St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
Service Compassion Justice Perseverance

FIRE EVACUATION POLICY

APPROVED: January 2020
REVIEW: January 2021

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Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God. seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails. *1 Corinthians 13:4-8*

FIRE EVACUATION POLICY AND PROCEDURES

INTRODUCTION

Responsibility for fire safety in St Martin-in-the-Fields High School for Girls is with the Academy. They must ensure that fire precautions at the Academy comply with all relevant health and safety legislation.

The safety of all children, visitors and staff at St Martin's is paramount. The Headteacher and nominated staff will ensure procedures are in place for safe evacuation of children, visitors and staff, including those who may be disabled from the school.

OBJECTIVES

To ensure that risks from fire are identified and that arrangements are in place to control those risks.

GUIDANCE AND RESPONSIBILITIES

The school has in place procedures for:

- Carrying out fire risk assessment
- Preventing fires
- Evacuation in the event of a fire
- Maintaining and checking all fire detection, alarm and fighting systems
- Records are kept of training, inspections, evacuations and maintenance of systems and equipment

STAFF RESPONSIBILITIES AND TRAINING

Information and training will be provided by the school Health and Safety Officer to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process)

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points and roll-call procedure
- The procedure for re-entry to the building
- Good housekeeping practices

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

FIRE PREVENTION AND RISK ASSESSMENT

- The school takes all reasonable precautions to prevent a fire from breaking out.
- The fire risk assessment are reviewed and / or updated every year or in the event of significant changes to the buildings or their usage
- A copy of the fire risk assessment reports are available on site.
- The servicing schedule for the fire fighting equipment will sho the equipment required and this is reviewed annually.

FIRE ALARM SYSTEM

Daily Indicator Panel checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly test by the user

The system should be tested, at least weekly, activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test
Servicing & testing of the fire alarm systems & emergency lighting should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

FIRE EXTINGUISHERS

- Firefighting equipment is provided throughout the buildings and is marked with the appropriate signage
- Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded on each extinguisher
- Only persons who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk

ASSISTING THE FIRE SERVICE

- Ensure that access for the Fire and Rescue Services is clear at all times and water supplies can be accessed.
- There are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Services

FIRE EVACUATION LOG BOOK
This is kept in the main admin office

FIRE SYSTEMS LOG BOOK
Records are kept of training, inspections & maintenance of systems and equipment. Any fire related incidents are also recorded. This Log book will be kept in the SBM's office.

OUT OF HOURS USE

- Open evenings etc. taking place outside of the normal school day, in this event school staff will be available to ensure all visitors follow the evacuation produce and are safely evacuated from the building
- Ensure that appropriate fire safety arrangements are in place during hire of school facilities

COMPLIANCE

- The SBM and Governor responsible for Health and Safety will complete a fire risk assessment and review annually
- Every occupied room that has more than one exit will have a fire exit sign.
- Fire alarm tests will take place weekly
- An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school
- The Health and Safety Officer, or a delegated responsible will undertake a weekly visual inspection all firefighting equipment to ensure that they are in correct location and have not been tampered with
- Regularly inspect all the areas where there are potential sources of ignition and ensure than no flammable materials are stored close by
- Play close attention to the activities of contractors as appropriate. When construction staff are working unaccompanied they are given a brief for their area of work on fire safety
- All visitors to the school sign in and are provided with a visitor's badge and instructed to read the school's evacuation procedures
- Fire Records are kept

- Liaise with the School's insurers and ensure that their recommendations are responded to,

Daily visual checks will be carried out by the Premises team as follows:

- On the physical state of fire extinguishers
- Checking that the exit routes are free from obstruction and are left unlocked
- Reporting all defects to the SBM or other nominated persons who will ensure that any remedial action is taken

RESPONSIBILITIES

PROCEDURES FOR EVACUATING THE BUILDING (See Appendix 1)

Anyone seeing a fire should:

- BREAK the glass of the nearest Fire Alarm, when the bell will ring automatically.
- Immediately report place and fire to the office who will summon the Fire Brigade.
- Request gates are opened.
- If ELECTRIC fire bell is out of action the HAND BELL in the Front Hall should be rung continuously.
- Not attempt to extinguish a fire unless it is tiny and you are absolutely confident that you can use nearby appliances to do so. The priority is the safety of the occupants of the building.
- Do not fix exit doors open or unlock the smaller slave doors
- On the sound of the bell EVERYONE must lead out in silence and in an orderly manner by the nearest fire exit.
- Staff are to shut the doors and windows if they can be shut quickly.
- If the usual staircase or exit is blocked, go out by nearest alternative. TO OPEN FIRE DOORS - PUSH SMARTLY UPWARDS AND OUTWARDS.
- All forms proceed to the rear of the field using the footpath by the Technology Block and line up in form order where indicated.
- All Progress Leaders must collect the register sheets for their Year from LF on the Field.
- Progress Leaders to distribute form lists to Form Tutor: missing students - report to Progress Leader
- Progress Leaders: missing students, check InVentry list for those who have signed out. Students still unaccounted for should be reported to SPO.
- Once dismissed, form tutors must escort their forms into school ensuring orderly behaviour.
- Non-tutors and all other staff line up near the car park unless required to support other staff on the Field

Disabled persons

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and students there will be a Personal Evacuation Plan (PEEP) in place. Visitors will be catered for by the Fire officer when notified. In the case of less disabled persons once the initial surge of evacuating persons has passed its peak, it may be reasonable for such person to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue deal to other evacuees.

