



FIRE SAFETY POLICY

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FIRE SAFETY POLICY

1. General Statement

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

2. Fire safety is the responsibility of all.

In conjunction with this policy, reference should be made to the Fire Risk Assessment (available via the Bursar).

Role of the responsible person

The Bursar is the designated Responsible Person, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by The Governing Body 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 instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff.
- Procedures and arrangements 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
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

3. Upon discovering or suspecting a fire

The priority for any pupil, staff member, contractor or visitor discovering or suspecting a fire is on raising the alarm to ensure the safe evacuation of all who may be affected and their individual safe exit from the building.

If there is no visible sign of fire but symptoms indicate one, a staff member must operate the alarm first. However, if they judge it to be safe to do so, they may investigate further. They must ensure a safe exit from the area of investigation remains available at all times.

If the staff member has been trained in the use of extinguisher devices and the fire is small and contained, an attempt can be made to tackle the fire. Staff members will be required to judge whether this can be done safely. The alarm must always be raised first and the person tackling the blaze must retain a safe route of exit from the area e.g. keeping a doorway to their rear and ensuring the fire does not prevent their safe departure from the area.

4. Operating the fire alarm/raising the alarm

The safest way to trigger the alarms at Gayhurst is via the call point signs which can be broken using objects or fingers to sound the alarm. This automatically links to the fire brigade.

5. Upon hearing the alarm/evacuation

This includes if the alarm is operated at the usual test time but remains active for a long time indicating a 'true' trigger.

If in class- the teacher/senior staff member will give the order to clear and indicate the route to follow, this should be followed calmly and in silence until at the assembly point. The register or registration print-outs are taken by the teacher to enable a roll call.

If not in class - in single file calmly and in silence walk to the nearest exit and once safely outside make your way to the assembly point. If exiting the office, the pupil absence print outs (iSAMS), visitors' book and staff sign-in boards are to be taken to the assembly point.

If it safe to do so whilst exiting, windows and doors should be closed.

If the fire alarm sounds at the beginning or the end of a school day and parents and children are exiting the school site then:

- 1) The blue doors must be shut
- 2) Those on door duty/free staff who don't have a class should go to the front car park to ensure people remain safe and stay there. (Vests available in the porch)
In the absence of free staff the Head will nominate someone to do this.
- 3) MU/Form Teachers/free staff go to the back car park to do the same.
- 4) JT/EE/free Staff go to the Junior school playground to assemble parents/siblings/visitors.

If a staff member is free e.g. free period or if classes can be joined together for evacuation, then sweeps should be made by the free staff member of cloakrooms and toilets etc

No one is to re-enter the buildings once evacuated until the fire brigade advise that it is safe to do so or if the fire brigade do not attend (eg false alarm) until the most senior member of staff permits re-entry.

6. Location of assembly points and roll call

All persons where safe to do so must attend the field behind the all-weather pitch, however other emergency exits lead to assembly points in the front staff and Maltmans Lane car parks. Pupils will line up for roll call by their Teacher and visitors will be checked against the log book by the admin staff.

Grab bags are situated at the key exit points and should be taken with the lead staff member on exiting the buildings. These contain mobile phones preprogrammed with the main contact numbers, heat retention blankets and a whistle and torch.

The name of anyone who cannot be accounted for with any information on their possible location, is passed to the Head, or staff member in charge, who in turn passes the information to the Emergency Services upon their arrival.

Staff at the front of the school (ie not visible to the Head) will ring to advise of which staff are accounted for there.

Persons may not leave the site (unless their safety is threatened) until the fire brigade has verified the safety of all. If site evacuation is required, all pupils and visitors, must follow the guidance of the senior staff and teachers.

7. Calling the emergency services/emergency action

The various building alarms are linked to the main panel in the School Office. If the fire alarm is triggered, the fire brigade is automatically contacted however a person will also be designated to call 999 and remain available at the entrance point to direct the attending emergency services appliances. A key holder will also be contacted by the monitoring centre to confirm fire brigade attendance is required. In the event of only the Junior School alarms being triggered, the main panel in the main school will activate a warning and assistance will be sent to the Junior School. Once persons have assembled, the senior staff member in charge is to be advised of the result of the roll call, sweeps may be made of the building for missing persons at their discretion.

