

## **PARK SCHOOL AND NURSERY – FIRE POLICY AND PROCEDURES – ISI 12AB**

### **1. INTRODUCTION**

- 1.1 The School's Fire Officer is Mr S Main, the Deputy is Ms D St-Aubin and the designated fire Marshalls Mr D Pouncett (Safety Officer) Miss R Mellowes (Nursery) and Miss Whitbread (Teaching).
- 1.2 This document gives guidance in the event of a fire and outlines ongoing procedures throughout the school. It takes into account provisions in the Regulatory Reform (Fire Safety) Order 2005. It should be read in conjunction with the Fire Manual.
- 1.3 A fire risk assessment has been carried out and this is available from the School's Health and Safety Officer. This risk assessment is updated regularly.
- 1.4 An induction meeting will take place on the day of appointment, when these regulations will be explained. New staff will also be given a thorough induction presentation to read through before commencing employment. All staff, both teaching and non-teaching will be expected to read and adopt the policies and risk assessments and a record of induction will be kept.
- 1.5 Staff will familiarise themselves with the location of fire break glasses, fire bells and firefighting equipment and note the procedure to be taken in the event of a fire as given in the instruction notices in every classroom.

### **2. GUIDANCE FOR STAFF DISCOVERING A FIRE**

- 2.1 Alert other staff by activating the nearest 'fire break glass' to activate the fire bell.
- 2.2 Silence the class.
- 2.3 Evacuate the children in your care as quickly as possible via the nearest available exit to the designated assembly point, (if you are the first person to pass and the fire fob is still on its hook, you should take the class to the exit of the building and send them on to the assembly point, remove the fob, the procedure card and the fire blanket for your protection, check the fire panel to see what zones have been triggered and carry out a sweep of the building following the directions on the fob procedure card, starting with the top floor. If you are the only member of staff with a class in the building send the fire emergency card with a child to the school Office and continue with the fob sweep).
- 2.4 Classes should assemble in the main playground.
- 2.5 Until the Fire Officer /deputy/ designated fire marshal arrives at the playground, one member of staff should assume responsibility as a fire Marshall for the evacuation process.
- 2.6 They should:
  - 2.6.1 Check that other staff have registered their own class/group of children.
  - 2.6.2 If anyone is missing, do not re-enter the building but report to the fire officer/deputy/designated fire marshals (if in attendance) or office immediately.
  - 2.6.3 Ensure that a FOB sweep has been conducted as above.
  - 2.6.4 Inform the Office, so the emergency services / Fire Officers/designated fire marshal) are summoned without delay saying 'This is an emergency. The fire bell is sounding in (building name), we are evacuating'. The Office staff will dial 999 to summon the fire brigade if they have not heard from the call centre the alarms are connected to.
  - 2.6.5 If the Office has evacuated, dial 999 from the staff room (or nearest) phone.
  - 2.6.6 The staff of the affected building should agree responsibilities and a member of staff should be assigned to watch the entrances to the evacuated building (from a safe distance), to

ensure no-one enters. Suggested vantage points are as follows:

- No. 43 watching side of building near print room and conservatory entrances
- No. 45 by corner of memorial hut watching Nursery and path to front door
- No. 47 by pastoral room watching main door and other classroom entrances
- Hall by bell watching paths to side doors/art room/ music room
- No. 49 by climbing wall watching paths to front/side doors and to orangery
- Year 5 building by corner of dining room

- 2.7 Children should be given clear and precise instructions and staff should insist on silence and an orderly line so that everyone knows what they are expected to do.
- 2.8 The Fire Officers/emergency services are responsible for giving all clear.
- 2.9 Never tackle a fire if it puts you at risk – summon help. If you can't tackle the fire safely shut the door and leave alone.

### **3. OFFICE PROCEDURE**

- 3.1 The school alarms are now connected to a call centre. If an alarm is activated the call centre will ring the school to check, there is an emergency situation and summon the emergency services. The Office should summon the fire brigade as soon as they are informed if they have not heard from the call centre, unless they have been previously told it is a drill and contact the school Fire Officers/Fire Marshalls who will take over co-ordinating the evacuation (including investigating, if appropriate, to see if it is a false alarm) until the emergency services arrive. Once an emergency situation has been established and the emergency services have been alerted, a member of staff from the Office should go out to the roadside to guide the emergency services to the correct building, taking the building plans with them. (If only one person is in the Office, then another member of admin staff should be called to meet the emergency services.)

