



## HOE BRIDGE SCHOOL

# Fire Policy

### Statement

Hoe Bridge School places the highest importance on fire safety, and is committed to raising awareness of the risk of fire, its prevention and reaction of both pupils and staff should a fire break out, through training and education.

Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in this document and it is available to all interested parties on request from the school office. This policy applies to all members of our school community, including those within the EYFS setting. It has been written with due regard to the *Regulatory Reform (Fire Safety) Order (2005)* and *Making your premises safe from fire*.

This document should be read in conjunction with:

- Accessibility Policy
- Equal Opportunities Policy
- Educational Visits Policy
- Health and Safety Policy
- Major Incidents Policy
- Risk

Hoe Bridge School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is reviewed annually by the Facilities Manager or as events or legislation change requires. The next scheduled review is April 2018.

### Procedures

#### Responsibilities

The person responsible for Fire Safety is the Headmaster; he appoints the Facilities Manager in matters of Fire Safety. Hoe Bridge School's Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. We provide instructions to all staff, pupils and visitors to ensure safe evacuation of the premises in the event of fire.

Hoe Bridge School makes provision for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the Facilities Manager on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. There are currently no significant recommendations of the Fire Service outstanding.

Hoe Bridge School recognises the importance of raising awareness of Fire Safety and seeks to  
*Fire (3.12) May 2017*

ensure all possible fire risks are addressed. In line with this aim, Hoe Bridge School will:

- Disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- Carry out training of all staff on initial appointment which will be repeated periodically
- Ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- Ensure fire drills are carried out in the first 2 weeks of each term to raise awareness and confidence in fire procedure across the whole school.
- Ensure the Facilities Manager and staff are confident in contacting the Fire Services in the event of a fire
- Ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- Provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at Hoe Bridge School.
- Maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures.

It is reviewed annually, or as legislation changes require, by the Facilities Manager

### **In the event of a fire**

- In the event of a fire, it is the first duty of all concerned to prevent injury or loss of life.
- All staff must ensure that they are familiar with all means of escape in case of fire.

### **IF YOU DISCOVER A FIRE, OR ONE IS REPORTED TO YOU, YOU MUST SOUND THE ALARM BY BREAKING THE GLASS ON THE NEAREST FIRE ALARM CALL POINT**

- The Head or authorised Deputy is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the alarm.

#### **On hearing the Fire Alarm, you must**

- evacuate the premises using the nearest available exit
- escort the pupils in your charge to the appropriate assembly point, ensuring that all doors through which you pass are closed after you
- refrain from re-entering the premises until told by the Fire Brigade Officer that it is safe to do so

#### **On reaching the Fire Assembly Point**

- pupils line up in their classes/forms in register order, staff count the number of pupils
- secretaries distribute registers and staff take the register of pupils; secretaries take the register of staff and visitors

Every room has its own Fire Drill instructions. Staff must be familiar with the instructions for their own room and the other communal rooms used in school.

### **In the event of a fire – Wednesday afternoons**

- At 2pm – all pupils who are participating in hobbies and playing in a home match should be registered in their form rooms. Those in an away match will have been registered by the PE staff and placed on SIMS.
- After registration the pupils in teams will be sent to the staff member who is taking their match.

- Pupils doing hobbies will be sent to their respective areas of school. A second register will be taken to ensure the staff member is clear on the pupils in their hobby. Any pupils who are missing will be reported to Reception. A register will also be taken for matches and any pupils who are missing will be reported to Reception.
- Any pupils who are having extra lessons, 1:1 support or catching up on work must be accounted for. It will be the job of the staff member taking the pupils out of each hobby to inform (in writing) Reception so there is a central register and each child is accounted for.
- At the end of each session, the pupil must inform reception that they have finished their work and will be returning to their hobby.
- During sporting fixtures, the Hoe Bridge staff member is responsible for both the home and away teams (assisted by any visiting staff).
- If a pupil needs to seek medical equipment the staff member must ask another pupil to take them to Matron. No pupils are allowed to leave the pitch/court/fields without seeking permission first.
- Pupils and visiting teams must be taken to match tea and the changing rooms and a staff member must know where each member of their team has gone.
- Before the start of each match the visiting teams and staff must be informed of the procedure should the fire alarm sound.

#### **On hearing the Fire Alarm, you must**

- Everyone on site should make their way to the Fire Assembly Point in silence.
- Games Staff will halt all matches and begin to alert other staff taking matches taking place on the school grounds (whistles/sending a runner/ etc.)
- Hobby groups should stop their activity and make their way to the fire assembly point.
- A register of Off Site Hobbies and matches will be held in reception therefore pupils and staff off site will be accounted for.
- Any pupils with 1:1/extra lessons will remain with their teacher and will be checked by reception.

#### **On reaching the Fire Assembly Point**

- Games staff will ask both teams to form two lines. Each staff member will check registers are taken and inform the member of SMT of any missing pupils.
- All parents and visiting parents will be asked to gather behind the lines of pupils. Any available staff will be asked to keep pupils and parents apart by standing between the two groups.
- Pupils will line up in their hobby groups/teams with the member of staff in charge of them who will take a roll call.
- The first group of pupils to arrive at the assembly point will line up closest to the Pavilion and Pre-Prep.
- Members of SMT will check each staff member has the right amount of pupils. A list of each hobby will be checked to ensure all staff and visiting staff are accounted for. This list will be in Reception and with the SMT in charge of fire procedure on that given day.
- When all the registers have been checked and the buildings are secure the lead member of SMT will speak to all involved. Informing them of the procedure and ensuring they remain calm as they move back to parts of the school.
- Matches will continue, visiting parents will be able to go back to watch matches and the pupils will be lead back to their hobbies.

#### **Out of School Hours**

If the alarm sounds before 8.15am or after 5.30pm pupils and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior

Management Team, the Facilities Manager or a caretaker will inform the Fire Brigade that there could be pupils in the building who cannot be accounted for.

### **Visitors**

All visitors sign in and out of the Front Office. This book is used to register visitors at the assembly point. All visitors are given a badge on the back of which are details of the fire procedures and they are informed of the assembly point.

Fire evacuation routes are clearly labelled around the school, which visitors should follow.

### **Fire Training**

- All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment.
- Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis.
- New staff are inducted into the Hoe Bridge Fire Procedures
- The staff training as Fire Wardens are listed on Health and Safety notice boards.

### **Contractors**

Any contractors working on site must sign in at reception and wear a visitors badge at all times.

The contractors host must ensure that they are briefed on the schools fire procedure including the no smoking policy.

Any 'hot works' must be authorised by the Facilities Manager before work begins, and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.