



# Fire Safety Policy

## The Woodlands

Approved by:	L Candler S Green	Date: Sept 23
Last reviewed on:	Sept 23 C Batson	
Next review due by:	Sept 24	

All staff need to ensure that they are aware of the following locations according to where they are on the premises:

- › Fire exits
- › Key activated alarm points
- › Assembly points in case of evacuation
- › Fire extinguishers

The main assembly point for The Elms (KS3) is the grassed area next to the metal fence opposite the side of The Orchard. For The Orchard and The Maples (KS4) is the back of the Maples, at the side of the metal fence opposite The Orchard building. Both assembly points are away from the main entrance to the premises where the emergency services will need access.

If a person discovers a fire and the alarm is not sounding they should:

- › Either break the glass or use the key box to activate the alarm at the nearest point
- › Leave the building by the nearest designated exit.

The fire bell is a continuous ringing sound.

On hearing the fire alarm, staff and pupils will leave the building by the nearest fire exit, following the evacuation route. On leaving the classrooms, staff should ensure all lights are turned off and doors are closed, in particular fire break doors.

### **Do not delay evacuation and collect personal belongings**

The school secretary will collect the registers, and staff/ visitor signing in system and Senior Leadership Team (SLT) will carry out a roll call at the designated assembly point.

**No person will re-enter the building until the senior member of staff or Fire Officer gives the signal that it is safe to do so.**

A practice fire drill will be held every half-term.

Arrangements are made for the fire equipment to be tested and inspected regularly.

Arrangements are made for the fire detection system to be checked and tested regularly.

The designated assembly points and above instructions are detailed on the Fire Action Notices, which are displayed around the buildings, in classrooms and corridors.

# Fire Safety Emergency Plan

## Fire Safety roles and responsibilities

Role	Responsibility
Executive Headteacher School Business Manager Fire Wardens	Ensure there is a Fire Safety Risk Assessment and preventative and protective measures are in place
Premises Manager Caretaker	Will during the course of his/her duties ensure that fire safety measures are in place.
Teachers	Will take charge of pupils to ensure their class evacuates the building in an emergency. They will actively ensure that the means of escape in their classroom are never obstructed or blocked.
All other staff	Will co-operate in the emergency procedures in the event of a fire.

## Employees

Employees will be provided with clear and relevant information on the risks identified by the Fire Risk Assessment, about the measures to be taken to prevent fires and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

## Non-Employees

The school will inform non-employees, such as pupils and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises.

Non-employees will always sign in using the electronic registration system and this will be checked in the event of a fire to ensure all visitors have been evacuated safely.

## Details of the Schools Emergency Plan

### How people will be warned if there is a fire

The fire alarm will sound as a continuous ringing bell throughout the school.

### What staff should do if they discover a fire

- › Staff should activate the fire alarm with a key or using the 'Break glass' on their way out of the building and report the location of the fire to SLT as soon as possible after ensuring pupils in their care have evacuated the place safely.
- › Staff should not attempt to tackle a fire unless it is safe to do so and they are confident they have received sufficient instruction to use the fighting equipment safely.
- › Staff should evacuate the building by the nearest available fire exit.
- › Staff should not stop to collect personal belongings on their way out.
- › Under no circumstances should anyone attempt to re-enter the building until told to do so by the Executive Headteacher, Fire Wardens or Premises Manager.

### What Pupils or visitors should do if they discover a fire.

- › Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- › Visitors should exit the building by the nearest exit and activate the 'break glass' point as they leave the premises or inform a member of staff to activate the alarm using a key. They should inform a member of staff of the location of the fire and pass on any information they might have that could be of assistance to the emergency services

### Fire Marshals

- › The premises are divided into areas (see appendix 3). A designated Fire Marshal should be appointed to cover all areas. The Fire Marshal will carry out a sweep of their area to ensure all persons are safely evacuated.
- › On activation of the fire alarm Fire Marshals will calmly check all rooms in the areas designated to them, including service rooms, toilets, storerooms etc.
- › If a Fire Marshal discovers the location of a fire they should report this immediately to SLT.
- › Marshals should calmly inform all persons to immediately evacuate the building, directing them to their nearest escape route.
- › If a member of staff refuses to leave or an area cannot be accessed; do not spend any unnecessary time trying to encourage them to leave. This information should be passed to SLT.
- › **If safe to do so**, Fire Marshals should close all windows and doors and turn off the lights whilst clearing an area
- › After carrying out a sweep of their area, Fire Marshals should meet adjacent to the Fire Assembly Point.
- › Fire Marshals should collate the following information and report to SLT who will liaise with the Fire Service.
  - › Which areas have been swept

