Fire Procedures & Policy

**Reviewed January 2025**

**Next full review January 2026**

Fire Procedures

**Fire Prevention and Safety Policy**

1. General Statement

The Governors of St Petroc’s School have set out this policy in order to meet their obligations for the fire safety of the whole School community in general and, more specifically, to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005, to give clear guidance on fire prevention and to establish an emergency action plan to ensure safe evacuation in the event of fire. The policy addresses the elimination or reduction of risks from dangerous substances. The policy applies to the whole of the school community. This includes the EYFS, and all adult staff and volunteers. We are a SAFEGUARDING school and the safety of our pupils, staff and visitors is paramount.

2. Organisation

a. **St Petroc’s School Board**

The Board are responsible for fire safety policy within the School. As such, they monitor the effectiveness of this Policy statement and will renew annually and will revise it where required.

b. **Early Years Manager**

i. The Early Years Manager, on behalf of the Board, is responsible for the safe functioning of all School activities in relation to fire.

ii. She will ensure that effective arrangements are in force for the evacuation of buildings in case of fire or other emergencies.

iii. She ensures that those persons with responsibility for Fire Safety are qualified and competent to do this and have had training appropriate to their designated role.

iv. She will ensure that all practical measures are taken to prevent a fire occurring by ensuring that Fire Risk Assessments (FRA) are undertaken.

v. She will ensure that all necessary fire equipment is available and properly maintained.

vi. Fulfilling the responsibilities of the H&S Coordinator (see below) until such times that the school are able to appoint a separate person to fulfil those duties.

vii. Fulfilling the responsibilities of the Fire Officer (see below) until such times that the school are able to appoint a separate person to fulfil those duties.

viii. Ensuring that, in the event of an evacuation, all members of the school are accounted for. In her absence, the Deputy Head will assume responsibility.

ix. Ensuring that pupils and staff are exposed to the least possible degree of risk.

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x. Ensuring that there is an effective system for making available class registers current to that day for roll call.

xi. Ensuring visitors to the school are signed in so that they can be accounted for in the event of an emergency.

xii. Ensuring that visitors are provided with fire safety information.

xiii. Ensuring that absenteeism relating to pupils is recorded and the information is available in the event of an emergency.

xiv. Assisting and supporting the Fire Officer.

c. **Health & Safety Coordinator** (*in conjunction with the Early Year’s Manger*)

 i. The Health & Safety Coordinator is responsible for obtaining, interpreting and disseminating all relevant fire safety information. Within this general responsibility, the Health & Safety Coordinator will ensure that:

a. The School’s Fire Safety policy is reviewed at least annually and

updated where necessary.

b. As far as is reasonably practicable the school is compliant with the Regulatory Reform (Fire Safety) Order 2005 (FSO).

c. Assume control of Fire Risk Assessments throughout the school, ensuring that they are undertaken as necessary and

regularly updated.

d. Collating all documentation relevant to this topic. Any discrepancies are to be reported to the appropriate person for action

e. Instruction and training is provided to School staff as necessary.

f. Undertaking the review of the school’s compliance with COSHH regulations.

g. Maintain the Fire Service briefing pack at each Fire Panel and in the school office.

d. **Fire Officer** *(Currently carried out by the Early Year’s Manager)*

The Fire Officer is responsible for the following:

i. Liaising with Fire Department during visits and inspections, making available all documentation requested by the Department.

ii. All fire safety systems (alarms, emergency lighting, evacuation routes and extinguishers) are provided and maintained to the required standards.

iii. Carrying out regular call point testing and recording compliance.

iv. Keeping all relevant records up to date and available for inspection if required.

v. Undertaking routine inspections of all fire equipment including doors, routes and extinguishers, and reporting breeches of Regulations to the Health & Safety Coordinator and defective installations to the School Business Manager.

vi. Purchasing/replacing fire equipment including fire extinguishers as necessary.

f. **All Employees**

All members of the school staff are responsible to the Early Years Manager, for the following in relation to fire:

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i. Taking reasonable steps to ensure that they do not place themselves or others at risk of harm by their acts or omissions.

ii. Co-operating fully in complying with all fire prevention and evacuation procedures as laid down in this policy and Fire Risk Assessments. Failure to comply or to misuse fire safety equipment may lead to disciplinary action.

iii. Ensuring that they familiarise themselves with the layout of buildings and evacuation routes.

iv. Ensuring that fire prevention equipment is used correctly and to report any misuse to the Early Years Manager.

v. Ensuring that all fire exits and evacuation routes are clear at all times and that no ignition sources or combustible materials are stored in corridors, on

stairways or under stairs.

h. **Visitors & Contractors**

All Visitors & contractors to St Petroc’s Early Years must sign in at reception and sign to confirm they have read & will follow the School safety procedures and are fully informed of the relevant fire assembly point. (Annex B).

