

# Fire Risk Policy & Fire/Emergency Evacuation Procedures

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*THIS POLICY REFERS TO ALL STUDENTS IN ALL SCHOOLS INCLUDING THOSE IN EYES*

Owner:	Director of Finance and Operations
Version No:	
Authorised by:	Director of Finance and Operations
Circulation:	Governors/SMT/Other Senior Staff
Status:	Published

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## 1. 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 by replacing with less hazardous alternatives and/or storing hazardous substances in appropriate containers inside hazardous substance cabinets.
- To develop fire procedures and provide staff training, repeated periodically where appropriate.
- To ensure the safety of staff or anyone else legally on the School's premises.
- To carry out fire drills without warning at least twice per year. An automated call is made to the emergency services on activation of the fire alarm but the emergency services will be stood down for drills.
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting 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 maintenance on such equipment.
- In view of the School's integrated site, the School's evacuation policy is that any alarm activation in either the Senior or Junior School will result in a full evacuation of both Schools.

The competent persons are:

- The Director of Finance and Operations – the "Responsible Person"
- The Operations Manager – the "Nominated Person"
- An independent H&S Advisor provides expert advice and risk assessment

Training:

- Independent H&S Advisor is a professionally trained consultant – CMIOSH and NEBOSH
- New staff are provided with an induction which covers fire safety and evacuation and this is refreshed annually during INSET training.
- Accredited Fire Marshal/Warden training is provided to those with Fire Marshal/Warden responsibilities plus as many other staff as possible to raise awareness, with refresher training provided every 2 years.

- All staff participate in the regular fire evacuation drills

#### Fire Safety Equipment and Fire Safety Measures

- Maintenance of clear emergency routes and exits is everyone's responsibility, however, Fire Wardens are formally tasked with undertaking a weekly visual check of escape routes, exits, signs, notices, fire detectors and extinguishers
- Competent contractors are used to carry out annual maintenance or inspections of emergency lighting, fire detection systems, alarms and fire extinguishers
- Caretakers are responsible for conducting monthly emergency lighting tests and weekly fire alarm tests.

#### Records:

- Records of training, including fire evacuation drills, are held by the Director of Finance and Operations
- Records of emergency equipment and its maintenance, including Fire Doors, are held by the Estates Manager
- Records of weekly checks are retained by Fire Wardens with monthly supervisor checks made in the same record

## 2. Fire/Evacuation Procedures

### a) 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 Schools 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 Code of Practice applies equally to the Senior School and the Junior School. A separate Code applies to the Infant School in Lovell House.
- This document comprises:
  - Evacuation Procedures
  - Instructions for staff involved in the Procedures
- The Procedures apply to all staff and students of the School, all visitors, guests, lettings and contractors – there are no exceptions. All the foregoing must take part in evacuations, whether drill, real incident or false alarm.

### b) 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.
- In the event of an alarm activation (whether automatic or manual):
  - All Senior and Junior School sirens sound
  - Any alarm – Fire Brigade central monitoring station automatically informed

### **c) Assembly Points**

Senior School – the Main Playground

Junior School – the Senior School front lawns

### **Instruction Sheet 1**

#### **THIS INSTRUCTION APPLIES TO EVERYONE**

#### **ACTION TO BE TAKEN ON DISCOVERING A FIRE**

DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU CAN DO SO WITHOUT ENDANGERING YOURSELF AND/OR OTHERS

- Activate the alarm by means of the nearest alarm call point
- Leave the building following the procedure below

#### **ACTION TO BE TAKEN ON HEARING THE FIRE ALARM**

- If you are a Fire Marshal/Warden, follow the procedures in Instruction Sheet 2
- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated Assembly Point.
- Check the students' toilets on the exit route if time and circumstances allow.
- Otherwise, leave the building by the nearest available exit
- Assist disabled persons
- Do not use lifts
- Do not delay in leaving the building
- Take only personal belongings readily to hand
- Do not switch off computer equipment
- Do not lock any doors
- Do not return to check for missing persons
- Walk, don't run

- Report to the Assembly Point
- Do not return to your vehicle and attempt to drive off unless authorised to do so
- Await further instructions
- Do not re-enter the building until authorised to do so by the Incident Controller