- › Whether areas are clear
- › If any areas are not clear giving the reason, i.e. people refusing to leave area could not be accessed
- › Location of fire, if detected

## How the evacuation of the premises should be carried out

- › All occupiers of the premises should exit by the nearest available exit.
- › Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves. i.e. the last person out of an area should be an adult.
- › Staff should turn all lights off and close the door behind them on leaving the room.
- › Staff and pupils should move quickly and quietly but do not run.
- › Vehicles must not be moved during a fire incident. The movement of vehicles is likely to cause congestion in the carpark and delay emergency services arrival.
- › The business manager / school secretary will take the class registers, staff and visitor signing in system to the assembly point.
- › All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- › When the fire alarm sounds, the administrator in the zone where the alarm is activated contacts the other base to ask them to activate their alarm.
- › The key for the security door in KS3, in case of a power cut, is located in the office but not locked away. All staff are aware of the location.
- › The security door in KS4 has a backup battery power supply fitted to allow fail safe on locks to function in a power cut

### **Procedure for checking premises have been evacuated**

- › Roll calls will be made by SLT against the register.
- › Visitors and contractors will be checked against the electronic registration app.

## Where people should assemble after leaving the premises

Assembly point – all pupils and adults should assemble on the designated areas in class order. The premises fire assembly point is located at:

- › The Orchard & The Maples (KS4) - leave the premises through the emergency exits and onto the assembly point which is allocated at the back of The Maples (KS4), at the side metal fence on the grass opposite the side of the Orchard building in between KS3 & KS4.
- › The Elms (KS3) - leave their premises to their assembly point which is allocated on the grass next to the side metal fence opposite the side of the Orchard building

## Identification of key escape routes and how they are accessed to escape to a place of safety.

- › The Orchard and The main entrance and fire exit in the big teaching room - The assembly point is allocated at the back of The Maples (KS4), at the side metal fence on the grass opposite the side of the Orchard building in between KS3 & KS4.
- › Elms (KS3) Fire exits – main door, in corridor to games room, dining room. Assemble on the grass next to the side metal fence opposite the side of the Orchard building
- › Maples (KS4) - Some classrooms have fire exits or use main door. Fire exits leading from classrooms are to be fitted with a lock. All staff will have a key to open if required for evacuation. The assembly point is allocated at the back of The Maples (KS4), at the side metal fence on the grass opposite the side of the Orchard building in between KS3 & KS4.
- › The Hive – main entrance, fire exit in main room. The glass door is unlocked by the caretaker each morning. A bolt is in place to prevent entry from outside, this bolt can be opened if evacuation is necessary through this door. All staff working in the Hive have a key which will lock / unlock main lock on this door. The assembly point is allocated at the back of The Maples (KS4), at the side metal fence on the grass opposite the side of the Orchard building in between KS3 & KS4.
- › Demountable (room 13) – exit by main door, through gate. Assemble on the grass next to the side metal fence opposite the side of the Orchard building  
All rooms/corridors have clear plans of escape routes, which need checking periodically.

## Procedure for calling emergency services

On hearing the alarm, **the building will be evacuated as directed above**. At the same time the designated person (Premises Manager and Fire Wardens) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**.

If in any doubt get out of the building and ring the fire service on 999.

Identify on panel where fire is located



Search and investigate

**ONLY WHEN SAFE TO DO SO**



**Yes – satisfied there is a genuine fire.**

1. Leave the premises and ring 999.

**No – you do not believe there is a genuine fire**

1. Reset alarm at fire alarm panel
2. If resets and stays normal – inform others to reoccupy the building. Do not call the fire service
3. If alarm reactivates (sounds again) – leave the building immediately and ring 999.

## Arrangements for fighting fire

Trained staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave firefighting to the fire service.

- › Details of which fire extinguisher to use is detailed in the Health and Safety Handbook.

Type	Use
Water	Combustible materials such as wood, paper, cardboard  <b>Do not use on fires involving electrical equipment</b>  <b>Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b>  <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids, electrical fires
Carbon Dioxide (CO <sub>2</sub> )	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire blanket	Deep fat fryers and frying pans etc



## **The duties and identity of staff who have specific responsibilities if there is a fire.**

### **Employees:**

- › All employees should ensure that they are aware of the findings of the fire risk assessment
- › All employees should know how to raise the alarm and the actions to take in order to safely evacuate the premises
- › All employees should read and familiarise themselves with this emergency plan.