### **4. STAFF TRAINING**

The training of staff will provide for the following: -

- 4.1 All staff will have access to a copy of this policy and are given verbal instruction regarding responsibilities and actions in the event of a fire by the Fire Officer. This instruction is also given to new staff at induction.
- 4.2 After the initial instruction, all staff should receive instruction by a competent person annually.
- 4.3 Records should be kept showing that training and instruction have been given.
- 4.4 The Fire Officer is responsible for organising staff training and the Fire Officer/Deputy/Designated Fire Marshalls co-ordinate the actions of staff in the event of a fire evacuation drill.
- 4.5 Details of fire alarm and evacuation procedures are to be found on the Fire Emergency Action Notice positioned near the principal exit in each room.

### **5. EMERGENCY EVACUATIONS**

- 5.1 At least three emergency evacuations per year should take place, the first one to be held as soon as possible after the start of the academic year.

## 6. WEEKLY TESTS

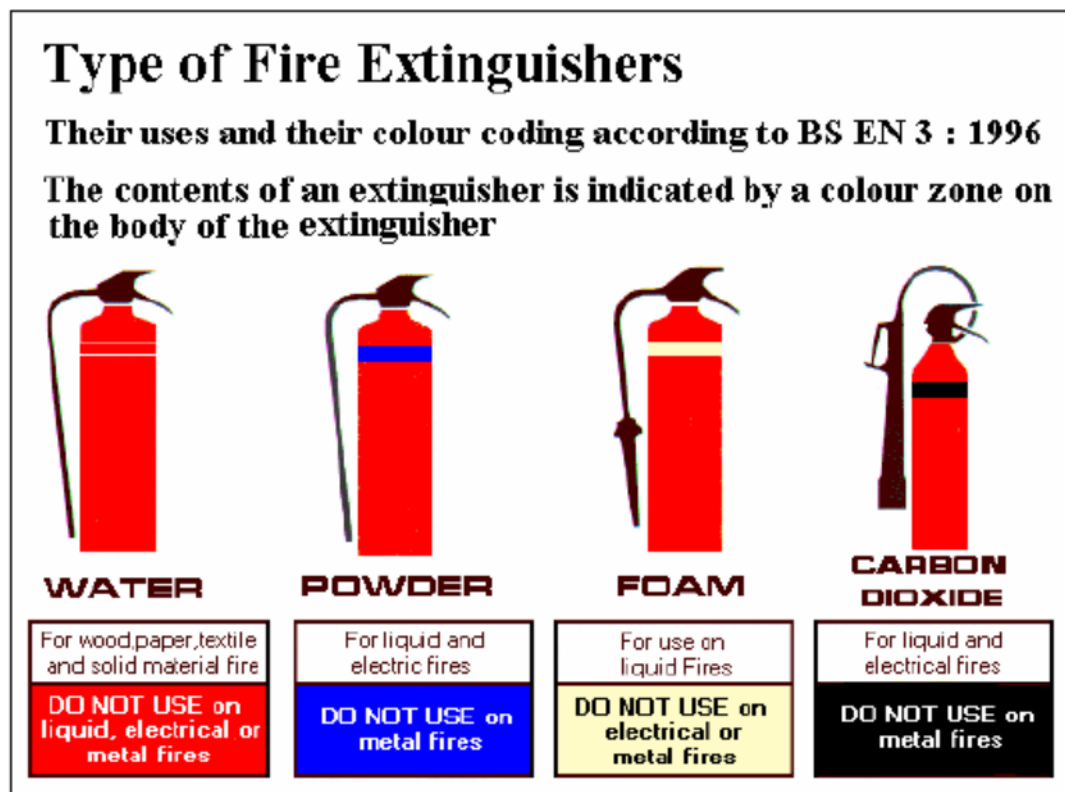
- 6.1 At least one detector, call point or end of line switch on one circuit will be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm. Each circuit is tested in turn i.e., one in each main building each week. This will be carried out by the Site Manager and any defects will be recorded, reported to the Health and Safety Officer and Bursar and receive attention immediately.

## 7. BUILDING PLANS

- 7.1 Plans of each building with the location of the main utilities/facilities will be displayed inside the entry points to each building and in the School Office.

## 8. FIRE EXTINGUISHERS/ALARM SYSTEMS

- 8.1 The fire extinguishers and alarm systems are inspected and overhauled annually by the Fire Contractor under a maintenance contract.
- 8.2 Make sure you use the correct type of extinguisher for the fire you are fighting.
- 8.3 Do not use unless you have received training in how to use an extinguisher.
- 8.4 Do not put yourself at risk by tackling a fire beyond your capabilities. ☒
- 8.5 Fire extinguishers are provided to protect your exit route.



RED container

RED stripe

RED container

Blue stripe

RED container

Cream stripe

RED container

BLACK stripe

- 8.6 (A metal fire is one involving flammable metals e.g. Magnesium, Sodium) There are no known sources of these metals at Park School. We do not hold powder extinguishers on site.

- 8.7 There is a wet chemical fire extinguisher for use of the catering staff located in the kitchen.

