nearest fire alarm call point.
- Staff to tackle the fire using the fire-fighting equipment provided only if safe to do so.
- All persons should immediately leave the building and assemble at their designated fire assembly point in the playground
- Call the Fire Brigade using 999.
- Persons should be accounted for.
- The Fire Brigade should be met on arrival and details given.
- No persons should re-enter the building until safe to do so.
- All visitors / contractors should be made aware of these procedures on arrival.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St. Anthony's School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff – last INSET carried out on 06.09.2016. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.30am and 4.30pm during weekdays during term time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the foyer. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to a designated refuge and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Premises Manager as

soon as he or she reaches the assembly point. It is the responsibility of the Premises Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Manager. It is the responsibility of the Premises Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Kitchen staff will ensure that gas and electricity are off by way of emergency cut off before leaving the kitchen.

Science staff will ensure that gas is off by way of emergency cut-off before leaving the laboratory.

Staff in the School Office will take the *Pupil Form Lists and morning or afternoon registration absence report*, the *Day Book* and the *Staff/Visitors Register* so that it is known who is in the School and any team lists so that it is known who is off site at a particular time.

In the event of an emergency, a message through SIMS will be activated in order to disseminate the necessary information regarding the location of the children and the collection arrangements, if appropriate. In addition, the school answer phone will carry a message relaying the assembly point that the school has been directed to. Should an emergency happen out of school hours or during the school holidays, the Headmaster will activate a message through SIMs or email to contact staff and parents about any special arrangements that have been made.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF THE FIRE MARSHAL

We will aim to have at least one trained Fire Marshal in the school. A Fire Marshal is generally a member of the non-teaching staff, such as a Maintenance, Security or an Administrative staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as a Fire Marshal. A Fire Marshal is a “competent person” who has been trained to provide “safety assistance” in the event of a fire. The Fire Marshal receives regular refresher training. The last Fire Marshal training was attended by Toby Hall.

FIRE PRACTICES

We hold one fire practice every term at St. Anthony's School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshal in the building helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St. Anthony's School:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in every room
- Fire extinguishers (of the appropriate type), and smoke/heat detectors located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the foyer and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Premises Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Premises Manager who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept on the school's maintenance portal.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept on the school's maintenance portal.

- The responsible Teachers check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are switched off by staff at the end of the day, where appropriate.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the School Office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the School Office
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At St. Anthony's School we use simple line diagrams to supplement the grids.

St. Anthony's School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of St. Anthony's School's fire risk assessments are on the health and safety section of the Policy Portal for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

The last fire risk assessment was carried out in February 2018.