3. Training

**Employees**

Every member of Staff will receive instruction in fire precautions during their Health & Safety Induction when employment commences. This will be re-enforced with more instruction annually. The induction and annual training is to include:

• Action upon discovering a fire

• Action on hearing the fire alarm

• Knowledge of escape routes and assembly points

• The importance of accounting for users of the building

• The importance of the need to ensure all doors and windows are closed.

4. Arrangements

**Fire Risk Assessments**

a. The School shall carry out Fire Risk Assessments (FRA) to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) for all areas in the school. These will be reviewed at least on an annual basis or if there are changes in function or design.

b. The FRA will be organised by the Health and Safety Co-ordinator and the findings reported to the Board.

c. The School’s most current Fire Risk assessment was carried out by an external contractor. A paper copy of this can be found in the Fire Safety folder in the School Office.

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**Drills & Assembly Points**

a. The School will hold a drill at least once per term, during normal School hours.

b. Teaching and non-teaching staff should, if it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, storerooms etc. are evacuated in the event of the alarm sounding.

c. Pupils, staff or visitors with mobility concerns should be evacuated last from buildings. A buddy system is required to ensure that either help is given with egress or emergency services are informed of the situation.

d. Mobility impaired persons must always be guided to a safe refuge area if complete evacuation is not possible.

e. The main Fire Assembly Point for the School is the furthest car parking bay in the car park, unless we are holding an event. Teaching staff should line up with their own tutor groups and report to the Early Years Manager. Support staff, all visitors, contractors and all peripatetic staff, are to assemble on the car parking bay and remain with their departmental colleagues.

f. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings. Any accidental activation is also to be recorded. The data will be logged in the Fire Alarm Log Book and made available to the Head.

g. If the School is not cleared completely within the target time of 6 minutes, and depending upon the circumstances, the drill may be considered inadequate, and a further practice will be held until the satisfactory standard is achieved.

h. The warning in case of fire shall be given by the fire alarm in all areas of the school. This can easily be recognised by staff, pupils and visitors and can be heard clearly on all parts of the campus. The alarm is not to be used for any other purposes.

i. A person discovering a fire must always raise the alarm immediately so that evacuation procedures may commence. The action will initiate a response by the duty staff. The procedures for the team are set out in Annex C.

j. Early Years staff will be responsible for ensuring that the whole class is evacuated safely. In the event of an actual fire it is the responsibility of the Manager or or Deputy Manager present to dictate any subsequent movement.

k. Line Managers are required to register the absence of employees (on leave, for illness etc), via the Early Years Manager to ensure that there is an effective system that allows them to account for all staff.

l. The Early Years Manager will use Information on the absence register to enable all pupils and staff to be accounted for during roll call.

m. Visitors to the School will be instructed on the location of assembly points and fire evacuation procedures when signing in at reception. Contractors will be given safety advice by the commissioning member of staff.

n. Directions for the evacuation of pupils, staff and visitors are displayed in prominent places.

o. Teaching and non-teaching staff are responsible for ensuring that, if it is safe to do so, gas and electric services are turned off as they vacate their area.

p. Exit doors, including corridor doors, leading from buildings should not, under any circumstances, ever be locked or obstructed.

q. Designated fire exit routes must be always kept clear and sterile.

r. Close all doors on evacuation, if safe to do so, to compartmentalise potential fires. s. Under no circumstances during a fire practice, or actual fire emergency, should any person enter or leave the School premises.

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t. No members of staff, pupils, visitors or contractors should re-enter a building once evacuated without the permission of the Early Years Manager or Fire Officer. u. During the course of the school year there are many activities which involve gatherings of staff, parents and members of the public who will not be conversant with the School emergency evacuation procedures. In order to ensure their safety, appropriate guidelines are set out in Annex E - Evacuation Procedures (Out of Hours events & Public Performances).

v. Everyone on site, regardless of designation, is to evacuate when the alarm is raised. w. The School will provide Fire Safety awareness training.

x. The School will provide, for use by the emergency services, a ‘Fire Services Briefing Pack’; this is to include detailing layout of the site, access routes, fire prevention equipment, chemical storage areas and alarm details and keys. This information will be held in the Reception, and a copy at each fire panel.

 **Equipment**

a. The School will install and maintain suitable fire detection/prevention equipment that complies with current BS standards. Proper records of all checks are to be maintained. Equipment/systems will be inspected by competent staff as follows:

• Call point testing – once weekly, by in-house staff • Emergency light testing – as required (see checklists)

• Fire extinguishers, visual check – monthly in house.

