



Fire Policy

St John's Catholic Primary School 2022/2023

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1 Introduction

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire hazard that would result in the evacuation of the building.

Fire drills are carried out each half-term and logged in the red fire folder in the office. Teaching staff are not warned in advance in order to maintain authenticity and reduce complacency. The office staff are notified when a practice evacuation is scheduled to take place.

1.1 Sounding the alarm:

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency evacuation procedure
- Testing of the alarm system (which takes place on a Monday morning before start of school)

1.2 Assembly points:

- Rear KS2 Playground

All evidence of PEEPS, training, risk management, fire drills and routine checks undertaken are retained in the red fire folder in the Office

The appropriately trained staff currently working within the school and trained in the following areas are:

- Fire Wardens (which qualifies the personnel in the use of fire extinguishers)
 - Finula Farr (Responsible Person) – 9th September 2021
 - Claire Muller (Fire Warden) – 9th September 2021
- Management of Fire Risk Assessment
 - Claire Muller (Competent Person) Workplace Fire and Safety - 8th September 2021)

2 Responsibilities

The following personnel undertake the duties outlined below in order to manage fire prevention within the school:

2.1 Designated Fire Safety Lead and Responsible Person (Headteacher)

- To be responsible for the fire safety of everyone who is on the premises legitimately (referred to in the Fire Orders 2005 as relevant persons)
- To ensure that risk assessments are in place, including those related to curriculum activities.
- To ensure that sufficient fire safety measures have been taken to prevent fire breaking out and to ensure that an effective organisation exists to evacuate the work place if needed.
- To declare a specific area to be clear of personnel once the premises have been evacuated
- To ensure that the Personal Emergency Evacuation Plans (PEEPs) assessments have been completed by a competent person and that these have also been completed in liaison with the person in need of the PEEP. A copy of the finalised PEEPs is retained in the Red Fire Folder and a further copy is retained by the member of staff responsible for the child to whom the PEEP refers.
- To ensure that the Emergency Evacuation Plans is available for visitors who have access to the building.
- To ensure a record is kept of all fire drills, evacuations even false alarms or mischievous evacuation and that these are stored in the red fire folder in the main office.
- To ensure that fire safety is on every staff meeting agenda (to show that the school takes its responsibilities seriously, managing this task under safeguarding matters).
- To ensure that new staff receive details of the available escape routes as part of their induction and that by incorporating the fire policy and emergency evacuation plan in the staff handbook, new staff are made fully aware of the procedures and their responsibilities.

2.2 Competent Person (SBM)

- To assist the responsible person in carrying out supportive duties
- To arrange for the fire risk assessment to be undertaken by the approved contractor as per The Regulatory Reform (Fire Safety) Order 2005.
- To arrange for the electrical system wiring check to be undertaken by the approved contractor every five-years
- To ensure that the school holds an emergency evacuation plan for generic use (normal school day) as well invitation events such as parent's evenings and dram productions.
- To ensure that contractors declare the nature of their work and remain monitored including 'Hot Works Permits'
- To notify the fire service (HQ at Chichester) of any unusual situations as they arise that may hinder access to premises by fire fighters – e.g. the delivery of a set of fireworks for a fundraising event/nearby road closures/building work that is taking place where contractors are using pressurised cylinders
- To ensure that when planning building work, and at the contract signing stage, included in the H&S plans all contractors have detailed how they will manage their fire safety procedures
- To ensure that the inspection of the fire alarm system is carried out by SSE quarterly.
- To arrange for emergency lighting to be checked every three-months which will be overseen by Designated Fire Safety Lead/Responsible Person