### **SLT**

- › Ensure all staff under their control are aware of the contents of this fire emergency plan and are given sufficient information, instruction and training to deal with a fire situation in their workplace.
- › Act as a fire co-ordination for their section of the building
- › Liaise with Fire Marshals / The Facilities Manager and the Fire Service (If required).

### **Premises Manager & Caretakers:**

There is a dedicated caretaker for this premise. He will:

- › Act upon requests made by the Facilities Manager/Fire & Rescue Service
- › Provide advice on the building i.e. Location of Services etc.
- › If and when requested to shut down plant / incoming services i.e. boiler plant / gas supplies etc.

### **Fire Marshals:**

- › To assist with the evacuation of the premises in the event of a fire.
- › To carry out any reasonable request made by SLT or Pastoral Manager

### **Admin Staff:**

- › Telephone the fire service and take registers to the assembly point
- › In whichever building the fire has occurred, the secretary (or line manager if secretary is unavailable) will phone via mobile and alert the building not affected by the fire to conduct a safe evacuation of staff pupils and visitors to meet the rest of the school at the emergency evacuation points. This is to enable an accurate head count to be undertaken

### **Kitchen Staff:**

- › Turn off cooking appliances before leaving the kitchen.

### **Caretakers/ Staff:**

- › Shut off machinery in use when alarm sounds.

## **Arrangement for evacuation of people especially at risk**

Visitors invited to the school will be requested to inform the school of any special requirements before they arrive.

## **Any Appliances or power supplies that have to be isolated if there is a fire**

- › Kitchen equipment if safe to do so
- › Contractors will be informed they should isolate any equipment if safe to do so.

## **Specific arrangements for high risk areas**

- › If open when the alarm sounds, the flammable material storage cupboards will be shut by the member of staff using the materials.
- › Kitchens – cooking appliances will be isolated
- › Science – experiments will be made safe by science staff before leaving the room.

## **Contingency plans for when fire safety systems (e.g. alarms) are out of order**

- › In the event of the fire detection system being out of order, staff will be informed of the need to shout to alert neighbouring classrooms in the event of a fire.
- › Activities to take place will be reviewed and any that could cause a fire will be postponed till the fire safety system is operating again. For example – science experiments involving naked flames.
- › Some rooms will not be used without fire detection in place. For example those that are isolated so neighbouring classes could not alert them, or 'rooms within rooms' where people would be trapped by a fire in the 'outer room'.
- › In the event of the place of assembly being unavailable the school will use the school field.

## **Procedure for meeting rescue services on their arrival and notifying them of any special risks.**

The SLT will liaise with the emergency services on their arrival.

## **What training employees need and the arrangements for ensuring that this training is given.**

- › Fire drills will be held every half term.
- › The emergency procedure will be shared with staff, including the induction of new staff
- › Staff will be given information on the type of fire extinguishers to use in different circumstances and instruction on how to use the firefighting equipment.
- › Firefighting equipment training will comprise of –
  - › Which extinguisher to use
  - › The location of the nearest appliance to relevant workplace.
  - › Verbal information on how to operate the extinguishers
  - › Instruction to keep themselves between the fire and the exit

## **Plans for dealing with people once they have left the premises**

- › If the premises cannot be reoccupied within a reasonable time the school will alert parents and arrange transport.
- › A debriefing will be held with Fire Marshals, the senior manager and other relevant people as soon as practicable following every incident.

## **Useful Contacts**

**Durham and Darlington Fire & Rescue Service – 0191 384 3381**

**Property Help Desk – 0191 383 5353**

**Direct Services – 0191 372 5000**

### **Facilities Management**

**Corporate H&S Unit – 0191 383 3430**

### **Service H&S Units:**

- › Adults, Wellbeing & Health – 0191 370 6860
- › Children's & Young Peoples – 0191 383 5626
- › Neighbourhood Services – 0191 372 5177

## Appendix 1 – Identification of Key Escape Routes

### The Orchard

- › Main entrance
- › Side exit in the big room

### The Elms (KS3):

- › Main entrance
- › Head teacher's office
- › Lobby entrance left and right door
- › Back of the canteen
- › Back of kitchen in canteen area

### The Maples (KS4):

- › Main entrance
- › Back of Catering room (Room 1)
- › Side exit of English room (Room 2)
- › Back of Science room (Room 3)
- › Back of Art room (Room 5)
- › Back of ICT room (Room 6)
- › Side exit of Geography room (Room 7)

Fire exits leading from classrooms are to be fitted with an identical lock.  
All staff will have a key to open if required for evacuation.

