



Cleeve
Park
School

Fire & Emergency Policy

May 2021

1. **Introduction**

Fire is probably the risk that could have the greatest impact on this organisation. It affects employees, students, visitors and other who may be killed or injured. It also affects our property and as a result, the effectiveness of the School. It is the responsibility of the Governing Body and the School Fire Officer to ensure that we minimise the possibility of a fire occurring and the damage that would be caused should a fire happen.

2. **Scope**

We have a statutory duty to ensure that we do what is reasonably practicable to prevent fire and minimize i consequences by carrying out a risk assessment, implementing appropriate control measures and ensuring that there are procedures in place to ensure the safe evacuation of occupants.

3. **Assessment**

The school ensures that a competent person carries out a risk assessment. This covers the following elements

- Identification of potential ignition hazards
- Identification of factors which can assist or control the spread of fire
- Provision of appropriate means to give warning of fire
- Notification of the emergency services
- Provision of safe means of escape, including alternative exit routes
- Provision and training of fire wardens to assist evacuation
- Provision and maintenance of appropriate means of extinguishment
- Training of all employees in emergency procedures
- An emergency plan, including business recovery

The school engages a fire assessor to carry out a risk assessment on an annual basis or following significant changes to the layout or structure of the building.

4. **Training**

All employees will be made aware of the results of the risk assessment and will be instructed by their line managers on the action to be taken in the event of a fire. This will include:

- Location of fire exit routes and extinguishers
- Action needed to raise alarm
- How to recognize and use fire extinguishers, if safe to do so
- Identity of fire wardens
- Location of muster points
- Procedures to be followed on leaving the building including arrangements for those who may be ha of hearing or have poor mobility

In addition we will provide training for fire wardens covering their duties in the event of an evacuation.

Employees are not expected to attempt to extinguish a fire unless they have no responsibilities for evacuating students and they do not put themselves at greater risk by doing so.

5. Routine checks and tests

Fire alarm call points and sounders are tested on a weekly basis at 3.20pm on a Friday. This testing ensures every call point is tested during the course of the year.

The fire alarm system is under a maintenance contract and is checked annually.

All firefighting extinguishers are checked by a maintenance company annually. Monthly checks are carried out to ensure all extinguishers, fire blankets and evacuation sledges are all in place and intact.

A practice evacuation is carried out at least once during each school term, these may be arranged to target different times of the day/week and may include obstacles or unexpected items such as stairwells being shut off.

All rooms will be provided with a FIRE ALARM – EVACUATION PROCEDURE notice and it is the member of staffs' responsibility in each room to ensure notices are displayed close to the door.

6. Evacuations

The schools alarm system primarily works on manual call points. If a fire is identified it is essential that a call point is activated as soon as possible. Call points are located along escape routes and by exits, lift the cover and press the 'glass' section.

When the alarms sound continuously the school should be evacuated, at all times it must be assumed to be real fire or emergency until confirmed otherwise.

All staff students and visitors must evacuate the building by the nearest exit and proceed to the assembly points on the school playground as indicated on the Fire alarm evacuation procedure notices as at annex A. The register will then be taken of students in forms and of staff. The visitors book will also be used to identify if any visitors are missing.

The only exceptions to this are –

1. Staff who have a role in the evacuation control procedure
2. Students or staff who are on the 1st floor and who have a Personal Emergency Evacuation Plan (PEEP) or visitors who have needed to use the lift. A member of staff should accompany anyone with a PEEP to a temporary 'refuge' area and stay with them.

These refuge areas are located near the tops of stairwells where there is an area protected by fire doors. Located outside B3, D2, A17 and E5.

2 way radios are positioned in those rooms and should be accessed. The radios should be set to channel 5. One of the fire controllers will confirm whether it is a practice evacuation or an emergency situation.

We will never ask those with PEEPs to evacuate if it is a practice evacuation.

If it is an emergency the location of any fire or other event will be confirmed along with the necessary action. Action will be based on an assessment of the event, its location and the numbers of people needing to be evacuated.

An evacuation sledge is positioned at the top of each of the 9 stairwells in the school. Due to the layout of t

main school it may be that evacuation would take place down successive stairwells moving away from any fire. Some of those with PEEPs are able to get down the stairs without use of an evacuation sledge, please check with the individual concerned.

