



FIRE POLICY AND LOCAL PROCEDURE

(May 2018)

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do.

Fire Policy and Procedures

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, Trustees, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire;
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading;
- To have procedures in place to eliminate or reduce the risk from dangerous substances;
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment;
- To ensure the school complies with relevant fire legislation and standards.

Responsibilities:

The School Trustees are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements of the Regulatory Reform (Fire Safety) Order 2005. They delegate the management of this to the Headteacher (under the guidance of the Health & Safety Co-ordinator) and in her absence the Deputy Headteacher.

The Facilities Manager is responsible for: ensuring that an up-to-date fire risk assessment is in place for the school building; the installation and maintenance of fire detection and warning systems; firefighting equipment; emergency signage and lighting; periodic fire evacuation drills; adequate means of escape from the building; ensuring means of access for emergency services is provided at the school building in the event of fire; Monthly inspections are carried out by the Facilities Manager with the premises team.

The Facilities Manager has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensures that fire evacuation drills are carried out (once every half term. This is recorded by the Facilities manager in the fire log book which is kept in the premises office). As well as ensuring that fire issues are included in workplace inspections and risk assessments carried out in the school; making the staff and pupils aware of fire hazards and local emergency procedures; delegating sufficient staff to carry out Fire Warden functions (a list of the Fire

Wardens is displayed on each floor of the school building); consulting with the Headteacher and Facilities Manager on major changes to use of space or work which may compromise the fire integrity of buildings.

The Headteacher and in her absence the Deputy Headteacher is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff undertaking a roll call using the school registers and reporting these to the Facilities Manager/Fire and Rescue Service Officers.

The Headteacher is responsible for establishing control and communications at the Assembly Point; gathering information; liaising with the emergency services.

Staff are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the room immediately and proceed to the designated Assembly Point. Staff should report to the Headteacher at the Assembly Point and report that the room has been cleared.

Disabled students and staff are **responsible for informing the Headteacher** of a disability which may affect their ability to evacuate a building in the event of an emergency.

Visitors to the school are required to sign in using the visitors book and sign out as they leave the premises. They are also told where the fire assembly point is. All staff, pupils and visitors must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety.

Fire wardens will sweep areas to ensure a full evacuation. A list of the Fire Wardens is displayed on each floor of the school building.

Staff training:

- New staff and students are briefed for action in the event of a fire, this is given by the Head/Deputy Headteacher for teaching staff or The Bursar for Support staff.
- Staff training is organised by the Headteacher/ Facilities Manager;
- Staff are trained in the use of fire extinguishers;
- Office Staff are trained in the giving of relevant information to visitors;
- Appropriate information on fire hazards, precautions and emergency arrangements are provided by the Facilities Manager to Contractors, visitors and relevant organisations (refer to Emergency fire procedure below);
- Information on fire evacuation procedures is given to students by the Class teachers;
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all building;
- Children are made aware of relevant signs relating to fire escapes.

Safety of staff or anyone else legally on the school premise

Emergency Evacuation:

Emergency evacuation procedures are in place for the school building; In the event of a fire alarm activation, everyone should leave the building by the nearest exit immediately, go to the designated Assembly Point (Playground Area) and remain there until the 'all clear' to return to the building is given by the Headteacher/facilities Manager.

Fire drills:

The purpose of fire drills is to remove every one as quickly as possible ensuring people with disability are adequately provided for, assemble them at a safe place and check attendance. Fire drill will be arranged by the Headteacher, Facilities/Health and Safety Manager. The Office Staff have responsibility to call the emergency services if this is necessary.

In the case of a fire the Facilities Manager will call 999 and ask for the fire service department and will ask for the fire brigade to come to the following address;

Ursuline Preparatory School, Coventry Road, Ilford, Essex, IG1 4QR.
Tel: 0208 518 4050.