- To arrange for fire detection and warning system checks to be undertaken every three-months which will be overseen by Designated Fire Safety Lead/Responsible Person
- To arrange for the electrically controlled systems that are connected to the fire alarm system to be checked every three-months which will be overseen by Designated Fire Safety Lead/Responsible Person
- To manage in liaison with the Designated Fire Safety Lead/Responsible Person a fire drill for all people in the building every term and for two to be held at the start of every new academic year.
- To arrange for the full system, check of the fire detection and warning system to be undertaken by approved contractor annually. To be overseen by Designated Fire Safety Lead/Responsible Person.
- To ensure that all Fire procedure notices are displayed prominently. Designated Fire Safety Lead/Responsible Person to ensure that they are in-place and up-to-date
- To ensure that contractors declare the nature of their work and remain monitored including 'Hot Works Permits'
- To ensure that when building work is being undertaken, all contractors manage their fire safety as per their detailed plan provided at contract stage.

2.3 Fire Warden(s)

- To undertake The Regulatory Reform (Fire Safety) Order 2005 safety checks on a daily, weekly and monthly basis and to record the occurrence of these in the Fire Safety Log Book and copied into the Red Fire stored in the Office. Make such records available for inspection and all to be overseen by Designated Fire Safety Lead/Responsible Person
- To ensure extra safety checks are in place at seasonal times e.g. Christmas vis a vis Tree Lights and fairy lights
- To ensure fire alarm tests take place during the school hours to provide a weekly reminder of the fire alarm signal. This should be carried out at the same time and on the same day each week, so that everyone knows that it is just a test.

2.4 External Competent Persons (with relevant qualifications)

- Check fire alarms
- Check extinguishers
- Check safety lighting

2.5 Communications, PR and Attendance Manager (Office Manager)

- To ensure awareness of all visitors on site at any one time
- To ensure all visitors, unless they are to be continuously accompanied by a member of staff, are informed on arrival about the fire alarm signal for the premises and inform about where to assemble if the alarm occurs. Provide visitors with a simple site plan to assist them in finding their way to the assembly area.

2.6 All Staff

- To ensure that fire doors are kept closed at all times and that emergency exits remain clear
- To ensure that the yellow laminated class registers, positioned at the external exit doors of the classrooms and used in an emergency evacuation are updated every time the register is taken and when class occupancy changes during the day as a result of dental/medical/other absences

2.7 What staff should do if they discover a fire

- Staff should break the nearest break glass point and then follow the emergency evacuation procedures.
- If there is ever the need for evacuation through the main front door, the door release needs to be managed manually as the fire exit door is **NOT** linked to the fire panel and the door will not automatically unlock. To release the lock of the front door in the case of an emergency break the **GREEN** fire point as indicated on the fire information notice below the point.

2.8 What children and visitors should do if they discover a fire

- Children should inform the nearest adult of the location of the fire and leave the building by the nearest fire exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

3 Emergency Evacuation Procedure

3.1 Communications, PR and Attendance Manager

- Take onto the assembly ground a mobile phone and the staff and visitor sign-in sheets/book
- Once on the assembly ground make the 999 call to the emergency services
- Check that all staff and visitors are out of the building and assembled in the correct area.

3.2 School Business Manager

- To be responsible for escorting contractor visitors who may be working alone in school to the designated assembly area.

3.3 EYFS Learning Assistant

- To check the Reception Classroom Toilets

3.4 Year 2 Learning Assistant (or in their absence Y1 Learning Assistant)

- To check the KS1 Toilets

3.5 Y6 Learning Assistant (in their absence Headteacher)

- To check the KS2 boys' toilets and then to following the class out of the building through the Year 5 classroom

3.6 Y4 Learning Assistant (in their absence Headteacher)

- To check the KS2 girls' toilets and the disabled toilet before following the class out of the building through the Year 6 classroom

All checks should be undertaken by a verbal shout 'is anyone there?' and a visual inspection. Doors should not be opened unless people are seen or heard on the other side.

3.7 School Hall

- If the fire bell sounds during lunchtime, one supervisor should lead the children out of the hall and the designated fire warden for the hall will follow on behind once everyone has left the school hall.