• Fire doors & escape routes – monthly, by in-house staff

• Emergency alarms and detection equipment – biannually, by contractors

• Fire extinguishers – annually, by contractors

b. Weekly tests on the fire alarms points will take place on a Thursday or Friday. Checks of the individual call points and fire alarm panels will be made on a rotational basis, during this weekly cycle. All records are retained in the Fire Alarm Logbook.

c. Electricity is a major cause of accidental fires, as a result all electrical equipment will be used and maintained in accordance with the manufacturer’s instructions. Faulty or damaged electrical equipment must be taken out of use until it has been repaired by a competent person. The School will PAT test all portable electrical equipment in accordance with the School PAT Policy. All redundant electrical equipment must be removed from School.

d. All departments in the School are to report to the Health & Safety Coordinator the details and locations of all toxic and flammable substances. All such substances are to be stored securely. These arrangements are to comply with the Control of Substances Hazardous to Health Regulations (COSHH).

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The following Annexes to the Fire Safety Policy are attached. Further information may be obtained from the Fire Officer:

Annex A Actions in the event of a fire (School Day (pupils in school))

Annex B Fire Assembly Points

Annex C Incident Response Procedures (Working Day (no pupils))

Annex D Incident Response Procedures (Out of Hours)

Annex E Evacuation Procedures (Out of Hours events & Public Performances)

Signed:\_

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**ACTIONS IN THE EVENT OF A FIRE - SCHOOL DAY**

ANNEX A

 Much loss of life during a major fire is caused to fire fighters or members of the public attempting to save lives of people who may be trapped inside a building. Therefore, it is important for members of staff and pupils to inform the School Reception, if they are leaving the site during the normal School day.

If you discover a fire:

1. Raise the alarm by using the nearest available call point.

2. If you are in charge of a class ensure they leave without delay by the nearest available safe exit. 3. If you have a guest/visitor ensure they leave the building and proceed to the muster point. 4. If it is safe to do so and only if you have been trained use the nearest appropriate extinguisher.

5. Leave the area and if possible close windows and doors as you go to prevent the spread of fire.

6. Never re-enter the building until it is pronounced safe by the emergency services.

If the alarms sound – evacuation procedure:

1. Fire officer sets off alarm or Alarm rings for real or false alarm and it is to be left ringing. Fire marshals put on fluorescent jackets.

2. Early Years Room Leaders are responsible for sweeping the children in their care at that time out of the building. Early years rooms to take registers with them, they will be aided by support staff from the kitchen and housekeeping if any are on site.

3. Remember to close all windows and doors as you exit if at all possible.

4. Front office gathers:

i. Fire Registers: paper copies will be printed at 9.15am each day following electronic registration and kept with the pupil absence forms.

ii. Registers **must** be completed between 8.30am and 8.50am in the morning and 1.30pm and 1.50pm in the afternoon.

iii. Visitor book

iv. Staff register

v. Pupil absence form

vi. Fire File with site plans

5. All exit to Fire Assembly Point by the closest available exit. It is your responsibility to establish in advance where that might be from your classroom or teaching space.

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6. Drill Evacuations will be timed - time from alarm sounding to evacuate building and time from alarm sounding to registers taken. Class teachers to register classes, senior member of staff to check staff and visitor lists.

7. During Drills Person 2 presses ‘Silence Alarms’ button and proceeds to evacuation point. 8. Any staff to report any evidence of actual fire. If any evidence is reported no one is to re-enter the building.

9. Once all checked to be clear by the marshals a senior member of staff (TW/VM/KW) gives the OK to re-enter the building.

10. During false alarms person 2 will establish which zones and smoke alarms set off the alarms and only then will Person 1 and 2 check and reset the alarm.

11. Record details of the drill and or false alarms in the Fire Safety file.

**IN THE INTEREST OF SAFETY IT IS IMPORTANT THAT DOOR WEDGES ARE NEVER USED. ANY FOUND WILL BE REMOVED.**

**FIRE ASSEMBLY POINTS**

ANNEX B

St Petroc’s School has two fire assembly points one is the furthest parking bay at the front of the school and if we are holding an event i.e. sportsday the assembly point will be the school playing field.

**INCIDENT RESPONSE PROCEDURES - WORKING DAY (8AM TO 6.00pm 5PM, NO PUPILS)**

ANNEX C

1. On hearing a fire alarm, after ensuring that you are safe to do so, the Head should check the nearest fire panel to establish the area of concern.

