

# Oakfield School

## 31. Fire Safety Policy



To Be Reviewed:	January 2019
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## **Aims**

It is the overall aim of Oakfield School to minimise the risks to staff and employees which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

## **Overall Responsibility for Fire Safety Matters**

Mr David Leeman is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school, supported by Sam Hodgson as Chief Fire Marshal. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken each half term, alternating between a residential and main school evacuation. The fire action notices are kept up to date and that fire safety equipment is being maintained.

## **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed in each room of the school and will be of the standard form.

## **Responsibility of all school staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

## **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school safety procedure. Specific training will be provided for fire marshals, both on appointment and at least every three years by an appropriate course provider.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the checklist in Appendix B.

The fire safety manager or chief fire marshal will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The fire safety manager will ensure that the fire log is completed after each fire activation or evacuation.

**Maintenance of fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, Robertson Facilities Management will carry out the following tests on the systems and precautions between maintenance visits:

<b>System</b>	<b>frequency</b>	<b>Method of test</b>
Fire alarm	Weekly Friday 3.30pm	Test key operation of different call point each week in rotation.
Fire alarm	Daily	Visual check of panel for fault indications.
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, fire blankets etc.	Termly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Corridors, Escape routes and Fire exit doors	Daily	Check exit doors and escape routes are free of obstruction.
Fire doors	Monthly	Check that doors are closing/opening freely and that emergency exits fittings are operating correctly.

### **Appointment and Duties of Fire Marshal**

The school has appointed fire marshals, one of which will be appointed as chief fire marshal, Sam Hodgson. These staff have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the chief fire marshal in charge of the evacuation. Training has been provided to appointed staff members.

### **Raising the Alarm**

In the event of a fire that has not triggered the automatic fire monitoring systems, the alarm must be raised by activation of a turnkey call point, located near each external door. In the event of alarm failure an air horn will be sounded in order to raise the alarm, these are located in Sam Hodgson's and David Leeman's Offices.

### **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The system automatically calls the fire brigade.

### **Meeting the Fire Brigade**

The chief fire marshal, fire safety manager or senior on duty (Residential) is responsible for meeting the fire brigade on arrival and in his/her absence there is a member of staff to deputise for him/her.

### **Event taking place out of school hours such as extended schools and external lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the fire safety manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity the number of persons involved and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing offer may specify particular requirements as a condition of the licence and these conditions will have to be met (Appendix C).

### **Notices**

All fire exit routes will be signed by clear signs with directional arrows. Assembly points outside the school will be clearly marked and will have form group markings to help pupils assemble in the correct place.

## Records

The following records will be kept by Robertson's FM, the fire safety manager will keep records of Practice Evacuations, Activations and Training for staff;

<b>Record type</b>	<b>Information to be recorded</b>
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory.
Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

### **Oakfield School Residential Fire Evacuation Procedure**

Each evening the senior on duty will be the designated fire lead and takes responsibility for co-ordinating any evacuation.

On hearing the fire alarm all staff and pupils are to leave the residential accommodation without delay, not stopping to collect personal belongings. Staff to collect signing in and out boards and go with the pupils to the assembly point which is situated at the front entrance to the main school building.

If a pupil refuses to leave the house staff should make every effort to remove them from the house (including physically removing them if they are able to do so). If they are unable to remove the pupil they should make the fire safety manager, chief fire marshal or senior on duty aware so that the fire brigade can be immediately informed, giving exact location within the house.

Staffs from each house are to take a roll call of pupils and staff in their house and make the designated fire lead immediately aware of any staff or pupils who are not accounted for.

The designated fire lead is to make the fire brigade aware of any pupils/staff who are not accounted for and which house they work/reside in. A member of the SLT is to be contacted as soon as possible. Pupils/staff are only to return to their houses once given permission to do so by the designated fire lead/fire brigade.

## **Appendix A IN CASE OF A FIRE**

THE FIRE ALARM TEST IS UNDERTAKEN AT 3.30PM EVERY FRIDAY FOR 5 MINUTES.

