

EDENFIELD GIRLS HIGH SCHOOL [EGHS]

Fire Safety Policy

Contents

- Fire Marshalls
- General Statement
- Employees Duties
- Communication
- Procedures
- Emergency Evacuation Plan

Fire Marshals:

Mrs Y Mubarak

Responsible for collecting all the paper registers and making sure everyone on site is accounted for. Reporting to the Fire Brigade any missing persons

Miss K Begum.

Responsible for ensuring that all students/staff with PEEP have been evacuated safely.

Phone Fire Brigade on 999

General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy and encompasses the following policies already included; Evacuation Procedure, Lunch time Fire Procedure, Emergency Evacuation during exams, Bomb Alerts, Fire Drills and Practices.

Our priority at all times is the safety of individuals. To assist us in achieving the highest level of fire safety we employ an outside company (Lancashire Fire and Safety, Burnley) to carry out regular Fire Risk Audits on the school site, on a yearly basis and ensure that all precautions are taken and all procedures followed with regard to the site. Each room has a personal evacuation route displayed.

Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place

themselves or others at risk or harm. All employees are expected to co-operate fully with any procedure that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

Communication

All employees will be kept informed either directly or via Health and Safety representatives of any relevant changes to fire safety procedures or fire risk assessments.

Procedures – the following procedures are in place to ensure high standards of fire safety.

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by an external company.

The fire evacuation procedure will be practised 3 times a year (once every term and with a practise during the first days back at school). A record will be kept of the date and the time taken to evacuate the buildings.

It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly, during break time, lunch, before and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals. Fire training is given to all staff on an annual basis.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person' (which at this stage of the schools establishment are the Head teacher and the care taker).

Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.

All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective (they are checked fortnightly by Health and Safety Officer) or

missing equipment they must report it to the Health and Safety Officer.

Alarms are serviced annually by a suitable contractor and tested weekly by Health and Safety Officer.

Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or their responsible person. Any bulbs which are not working are immediately replaced.

All visitors must be logged into the Visitors Book in the office on arrival on site. Please see the Fire Safety Management files for all records of checks, certificates and remedial works.

Emergency Evacuation Plan

NB: To try and account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Health and Safety Officer shall temporarily allocate the function to an alternative suitably trained member of staff.

If you discover a fire: Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. The onus is on staff to ensure that children get out of the building safely. Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Report to the assembly points

Assemble in the Playground, along the back fence near the trees. Everyone on the school premises should be as far away from the building as possible. If you are with a visitor, ensure they accompany you. The Head teacher (and eventually as the school expands, an office manager once appointed) will bring out the visitor book.

If you hear the fire alarm: Leave the building immediately using the nearest available fire exit. If you know that a child is in the toilet or another part of the building away from the class, inform the fire marshal as you leave, then report to the assembly point for a roll call. If you are with a visitor, ensure they accompany you.

Persons responsible for taking roll calls are: The teachers who then send the form to the

health and safety officer and fire marshal (The Head teacher).

Fire Marshal(s) – on hearing or setting off the alarm: Encourage everyone around you to evacuate as soon as possible. Check students teachers, admin staff and visitors are accounted for at the roll call.

Fire Alarm Status: In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. The persons designated to call the fire brigade are Mrs K Begum. In the event that the fire alarm is a false alarm, then the Fire Brigade should establish the cause before letting anyone re-enter the building.

Before the Fire Brigade arrives: If there is a fire, the fire marshals can, if they have received appropriate training from First Response, and the situation does not place them at risk, make use of the fire extinguishers located on every floor to put out the fire. **They are under no obligation to do so. Staff must not put their safety at risk at any time.** If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive

Assisted Evacuation (Personal Emergency Evacuation Plan)

Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. On a weekly basis the headteacher checks the pupil risk assessments and liaises with the relevant staff to complete the PEEP form. This is then given to the relevant teacher when the student is in their class. It is the responsibility of the teacher to assist the evacuation of the student in accordance with the PEEP.

Completed PEEP forms are kept in the fire safety folder.

Emergency Action Plan.

It is the responsibility of the headteacher to liaise with other Health and Safety Officers to complete the PEEP form for the individual. A copy of this form must be given to all teachers at the start of class.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS

Evacuation Procedures

EGHS has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and pupils are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The Health and Safety coordinator will test fire alarms on a weekly basis and record it in the fire precaution.

As soon as the fire alarm sounds all pupils and adults must stop what they are doing and walk out of the building through the nearest exit, to assembly point.

How to exit the school

Before leaving the school, the fire marshal Mrs K Begum will dial 999 for the fire brigade. The Head teacher is responsible for taking all of the registers out of school with her, and also the staff and visitors "sign in" book.

Nobody is to go back into school. If a pupil is missing it must be reported.

When the building is reported to be safe and the Headteacher authorises, staff and pupils may return to the building.

Staff should ensure that their pupils walk in and out of school sensibly, and line up quietly.

If their normal exit is blocked for any reason, then staff and pupils should use the nearest available exit.

Lunchtime Fire Procedure

All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all pupils together away from the building and ensure no pupil re-enters the building.

Lunchtime supervisors on duty in the dining area shall evacuate all pupils from the building.

Staff members in classrooms where pupils are engaged in lunchtime extra curricular activities or eating shall evacuate all pupils from the building and ensure on the way out that any toilets are vacated.

Staff members on the premises should assist the lunchtime supervisors.

Pupils to line up in form/year groups.

Emergency Evacuation during exams

Prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which are different to the normal evacuation procedures;

- Candidates must remain under controlled exam conditions.
- Candidates are evacuated leaving all exam materials on their desks
- Candidates are evacuated to the exam assembly point, far end of playground and must remain 1.5 metres apart
- Exams officer and other available staff meet at the assembly point to provide assistance and supervision
- On re-entry to exam room, the exam is restarted and the candidates given their full entitlement
- Any student who is found to have communicated with another may be disbarred from this session
- A full copy of the exam evacuation procedure will be in the exam room during every examination
- If a fire occurs during a GCSE exam then the H&S Co-ordinator will operate as the Fire Marshall.

Bomb Alerts

In the event of bomb alert the Headteacher must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure)
- Phone 999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident. All pupils and adults must remain outside
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises

Fire Drills and Practice

If the alert is a practice, then a fire marshal will disable the alarm. If there is an incident involving the setting off of the alarm (not a Fire) then the fire marshal must be informed.

Number to cancel alarm is 2143

This policy was adopted on	Reviewed by	Date for review
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020