2. Send 2 x persons to the alarm location complete with the following:

a. Ability to access to the building

b. Fire panel reset keys – (Held at the Fire Panel)

c. Building plan, location of zones and call points and sensors (Held at the Fire Panel) d. Mobile phone or a means of communication

3. During the initial investigation phase the staff checking the area of concern must be able to confirm that they can account for each other.

4. In the case of a genuine fire situation, the person who identifies the fire should call the Fire Brigade without undue delay. They should not enter a burning building to do so.

5. Meet the attending Fire Brigade staff and issue them with the following:

a. Information of people at risk, i.e. tenants, neighbours,

disabled, etc.

b. Information of areas at risk, i.e. gas, chemicals, etc. 

c. Layout drawing of campus showing access and egress d. Layout drawing of building.

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| --- |
| Held in pack for Fire Services at each Fire Panel and in Office  |

6. When the Head taking the roll call) is satisfied that all are accounted for and there is no risk from fire, he will disable the alarm and in turn allow the School to resume work.

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7. If necessary in emergencies phone our Fire Alarm company Blanchard Fire & Security on their emergency number of 01237 472084, 07805 472 084 or 08006 523 743.

 **INCIDENT RESPONSE PROCEDURES (OUT OF HOURS)**

ANNEX D

1. Out of hours, responsibility for responding to Fire Alarms for the main school areas lies with the Early Year’s Manager.

2. On hearing a fire alarm, after ensuring that you are safe to do so, the duty member of staff should check the nearest fire panel to establish the area of concern.

3. Send 2 x persons to the alarm location complete with the following:

i. Ability to access to the building

ii. Fire panel reset keys – (Held at each Fire Panel)

iii. Building plan, location of zones and call points and sensors (Held at each Fire Panel) iv. Mobile phone or a means of

communication

4. In the case of a genuine fire situation, the person who identifies the fire should call the Fire Brigade without undue delay. They should not enter a burning building

to do so.

5. Meet the attending Fire Brigade staff and issue them with the following:

i. Information of people at risk, i.e. tenants, neighbours, disabled, etc.

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| --- |
| Held in pack for Fire Services at each Fire Panel and in Office  |

ii. Information of areas at risk, i.e. gas, chemicals, etc.

iii. Layout drawing of campus showing access and

egress iv. Layout drawing of building.

6. When the senior member of staff taking the roll call is satisfied that all are accounted for and there is no risk from fire, he/she will disable the alarm, and report the occurrence to the Fire Officer and/or H&S Co-ordinator the next working day.

7. If necessary in emergencies phone our Fire Alarm company Blanchard Security on their emergency pager number of 07805 472 084. Fire Alarm system support as necessary 24/7. 8. When the senior member of staff present is satisfied that all are accounted for and there is no risk from fire, that person will disable the alarm.

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**EVACUATION PROCEDURES (OUT OF HOURS EVENTS AND PUBLIC PERFORMANCES)**

ANNEX E

There are many extra activities which involve parents and members of the public who will not be conversant with the School Fire Evacuation Procedures. For example, concerts, plays, fund raising events etc. In order to ensure the safety of pupils, staff and members of the public, the following guidelines must be followed when any out of hours meeting/event/performance (gathering) etc takes place:

1. The Organiser of the gathering will be responsible, in the event of the fire alarm sounding, for the safe evacuation of **all** attendees. The assembly point illustrated in Annex B of the policy will be used as far as is reasonably practicable.

2. The Organiser of the gathering will be responsible for ensuring there is an action plan in place in advance of the meeting/briefing/performance etc.

3. The Organiser is responsible for ensuring that a safety brief is delivered at the start of the event. The brief will include information on the assembly point.

4. The Organiser will be responsible, in the event of the fire alarm sounding, for the safe evacuation of **all** attendees.

5. Before a formal event the organiser is to:

a. Ensure the fire exits are functional and clear from any obstructions and that emergency lighting on escape routes are operational before any audience or large gathering is admitted.

b. Identify the escape routes and assembly points and ensure that there are sufficient staff to look after attendees.

c. Ensure that a means of communication is readily available to summons emergency help. 6. During any performance:

a. Ensure there are no areas of overcrowding.

b. Keep exits and gangways clear.

c. Be aware of the need of any people with disabilities and make provision for their evacuation if necessary.

7. In the event of an emergency, the Organiser is to support the co-ordination of the evacuation, and to confirm to Senior Staff/Fire Officer/Fire Brigade that the building is clear.

8. The Early Years Manager must be informed of the emergency.

9. **All attendees** must be informed that they must stay out of all School buildings until they are told by the Early Years Manager that it is safe to return.

Compiled in accordance with: DfEE publication Managing School Facilities – Fire Safety Guide 6.