

# Hulme Hall Grammar School



# Fire Safety Policy & Procedures

<b>Policy Control</b>	
Report	Fire Safety
Approval Body	Finance & Facilities
Date Reviewed	September 2018
Review Schedule	Bi-Annual
Next Review Date	September 2020

This policy is to ensure that risks from fire are identified and arrangements put in place to control those risks and to enable the School to comply with its duties under the Regulatory Reform Fire Safety) Order 2005 and other education specific guidance.

The School is committed to providing a safe environment for its staff, students and visitors. All members of the school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and with the fire safety provisions defined with this policy.

Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise normal business activities.

The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the (Regulatory Reform Fire Safety) Order 2005.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the school and to protect the school's assets.

The procedures are the same for ALL evacuations, whether a real incident or a false alarm.

## **Fire Risk Policy**

The School's Fire Risk Policy is as follows:

- To reduce the risk of fire as far as is reasonably practical.
- To implement a system of early warning of the outbreak of fire.
- To eliminate or reduce risks from dangerous substances
- To develop fire procedures and provide staff training, repeated periodically where appropriate
- To carry out regular Fire Risk Assessments
- To ensure the safety of staff or anyone else legally on the School's premises
- To carry out fire drills, normally at least one per term and contact emergency services when necessary
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation)
- To have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and to employ a competent contractor to carry out all work to such equipment.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency.
- Visitors to the school should be provided with an appropriate visitors badge which should have information regarding Fire drill procedures.

Philip Bradford (Interim Headteacher) and Chris Robertson (Bursar) oversees fire safety.

The two Interim Headteachers are qualified Fire Marshalls

All staff participate in the regular fire evacuation drills

The Headteacher records information after the fire drill

A record of Fire Safety training will be maintained by the Bursar.

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## Introduction to Procedures

The Fire / Emergency Evacuation Procedure – Code of Practice is a statutory requirement needed to ensure the safety of all users of the School premises.

The bulk of the Code of Practice refers to evacuation in the event of fire. However, the same Evacuation Procedures will be applied in the event of any other emergency requiring an evacuation of the premises.

The Procedures apply to all staff and students of the School, all visitors, guests, lettings and contractors – there are no exceptions. Everyone on the site must take part in evacuations, whether drill, real incident or false alarm.

The Procedures are the same for ALL evacuations, whether a real incident or a false alarm.

## Fire Alarm System

- The School has implemented a fully comprehensive system of fire detection and audible warning.
- Smoke and/or heat detectors are installed throughout the premises.
- Break glasses are provided to enable an alarm to be raised manually should the need arise.
- Audible warnings are provided in the form of a continuous siren throughout the premises.
- Fire door, and exit and extinguisher signage is visible and clear.
- Escape routes are displayed in all class rooms.

In the event of there being an alarm activation (whether automatic or manual):

- All sirens will sound
- The buildings will be evacuated following published procedures.
- Fire Marshalls will assist in confirming all buildings are clear
- Staff and pupils should only return to the buildings when all clear is given by the Head teacher.
- A record of all evacuations will be kept by the Head Teacher.
- Any areas identified as requiring improvement will be actioned by the Bursar.

## Duties of the Fire Safety Manager

- Support the Headteacher to meet and deliver and maintain statutory fire safety obligations.
  - Provide training to staff to ensure competency in event of an incident.
  - Ensure a Fire Warden training programme is provided as required.
  - Provide a programme for staff fire safety training
  - Review all fire safety risk assessments as necessary
  - Liaise with Local Authority Fire and Rescue Services (FRS) on all statutory fire safety matters.
  - Ensure all fire incidents are investigated and monitor all calls to the FRS.
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## **Fire Alarms Out of School Hours**

Out of normal school hours, i.e. between 0800-0840 and 1600-1800 and throughout the holidays it is essential that the same practices apply. Everyone in the building should evacuate and assemble in the same place. It will not be possible to take a full register of all pupils (although where possible registers of School Clubs etc.) should be used. The role of the Fire Marshals is to ensure that they can, without putting themselves at unnecessary risk, check all areas of the building are clear.

## **Assembly Points**

Staff and Pupils all assemble on the tennis courts. Lining up in the order pre-school - year 11.

## **Fire Procedures for Public Examinations**

The invigilator should escort the candidates out of the building to the tennis courts where they will line up away from the other pupils and be kept in examination conditions, supervised at all times.

## **Staff Responsibilities**

If you are teaching or otherwise supervising a group of pupils, ensure that all pupils in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated Assembly Point.

Otherwise, leave the building by the nearest available exit. Exit routes are shown on the attached appendix. All staff have a responsibility to know what route they should normally follow and what secondary route options are available to them if their prime exit is blocked.

### **Assist disabled persons**

- Do not delay in leaving the building
- Take only personal belongings readily to hand
- Do not switch off computer equipment
- Close doors and windows behind you if time permits and only where you can
- Do not lock any doors
- Do not return to check for missing persons
- Walk, don't run
- Use the nearest fire exit
- If you find smoke blocking your route go a different way

## **Report to the Assembly Point**

- Do not leave the site unless authorised to do so
- Await further instructions
- Do not re-enter the building until authorised to do so by the Head teacher
- Silencing the alarms is not a signal to re-enter the building.



# Hulme Hall Grammar School

## Fire Evacuation Procedure

Room: \_\_\_\_\_

*The alarm sounds continuously*

### **Stage 1: Exit Procedure**

Pupils must quietly and calmly leave the classroom and exit through

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### **Stage 2: Assembly Procedure**

Pupils must assemble in alphabetical order in their form groups on the tennis courts.

The order will be:

**Pre School    JLC    Year 7    Year 8    Year 9    Year 10    Year 11**

Pupils will line up facing the school building

### **Stage 3: Checking Procedure**

The office staff will bring out registers and bring them to the assembly area. Members of staff are to collect the registers from the secretary, check the pupils are present and return the registers to the office staff.

Casual absentees (e.g. medical appointments) to be checked from the signing out sheets brought out by the office staff.



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