Fire fighting and precautions / maintenance of systems:

All fire fighting equipment is annually inspected and serviced by an external contractor. It is the responsibility of the Facilities Manager to ensure the annual service takes place, and an inventory of all equipment.

Fire Detection & Alarm Installations and Fire Fighting Equipment;

Contracts are in place for arrangements for the maintenance, inspection, examination and testing of fire fighting fire detection & alarm installations and fire-fighting equipment; Visual checks on fire fighting equipment are carried out during the monthly inspections by the Premises Team.

Monitoring by Inspections;

The Facilities Manager ensures workplace inspections are carried out three times annually in all their areas and include fire issues in these inspections;

Any required remedial actions are reported by the Facilities Manager to the Bursar. Any findings are included in the Fire Risk Assessment.

Monitoring by Fire Evacuation Drills;

The Facilities Manager along with Headteacher arranges fire evacuation drills at least once per half term, and at different times of the day and week for relevant groups of staff and pupils. Alternative exits are tested as part of this drill.

Fire drill reports and recommendations are recorded in the Fire Drill record. The fire bell and fire alarms are tested weekly and recorded in the fire alarm log book by the Facilities Manager.

FAFS Fire test the alarm three times a year, a log in kept in the premises office in the fire log.

Weekly fire test is carried out on a Wednesday at 3:45pm

Fire risk assessment of buildings

- The Facilities Manager arranges for fire risk assessments to be carried out on the school building;
- Emergency plans for the school building are drawn up by the Facilities Manager taking account of the findings of the fire risk assessments and seeking advice from the Health and Safety authority as necessary. Copies of these plans are held in the premises office;
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

Reporting Fire Incidents

Fire incidents are reported to the Headteacher;

Fire alarm activation logs for the school buildings are maintained by the Premises office.

This policy will be reviewed annually.

Fire & emergency risk management:

It is the duty of all members of staff to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective equipment, damage to extinguishers and any other equipment.

In addition, it is the responsibility of the member of staff unlocking from the premises team undertake a daily inspection to ensure all escape routes and fire exits are free from obstruction, this is logged in the daily, weekly, monthly log sheet

Name	Location	Tel no.	Area of Responsibility
Mark Smith	Facilities Manager	020 8554 1995	Whole prep school site
Antonio Bedoya	Deputy Facilities Manager	020 8554 1995	Whole prep school site
Lee Joyce	Premises Assistant		
	Premises Assistant		

Firefighting and precautions

All firefighting equipment is annually inspected and serviced by FaFs Fire Safety Services

It is the responsibility of the following person to ensure the annual service takes place, and an inventory of all equipment, plus a diagram showing location and type of firefighting equipment is kept up to date.

Name	Location	Tel no.	Area of Responsibility
Mark Smith	Facilities Manager	020 8554 1995	Whole Site

Fire alarms and emergency lighting

The fire alarms are tested weekly and emergency lighting are tested monthly and recorded in the Fire log book by:

Name	Location	Tel no.	Area of Responsibility
Mark Smith	Facilities Manager	020 8554 1995	Whole prep school site
Antonio Bedoya	Deputy FM	020 8554 1995	Whole prep school site
Lee Joyce	Premises Assistant	020 8554 1995	Whole prep school site
	Premises Assistant	0208 554 1995	Whole prep school site

Fire drills

The purpose of fire drills is to monitor the effectiveness and efficiency of the school's emergency evacuation procedures, the aim of which is to evacuate everybody from the building(s) as quickly as possible, ensuring any people with disabilities are adequately provided for, assembling everyone at a safe place and checking attendance to ensure everyone is accounted for. Fire drills will be arranged each term by:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head Teacher	020 8518 4050	Whole site
Mark Smith	Facilities Manager	020 8554 1995 07983713048	Whole site

Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

Name	Location	Tel no.	Area of Responsibility
Helen Roddy	Reception	020 8518 4050	Whole site
Jane Johnson	Reception	020 8518 4050	Whole site

