

Fire Safety Policy

(Including Early Years Foundation Stage)

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The Granville School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Manager

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is known to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Emergency Evacuation Notice

All new staff and pupils are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the field.
3. When you leave the building do not take anything with you and do not allow the pupils to take anything.
4. The Site Manager or Bursar will summon the Emergency Services if the alarm sounds.
5. If appropriate and safe to do, you may call 999 yourself if you deem it necessary.
6. If you have a disabled pupil in your class, you should assist him or her out of the building, in accordance with the pupil's Personal Emergency Evacuation Plan (PEEP).
7. Take the register of your class as soon as you reach the assembly point. Do not use a pupil count.
8. Report anyone who is waiting to be evacuated or is missing immediately to the Bursar (or designate) who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
9. Remain at the assembly point with your pupils until the all clear is given.

FIRE SAFETY PROCEDURES

Briefing New Staff and Pupils

All our new staff and all new pupils are given a briefing on the school's emergency evacuation procedures when they start at The Granville School. We show them where the emergency exits, escape routes assembly points are. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We deliver annual training on fire awareness at INSET training. The last training took place in April 2018. No one is expected to use a fire extinguisher unless he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8am and 4.30pm during weekdays in term-time. The master panel in each building shows the location of the alarm call points. If the alarm goes off the staff have standing instructions to summon the Fire and Emergency Service at once.

The Site Manager is on call 24 hours a day, 7 days a week, 365 days a year, including public holidays. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice). When he is on annual leave or unobtainable, the Bursar or Headmistress are contacted by the monitoring company.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities of Fire Marshals

Our policy is to have at least two trained Fire Marshals. At The Granville School these are the Site Manager (refresher training December 2017), the Curriculum Support Technician and the year 1 Teaching Assistant (the latter two were trained in November 2016). All Fire Marshals receive regular refresher training.

Fire Practices

We hold one fire practice every term at The Granville School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at The Granville School:

Escape Routes and Emergency Exits

- There are sufficient fire escape routes from all buildings, in line with the fire risk assessments
- Fire notices and evacuation signs are displayed in key areas around the school, including classrooms.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. The smoke/heat detectors are automatically activated when smoke/heat builds up.
- Fire break glasses are located in key areas (near exits). These can be manually activated by breaking the glass panel, which in turn activates the fire alarm. All stairs, passages and emergency exits are illuminated by emergency lighting in all buildings, apart from the Main Building.
- Automatic door closures that are activated by the fire alarms are fitted in two locations; on the first floor of the main building and in the corridor behind the dining hall/staff room. There is a master panel for the alarm system, serving the Main Building and the Evans Lodge.
- The other buildings are served by individual panels, located in each building. A light/sounder indicator that links with these buildings can be found on the wall in the main office
- All fire panels will indicate the location of the fire.
- Alarms sound in all parts of the building.
- Fire routes and exits must be kept clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the any emergency lighting works, and for reporting defects.
- Fire alarms are tested weekly, with all tests and defects recorded. This is the responsibility of the Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out six-monthly tests, including professional checks on fire detection and warning equipment.
- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Bursar's/Site Manager's office.

Electrical Safety

- The School has current electrical test certificates for all its buildings, carried out by Rob Callow, a company that uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. The Site Manager has been trained in this role.
- Records of all tests are kept in the Bursar's/Site Manager's office.
- All computers, projectors, printers and electronic whiteboards should be turned off each evening.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Bursar's office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
- All kitchen equipment is switched off at the end of service.
- The gas valve to the laboratory is permanently switched off. As and when the gas is needed, the Site Manager will check at the end of the day to ensure that it has been switched off again. This will be recorded in a log by the Site Manager, kept adjacent to the gas switch outside the laboratory.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof containers/bins.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he has read and understood the school's fire safety policy and procedures. The Site Manager is always on call when the school is let or hired for an outside function or event.

Linked Policies:

None