When the alarm is activated the residential and school site are both to be evacuated – this is to ensure that all staff and students can be accounted for. Until the alarms are synchronised, a telephone call to a house will be made and a staff member will instigate the evacuation.

In case of a fire please escort students to the nearest fire exit and assemble in the yard near the pupil entrance.

Each class group has a sign for them to line up under. Class tutors to join their tutor group. Registers will be given to them.

All support staff are allocated to a given form and should stand at the front of the line whilst the register is taken.

Staff NOT with students to stand under the staff notice (on the bin store).

Visitors to be escorted with staff who they are meeting to the visitor sign and staff to remain with them.

All staff members will be registered using the automatic staff signing in system, pupils registers will be taken against the SIMS registration list.

**If a pupil refuses to leave the school building, staff should make every effort to remove them from the building (including physically removing them if they are able to do so). If they are unable to remove the pupil they should make the fire safety manager or chief fire marshal aware so that the fire brigade can be immediately informed, giving exact location within the building.**

**Staff Allocations:**

- Dawn Maddick - Admin/Visitors
- Leanne Foley - Yard
- Dave Leeman – Front of school (Fire Safety Manager)
- Jayne Oakley – Visitors/Admin
- Sam Hodgson – Front of School (Chief Fire Marshal)
- Leanne Middleton – Pupil Gate
- Lee Thompson – Tutor
- Rachel Davies – Yard
- Doreen Ricketts – Pupil Gate
- Anthony Bowsley - Yard

IF STAFF MEMBERS ARE ABSENT, TEACHING STAFF WILL BE ASKED TO SUPPORT.

## Appendix B

### Checklist for first day fire safety instruction

Take the new starter through the fire safety procedure as displayed in each room, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- All new starters should sign to acknowledge that they have been taken through the fire safety procedure.

## Appendix C

### Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Show the location of the fire suppression system, and smoke detectors, explaining the double knock activation system.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain that the fire brigade will be called automatically.

## APPENDIX D

Fire Marshals buddies and designated areas are as follows:

- **Sam Hodgson/Caretaker** - SENCO's Office and surrounding corridors, down to Fire Panel.
- **Eleanor Mathieson/Stephanie Watson** – Room 5, Sports hall and Key Stage 3 Hub.
- **Lee Thompson/Mary Kogi** – Room 8 to Room 10.
- **Andy Downsworth/Jo Jordan** – EWB and surrounding corridors, including the Gym.
- **Carl Puckering/Gavin White** – D&T, Art and surrounding corridors, Key stage 3 Hub, offices, first response.
- **Doreen Ricketts/Marie Dickens** - First Aid and surrounding corridors, down to front of school.
- **Donna Lethem/Helen Booth** - ICT room down to Room 1.
- **Terry Dearness/Steve Wilson** – Food tech and surrounding Corridors, down to Key stage 4 Hub.
- **Paul Timmons/Jane McLaughlin** - Room 7 down to staff room, rear exit doors.
- **Claire Khan/Tracy Hunter/Sophie Northey/Joanna Penrose)** - Reception and Visitors area.

### Residential Buddies.

- **Dave Leeman – Sarah Cockerline**
- **Adam Thackeray – Paul Mortimer**
- **Tracey Lane – Phil Jackman/Kim Dowling**
- **Natalie Wilson – John Shirley**
- **Andrew Millen – Eleanor Batty/Steve Fox**
- **Robbie Shaw – Laura Penrose**
- **Kirsty Tock – Jenni Green/ Rachael Lillford**
- **Thomas Moore – Michael Kynman**
- **Daniel Sonnabend – Julie Smith**

**Evacuation Zones Diagram.**

**Assembly Point**



Internal Fire Doors, no not      Exit

Fire Marshals buddies will cover for each other in case of absence. Fire Marshals on duty will be displayed on the Staff Room noticeboard each day both for school and residential.

This Policy was reviewed January 2018.

Signed: .....

Lee Morfitt (Chair of Governors)