## Instruction Sheet 2

### FIRE WARDEN INSTRUCTIONS

At Nottingham High School the Fire Warden's responsibilities are:

- Conducting regular checks of their area to ensure that fire safety is not compromised, such as checking that exits are not blocked or damaged and that doors are not wedged open or hindered from closing automatically. Any defects should be reported using Taskman.
- Checking that fire safety equipment in their area is not damaged or obscured by other items being left in the way. Any damage should be reported immediately to the Estates Manager or, in his absence, the Estates Co-ordinator. All fire safety equipment should be correctly sited (e.g. fire extinguishers not being used to hold doors open).
- Checking fire safety/emergency signs are undamaged, clear and displaying the correct information (e.g. fire assembly information).
- Maintaining the register of weekly fire warden checks for their area.
- If contractors are working in their area, checking that the contractors are not compromising fire safety. Any issues are to be reported to the Estates Manager/Estates Co-ordinator.
- Ensuring their area is clear of people in the event of an evacuation by 'sweeping' the area as they proceed to the assembly point and reporting their area as clear to the Fire Marshal on arrival at the assembly point.

**Note. Fire Wardens are not to return to their area to conduct a 'sweep' if they are away from the area when the alarm is raised. In the event of a real fire in the Fire Warden's area, the priority is to evacuate – DO NOT conduct the 'sweep'.**

The Fire Warden is to "sweep" the designated area as part of their own evacuation of the building and report to the Fire Marshal in the Playground as to whether they have checked their area and found nobody who is unaware of, or ignoring, the alarms.

The Fire Warden role is an important one, particularly in the complex buildings which the School has. The first question the Fire Brigade will ask on arrival is whether we believe the building is occupied or empty. If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside and potentially put their own lives at risk rather than containing the fire from outside. If a Warden does not report, we have to tell the Brigade that we have no information. The Fire Warden is not expected to put himself or herself at risk, but it is important that he or she reports the outcome of the sweep. If the answer is that the Warden has not been able to check, that is the answer which should be given. If you are teaching when the alarm sounds, ensure your class knows the nearest direct route to the

exit, see them off and then carry out your Fire Warden duties as you evacuate. In the event of any emergency evacuation, Fire Wardens should act as follows:

- In conducting your duties as a Fire Warden, health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of the alarm is clear and that all staff and students leave the building.
- Tell staff and students that they must leave the building – do not enter into an argument with any who refuse, but note their location and, where possible, their name and report the matter to the Fire Marshal.
- Go directly to the assembly area and report to the Fire Marshal.
- Notify the Fire Marshal of any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.
- Notify the Fire Marshal of the name and location of any person who has refused to leave the premises.

### Instruction Sheet 3

#### STAFF DUTIES

Staff	Primary	Deputy	Duties
Incident Controller	Director of Finance and Operations	Headmaster or Deputy Head	Take overall charge of the emergency and liaise with the Emergency Services
Fire Marshal Senior School	Operations Manager	Designated Deputy Fire Warden	Co-ordinate the collection of evacuation data from Fire Wardens and notify Incident Controller accordingly
Fire Marshal Junior School	Head of IJS	Deputy Head of IJS	Co-ordinate the collection of evacuation data from Fire Wardens and notify Incident Controller accordingly
Incident Investigation	Estates Manager	Caretaker(s)	Investigate the incident, where safe to do so, in conjunction with the Caretaker(s) on duty and notify the Incident Controller accordingly
Fire Wardens	As listed separately	As listed separately	Undertake a 'sweep' of their area of responsibility whilst exiting the building and report clear status to the Fire Marshal
Heads of Year	N/A	N/A	Collect form lists from Deputy Head (Individuals) and distribute them to the Form Teachers in their year. Collate the information for their year and report it back to Deputy Head (Individuals)

Form Teachers	N/A	N/A	Maintain good order amongst the Form. Forms should be in line, alphabetically with one Form Teacher at either end of the line. Check off students against form lists and report the outcome to the Deputy Head (Individuals)
Deputy Head (Individuals)	Assistant Head (Individuals)	Data Manager	Receive form checks from Form Teachers, produce a list of missing students and report to the Incident Controller
Other staff - Teaching	N/A	N/A	Report to the Deputy Head (Individuals)
Other staff - Support	N/A	N/A	Report to the Designated Deputy Fire Warden and the Muster point.