3.8 All Staff

- To be familiar with where every class/group of visitors need to stand in order to advise of the appropriate area in which they should stand for checking off the attendance records.
- To be responsible for escorting the visitors in their care to the designated assembly area.
- To be responsible to the children in their care with PEEPs
- To be responsible for ensuring that the yellow fire register is taken out onto the designated assembly and for taking the register of the class once assembled
- To close internal class room door on hearing the fire alarm and to close the external doors behind them when leaving the building in order to reduce the flow of oxygen.

3.9 Teaching staff

- To ensure that children in their care line up in silence at the assigned assembly point
- To undertake a class headcount of children
- To call the register and ensure all children present answer with a 'yes'
- To hold up the register to show that all children have be checked as present
- To alert the Headteacher of any missing children – advising where and when the child was last seen, by whom and any other information on the person e.g. medical/behavioural issues

3.10 Members of staff responsible for sweep of building and associated areas

- Headteacher (Responsible Person and Designated Fire Safety Lead) – Staffroom, staff toilets and Admin area
- DHT/SENCo – KS2 area
- Office Manager –School Hall, Year 3
- SBM (Competent Person) – EYFS, Year 1, Year 2 and KS1 art area.

3.11 Fire Warden (School Business Manager)

- To open rear gate for emergency service access.
- To make a report to the Designated Fire Safety Lead and to the Fire and Rescue Services
- Ensure the fire alarms are tested weekly and the whole school hold a drill once a term at least. One must always be within the first week of the Autumn term to ensure all new pupils are aware of evacuation procedures.

4 Protective Security

Following a series of malicious hoax communications to schools across the UK, which are not being investigated as terrorism related offences, it is important that the school is alert, but not alarmed.

4.1 Bomb threats

4.1.1 Procedures for handling bomb threats

All such communications, be they over the phone, communicated in writing, through social media or delivered face-to-face, are a crime and should be reported to the police by dialling 999. It is important that potential recipients have plans that include how the information is recorded, acted upon and passed to police.

- a) As any member of staff with a direct telephone line, mobile phone, computer or tablet etc, could conceivably receive a bomb threat, all staff must understand the actions required of them as the potential first response to a threat call (see below).
- b) Recording incidents will be logged in the fire manual stored in the main office
- c) The Headteacher or the School Business Manager in her absence will undertake the 999 call using the same procedures as those used to manage reports of a fire.

4.1.2 If a **telephone threat** is received

The first response must be:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- know who within your organisation to contact upon receipt of the threat: Headteacher and School Business Manager
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

4.1.3 If the threat is delivered **face-to-face**

- try to retain as many distinguishing characteristics of the threat-maker as possible

4.1.4 If discovered in a written note, letter or as graffiti

- treat as police evidence and stop other people touching the item

4.1.5 If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER Dial 999 and follow police advice. Seek advice from the Headteacher as soon as possible.

4.2 Evacuation procedures

Take police advice and if external evacuation is advised, follow the school's emergency evacuation plan. However, if evacuation is advised, ensure staff and children move away from external windows/walls Inwards evacuation will need to follow the lock-down procedures.

Regular drills will be scheduled throughout the term to ensure all staff and children are familiar with threat procedures, routes and rendezvous points.

4.3 Search Procedures

The search procedures are as follows:

- Plans are in place to enable an effective search in response to a bomb threat
- The Headteacher will be responsible for coordinating and taking responsibility for conducting searches
- Those responsible will follow the search plan and search in pairs to ensure nothing is missed
- The focus will be on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and the car park.
- Under no circumstances will a suspicious item found during a search be touched or moved in any way. The Headteacher will immediately start evacuation and dial 999
- All visitors will be advised of who to report a suspicious item to so that they have the confidence to report suspicious behaviour

4.4 Media and Communication

Staff will avoid revealing details about specific incidents to the media or through social media without prior consultation with police. This will include not giving details of the threat or the decision-making process relating to evacuation or non-action.