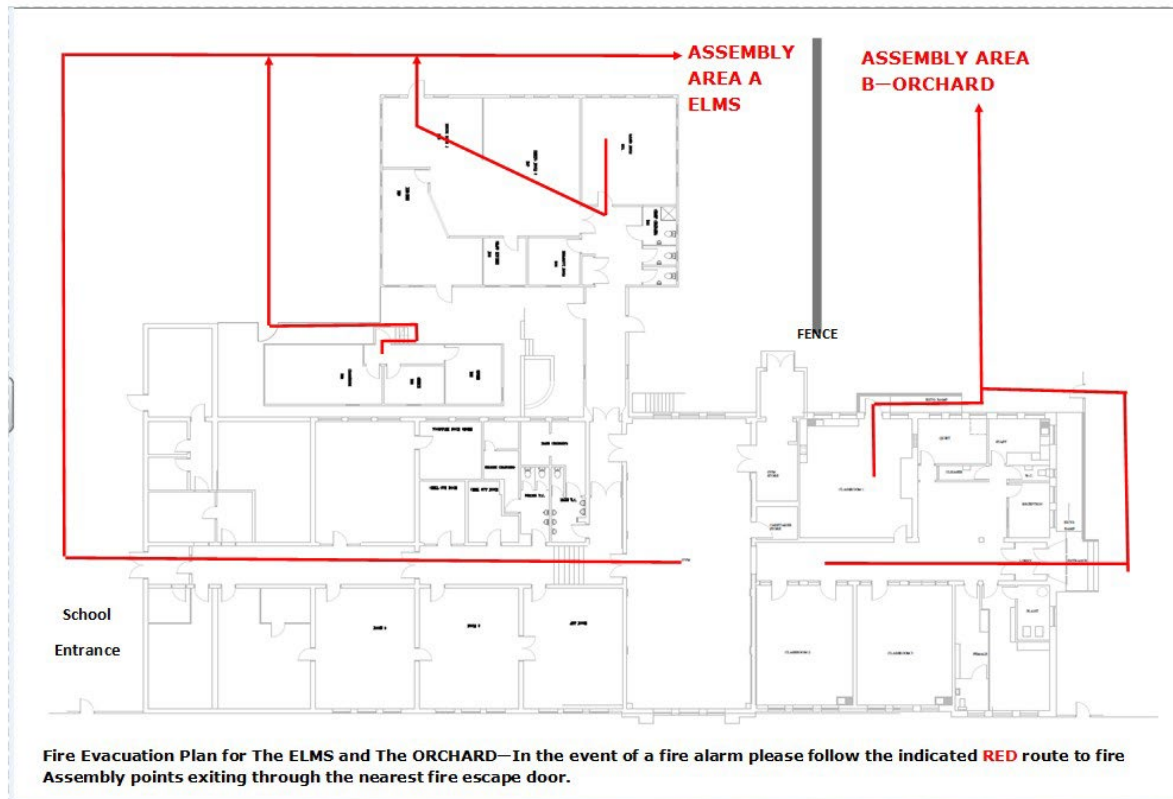
### Hive

- › Main entrance
- › Glass door at back of main room –  
The glass door is unlocked by the caretaker each morning. A bolt is in place to prevent entry from outside. This bolt can be opened if evacuation is necessary through this door. All staff working in the Hive have a key which will lock / unlock main lock on this door.

## Appendix 2 – Plans of Assembly Points

- › The Orchard (Previously KS1 & 2) and the Maples (Previously KS4) should leave the premises through the emergency exits and onto the assembly point next to the fence which is allocated at the back of The Orchard (Previously KS2).
- › The Elms (Previously KS3) should leave the premises through the emergency exits and onto the assembly point which is allocated at the back of the dinner hall, on the grass next to the fence.

### The Elms & The Orchard





## **Appendix 3 – Fire Marshals**

Majid Aslam

Malcolm Yale

Steve Carr

Andy Curry

## **Appendix 4 – Search areas**

### **The Orchard**

Personnel – Steve Carr

### **The Maples (KS4)**

Personnel – Malcolm Yale / Andy Curry

### **The Elms (KS3)**

Personnel – Majid Aslam