Clearing premises in an emergency

The following staff have specific fire steward/warden responsibilities for checking all areas are cleared, and people with a disability are provided with assistance:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head Teacher	020 8518 4050	Whole site
Mark Smith	Facilities Manager	020 8554 1995	Whole site

In the event of the absence of one or more fire stewards, the following staff will deputize:

Name	Location	Tel no.	Area of Responsibility
Lee Joyce	Premises Office	020 8554 1995	Whole site
	Premises Office	020 8554 1995	Whole site

Assembly Areas

The following staff has specific responsibility for taking charge of the assembly area and check numbers correspond with attendance figures:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head teacher	020 8518 4050	Whole School Assembly

	Deputy Head	020 8518 4050	Whole Assembly	School
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Local Fire Procedure:

Introduction:

This is the local protocol for our fire procedure. All staff must familiarise themselves with the procedure that we follow to maintain a safe environment for staff, students, hirers and visitors alike.

Persons responsible for Fire Safety here at the school are:

Headteacher
Located in House 4
Ext: 302

Facilities Manager / Health & Safety Coordinator
Located in the basement of the Academy building
Ext: 313

The fire alarm Panel is located in House 2 in the main lobby with a repeater panel located in the Academy head of year office in the main lobby.

The Fire alarm is tested every Wednesday at 3.45pm, if at this time the alarm continues for more than a few seconds it is to be treated as a real alarm activation.

The Fire Alarm is a continuous warbling siren.

All visitor/ contractors to site must be made familiar with the fire procedure.

It is the responsibility of the Fire Marshal (see below) of each department to make sure that all staff members know whom their fire marshal is and what their procedure is for their department. **(Fire Marshals should be indicated on the sign provided in each work area),**

All new staff members will be aware of their fire exits, and the evacuation procedure.

1. Assembly Areas – Prep School Playground

The place of assembly is the school playground facing St Angela's building

On discovering a fire – staff should sound the fire alarm at the nearest wall-mounted fire call point.

On hearing the fire alarm

- (1) The teacher in charge of the class will see that all windows and doors are closed and then accompany the class in an orderly manner to the assembly point by their nearest exit route away from the fire.
- (2) Students will line up in classes in the playground, facing St Angela's.
- (3) Anyone not in class when the alarm sounds will make their way directly to the assembly point and line up in their class.
- (4) Silence must be observed throughout the procedure. There must be no rushing or dawdling on the way to the assembly point.
- (5) The school admission's officer will take the registers, staff fire register and visitor book to the assembly point and hand class registers to the class teacher.
- (6) After role call, teachers will report anyone missing to the Head teacher / Deputy Head
- (7) Nobody may leave the assembly point until permission has been given by the Head Teacher.

Do not evacuate through the school building unless it is your nearest exit route to the assembly point.

Once role call has taken place and the all clear has been given, staff should escort the students back to the classroom.

2. Fire register people on site:

All staff and visitors must sign in and out of the building at reception. This allows a check of who is in the building to be performed in the event of the alarm. Staff should not underestimate the importance of this procedure and failure to comply is a breach of health and safety requirements.

4. Fire marshal's responsibilities:

During a fire alarm activation, it is the fire marshals' responsibility, whilst making their way to their designated evacuation point, to make sure there are no occupants left in their area of responsibilities. Any stragglers should be told to evacuate the building immediately. All fire doors that have not automatically closed should be pulled to.

Closed fire doors slow down the spread of fire.

All occupants should be guided to the nearest fire exit and then on to the muster point.

It is the responsibility of a fire marshal ensuring at the start of each working day that their area is safe. This includes that fire exits are clear from obstruction, fire extinguishers are in the correct location, and the evacuation route is clear. Any hazard should be reported to the Premises Department via e-mail for action.

Records should be kept indicating that these inspections have taken place, with any findings documented.