Within the E block along with the main stairwell a second emergency exit stairwell is located at the back of the Attic Theatre and can be accessed from the art rooms going to the right of the lift.

Fire Brigade support

In the event of an emergency one of the designated staff – Sandra Short, Rob Doyle or Joe Burnett will call the fire brigade. The schools alarm system is linked to a Monitoring Station which is an automatic system, if they have not been notified of a practice or cannot confirm it is a hoax they will automatically call the fire brigade.

Copies of a grab pack folder to be provided to the fire brigade on arrival are held by the Business Manager, Site Manager and Operations Manager. The folder includes floor plans showing the layout of the building external fire exits, flammables and chemicals, refuge areas, cut-offs for utilities and fire control panels along with the evacuation plan.

In the event of a significant emergency the schools Business Continuity Plan will take over from the evacuation plan.

Annex A

FIRE ALARM - EVACUATION PROCEDURE

WARNING: Continuous alarm

ACTION: When the alarm sounds

- Stop working immediately
- Switch off equipment
- Shut all windows
- Shut all doors behind you
- Do NOT use lifts
- Staff should instruct students and visitors which exit to use and instruct them to go to the assembly point on the Sports Field

Staff must ensure that any students or staff with a Personal Emergency Evacuation Plan (PEEP) or who are on the 1st floor and would ordinarily use the lift are assisted to go to the nearest available refuge area:

Between the fire doors outside D2	Radio in D2
Behind the fire doors outside D16 / D17 / D18	Radio in D17
Behind the fire doors outside B3	Radio in 83
Between the fire doors outside E5 / E6	Radio in E5

Radio should be turned on and set to **Channel 6**. Turn the volume up and listen for updates, only press the button on the side to speak.

Staff should remain with students in refuge area, and those students/staff will only begin evacuation if a fire is confirmed and the need to evacuate is communicated.

Students or staff in wheelchairs or are unable to access the Sports Field should go to the assembly point by the Pupil Entrance gates, signposted:

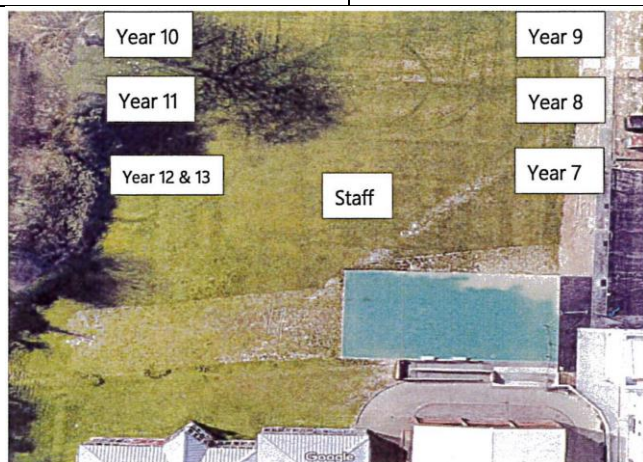


- Leave the building by the nearest exit
- Teachers need to be aware where students are at all times i.e. in toilet, on errand, reading outside class etc. and ensure safe evacuation of all pupils.
- Report to the assembly point(s) located on the playground beyond the canteen and sports hall.
- **Do not stop to collect personal belongings. Do not re-enter the building until you are told that it is safe to do so.**

ASSEMBLY POINTS



At the assembly point - Forms assemble as shown with forms lining up facing their Form Tutor for roll call.



- Form tutor (or a deputy if absent) to collect the form register from a Marshall on the Field. Report any missing students to HoY who will then inform a marshal.
- Forms remain in place until the signal to return is given by the Head Teacher/ Deputy Head Teacher.
- A register of all staff and visitors will be taken by a fire marshal.

REMINDE YOUR FORM REGULARLY OF THE ASSEMBLY POINT POSITIONS FORMS LINE UP IN REGISTER ORDER - FIRST PUPIL ON THEIR FORM'S SPOT

INCIDENT CONTROLLER: MS SHORT

DEPUTY INCIDENT CONTROLLER: MR DOYLE

Policy to be reviewed: Upon a change in the organisation of evacuation procedures

To be reviewed by: Business Manager – May 2023