The senior person may not undertake the sweep themselves and is to remain available for fire brigade liaison etc. The fire brigade must be advised if persons cannot be located.

8. Location and use of firefighting equipment provided

The school does not currently advise the use of firefighting equipment unless the person has been trained in their use, is confident to do so and that any such action they take will not endanger themselves or others, particularly those under their supervision. Lives are more important than property.

9. Communication of procedure

All new pupils are advised of the procedure by their Form Teacher and to participate in all evacuation drills.

New staff will discuss the fire alarm processes as part of their induction; this is also covered in the staff handbook.

Staff and pupils should learn the location of relevant equipment (such as call points) and the suggested exit routes from their usual locations within the school. Whilst escape routes are advised, all persons should make themselves aware of each exit route and note that the obvious one may be blocked or unsafe.

Visitors are likely to be with a staff member and as such must be guided by the staff member in terms of evacuation and safety. However, some groups may not have a staff presence and these will be advised of fire safety requirements such as evacuation procedures at the start of their time on site.

Any contractors who work on site will be advised of this procedure before commencement as part of the terms of contract and is required to follow it.

Any individual with mobility or additional needs will be supported with a personal emergency evacuation plan. For new staff and pupils, this will occur before they join Gayhurst, for existing staff/pupils (e.g. with a broken leg) a temporary plan will be instigated as soon as we are advised. For all visitors and contractors, if we are not advised in advance of their disability and additional needs, this will be done on their arrival. There is a sign in the School Office.

10. Test and records

A minimum of one drill will be undertaken per year.

A site log book is kept in the main office to record evacuations, call point tests, sounder checks, emergency light checks, relevant servicing of the equipment (such as extinguishers) and any miscellaneous matters.

11. Risk assessment

The Bursar has undertaken fire risk assessment training and in conjunction with external providers creates annual risk assessments and action plans (stored in the Bursars' office). These are considered by the staff health and safety committee who in turn report to the Governing Body through the lead Governor Sandy MacPhee. Risk assessments will also be undertaken when significant changes occur (including building works) and if feedback from evacuation tests or incidents generate sufficient need.

12. Training

Pupils are advised by their Form Teachers at the start of the academic year of the content of the emergency evacuation notices, emergency escapes and outside assembly points.

Induction training for each new staff member contains information on the fire procedure and risk assessments.

General fire safety training including the safe and appropriate use of extinguishers is provided via Buckinghamshire and Milton Keynes Fire Authority or their outsourced contractor every three years. Staff joining outside this cycle will undertake on line training.

The Bursar undertakes Fire Risk Assessment training and is the Responsible Person.

If a staff member feels they require specific fire safety or management training they should request this detailing their reasons.

13. Review and evaluation

After any fire incident, the process must be reviewed to ensure that the procedure is effective and safe; any necessary changes must be immediately implemented. See appendix A for the report form which will aid the evaluation.

14. Fire prevention measures

14.1. Escape Routes and Emergency Exits

- There are multiple escape routes from the buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are 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.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes in some areas.
- The master panel for the alarm system is located inside the main office and shows the location of a fire.

- Alarms sound in all parts of the buildings.
- Keeping fire routes and exits clear at all times. The Premises Team is responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed and that the emergency light works, and for report any 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 approved contractor to carry out annual professional check/service of emergency lights, fire detection and warning equipment, and fire extinguishers.
- Records of all tests are kept in the main office.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.

14.2. Electrical Safety

- The School has current electrical test certificates for all its buildings.
- Annual portable appliance testing takes place.
- Records of all tests are kept in the Bursar's office.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

14.3. 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 Bursar's 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.

14.4. Safe Storage

Flammable rubbish is stored away from buildings.