5. The Facilities Manager/ Deputy Facilities Manager Responsibilities:

The FM/DFM is to make his way to the fire panel to identify the location of the fire. Once identified the area should be checked to establish that the activation is not a false alarm and that the area is clear of occupants.

After this assessment has been made the Facilities Manager should then return to the Main entrance to receive the emergency services.

Information that will be required in case of fire

- Location of the fire.
- Indication of event. (False alarm or real fire)
- Location of muster point. (whereabouts of staff & student)
- Site plan.
- Contingency plan for evacuation of site
- Relevant keys that may be required
- Who the fire marshals are

6. Fire marshals and their areas of responsibilities:

Victoria McNaughton	Overseeing evacuation & timing of evacuation
Jane Johnson	Visitors evacuation and registers
Hellen Roddy	Fire Marshal House 4
	Fire Marshal House 2
	Fire Marshal St Angela's
	Aiding evacuation
Lee Joyce	Aiding evacuation
Antonio Bedoya	Locating the fire
Mark Smith	Locating the fire

7. School Admissions office (school office) responsibilities:

On hearing the fire alarm sound the admissions officer will collect the registers and visitors book and make their way to the assembly point to hand them over to the class teacher who will roll call student. The Admissions officer will roll call staff and visitors.

8. Visitors:

Any visitors that have not been collected by the member of staff that they are visiting remain the responsibility of the Office staff and it is her duty to evacuate them.

9. Cleaning staff:

Cleaners should stop what they are doing and make their way to the nearest fire exit. Once out of the building cleaners are to make their way to the playground area, here you will meet with your supervisor who will carry out roll call. Once the all clear has been given by one of the premises staff you will then be free to enter the building.

10. Premises Staff Responsibilities:

On hearing the fire alarm a Premises assistant should make his way to the side gate and unlock it, once this is done they should make their way to the assembly point and report the Facilities manager deputy

Once the all clear has been given, premises staff are to make sure the ground and building are made secured.

11. Disabled Users:

In the event of a disabled person/s being on the school premises. A risk assessment needs to be completed to identify an action plan identifying the procedures to follow in the event of a fire evacuation. It is the responsibility of the Head teacher to carry out the assessment. Once completed a copy of the risk assessment should be sent to the facilities manager for further action.

12. Fire extinguisher and what fires they should be used on:

Fire extinguisher must only be used if you feel confident enough to do so, and only then on a fire which is very small in size. **Do Not Use** if you are unsure of which one to use. Better to leave the fire brigade to deal with it when they arrive.

Water = Safe to use on Wood, Textile, Paper. Not Safe on Electrical Fires

Foam = Safe to use on Flammable Liquid. Not Safe on Electrical Fires

CO2 = Safe on all fires

13. Old colour codes for fire extinguishers

Red = Water

Cream = Foam

Black = CO₂

14. Reading the panel:

The following abbreviations may be displayed on the panel:

- BG Break Glass Unit
- SD Smoke Detector
- HD Heat Detector

(a) What floor the activation has taken place

- GRD Ground Floor
- FST First Floor

Location activated (Where the fire is in the zone.

The fire location register is located on the left hand side of the fire panel.

When the fire alarm is activated it will display a number identifying the location of the activation. The corresponding number on the register will identify the exact location of the activation.

15. Procedure to silence the fire alarm:

From Monday to Friday 7.00 to 18.00 the responsibility is the Facilities Managers.

1. Press Accept
2. Press Silence
3. Press Reset (Only when it is confirmed that it is safe to do so).

16. Safe working practises:

1. Do not block fire exits
2. Do not prop open fire exit doors
3. Do not remove Fire Extinguishers from there housings.
4. Maintain good housekeeping by disposing of unwanted rubbish.
5. Always report hazards promptly.
6. Always use the fire register when leaving and returning to the premises.
- 7.

The contents of this document are reviewed on an annual basis and are signed to show that they meet the current requirements of the school.