14.5. Monitoring

All staff are responsible for monitoring their working environment and reporting all concerns to the Premises Team for resolution.

15. Related documents:

Log book (including site and zone plans, system details and records of maintenance, testing, fire brigade visits and staff training)

Fire Risk Assessment

Fire Escape Plan

Fire Alarm Instructions

Weekly testing Guide

16. Appendices

Appendix A:

GAYHURST SCHOOL, SL9 8RJ	FIRE REPORT FORM
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The form should be completed by the Incident Manager, or most senior officer present at the incident, or involved in the post incident investigation (as appropriate to the circumstances)

DATE OF FIRE OR INCIDENT	DAY	TIME
BUILDING & ADDRESS OF PREMISES		
LOCATION OF FIRE Floor/Room etc.		
DISCOVERED BY/TIME (Give details if relevant)		
WAS FIRE ALARM SOUNDED?	IF YES BY WHAT MEANS?	
ANSWER YES/NO -----		
ACTION TAKEN BEFORE ARRIVAL OF BRIGADE		
TIME FIRE BRIGADE ARRIVED		
GIVE DETAILS OF ANY FIRE EQUIPMENT USED:		

WAS EVACUATION CARRIED OUT?

IF YES GIVE DETAILS OF NUMBERS

YES* OR NO* *delete as appropriate

IN BOXES BELOW

STAFF	PUPILS/SERVICE USERS	VISITORS	CONTRACTORS
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GIVE THE TIME TAKEN TO EVACUATE IN MINUTES

IF NO EVACUATION WAS CARRIED OUT GIVE REASONS.

WERE ANY PERSONS INJURED? ANSWER YES OR NO
DETAILS BELOW:

IF YES GIVE

NAME	EMPLOYEE, PUPIL/SERVICE USER, VISITOR OR CONTRACTOR	APPROX AGE	DID INJURED PERSON ATTEND A&E

NAME OF INCIDENT MANAGER/SENIOR PERSON PRESENT AT DISCOVERY OF FIRE. PRINT NAME IN BLOCK CAPITALS

SUPPOSED CAUSE OF FIRE

DAMAGE (INC ESTIMATION OF COST)

IF ANY ANSWER TO THE ABOVE IS NO PLEASE GIVE REASONS BELOW

GENERAL OBSERVATIONS AND COMMENTS (Attach separate sheet if required)

POINTS TO CHECK IDENTIFIED BELOW

ANSWER YES, NO or N/A IN BOX BELOW

1. WAS A TOTAL EVACUATION CARRIED OUT?
2. WAS THE FIRE PROCEDURE FOR THE PREMISES FULLY IMPLEMENTED?
3. WERE ALL INTERNAL DOORS CLOSED?
4. IF USED DID PERSONAL EMERGENCY EVACUATION PLANS OPERATE EFFECTIVELY?
5. DID STAFF ASSEMBLE AT THE CORRECT POINTS?



Fire Action

On discovering a fire: PUPILS tell a teacher
ADULTS sound the alarm (the fire brigade are
automatically called) Follow the teachers'
instructions and leave the building silently
Report to the assembly point

On hearing the alarm:
Follow instructions and leave in silence by
the nearest fire exit
Close doors behind you
Report to the assembly point
Your assembly point is on field behind the
all-weather pitch OR Front car park

Do not re-enter until authorised

Do not stop for possessions



Fire Action

On discovering a fire:

PUPILS tell a teacher

ADULTS sound the alarm (the fire brigade are automatically called and the office notified)

Follow the teachers' instructions and leave the building silently

Report to the assembly point

On hearing the alarm:

Follow instructions and leave in silence by the nearest fire exit. Close doors behind you.

ADULTS take the registration summaries, staff room fire bag and staff signing in/out board with you.

First teacher leads the children out, the second sweeps the building checking for full evacuation.

Report to the assembly point

Your assembly point is in Chantry car park on Maltmans Lane OR the Main Field

Do not re-enter until authorised

Do not stop for possessions