Responsible persons

Each responsible person as listed should collect their staff list from WLT on the field. If any member of staff they are responsible for is missing, they should check the InVentry list to see if they have signed

out. Any member of staff still unaccounted for must be reported to SWI or report that all staff are present.

Deputy Head SPO: Missing students - liaise with BST
Deputy Head SWI: Missing Staff – liaise with BST

Once dismissed, form tutors must escort their forms into school ensuring orderly behaviour.

ADDITIONAL RESPONSIBILITIES

Headteacher

- Check the Fire Brigade has been called and that the SBM is taking action.
- Oversee the fire evacuation from the field & liaise with the SBM & premises staff

In the event of the absence of the Headteacher, SPO or SWI will deputies in accordance with the published rota

Headteacher's PA

- Phone the Fire Brigade if a fire is reported—report message to HT
- If the alarm is a hoax ensure the alarm is stopped and a message is sent to the field.

School Business Manager (SBM) or Headteacher in his absence:

- Discover which alarm has been set off and ascertain if there is a fire.
- If there is, report to the HT's PA and the Headteacher, then check the building is clear.
- Wait for the Fire Brigade to extinguish fire and escort Officer in Charge to report to the Head.
- If it is a false alarm report to the HT PA and the Headteacher
- Replace glass /reset alarm.

Administrative staff (See Appendix 2)

- Print off lists from InVentry (staff, visitors and students in and out)
- Collect incident bag containing:
- attendance registers print outs, staff responsibility list, lists of staff for those with responsibility
- list of staff/students with current risk assessments,
- megaphone with spare batteries
- spare clipboards and pens/pencils
- sheet for recording time
- Pick up walkie-talkie.
- Take all to the field. Give staff responsibilities list and registration sheets out.

Premises Staff
To report immediately to the School Business Manager, or the Headteacher in his absence, as soon as the alarm is raised.

Detailed information on all Health and Safety matters are available via the Health and Safety Representative (Ed Gooch).

STAFF PROCEDURES ON THE FIELD (See Appendix 3)

ON ARRIVAL AT THE FIELD THE FOLLOWING STAFF SHOULD:

1. **COLLECT THE RELEVANT LISTS AND CHECK ALL THOSE THEY ARE RESPONSIBLE FOR**
2. **IF ANYONE IS MISSING CHECK THE PRINT OUT FROM INVENTRY FOR THOSE WHO HAVE SIGNED OUT (LF)**
3. **REPORT ANYONE MISSING TO SW (STAFF) OR SP (STUDENTS)**

MEMBER OF STAFF	CHECKING	COLLECT LIST FROM	REPORT TO
Suganthy Wilson	Senior Management team All teaching staff Student teachers, Cover and long term supply	Wai-Lin Tang	
Suzanne Poole	Progress Leaders		
Progress Leaders	All students in their Year	Lesley Fontaine	Suzanne Poole
Form Tutors	All students in their Form	Progress Leader	Progress Leader
Linda Kesse	Science, Art/D&T Technician Lunchtime Supervisors Learning Support Team	Wai-Lin Tang	Suganthy Wilson
Nick Beever	Music Teachers and Peripatetic staff	Wai-Lin Tang	Suganthy Wilson
Charlotte Troddan	Office Staff, MRO, Premises, IT Technician, Clerk, RM, Visitors	Wai-Lin Tang	Suganthy Wilson
Harrisons Catering Manager	Catering Staff	Own List	Suganthy Wilson
Latanya Rennalls	6th Form block	Jenny Taylor	Suzanne Poole

IN THE EVENT OF ANY OF THE ABOVE STAFF BEING ABSENT, THEY ARE TO BE DEPUTISED BY:
Teaching Staff: Rosamond Koroma, Leon Singh
Admin: Charlotte Troddan

In the event of the absence of the Headteacher, SWI or SPO will deputise in accordance with the published rota

APPENDIX 1

GENERAL FIRE PROCEDURE

THE PERSON DISCOVERING A FIRE WILL:
Activate the nearest alarm call point by breaking the glass call point
Students should report to a member of staff

ON HEARING THE FIRE ALARM SIREN:

When in class	The order to evacuate will be given by the teacher who will indicate the nearest exit route to be followed
When not in class	Students move by the most direct route to the place of assembly
At all times	STAY QUIET SO THAT ANY INSTRUCTIONS CAN BE HEARD

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE ASSEMBLY POINT

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO

STUDENTS IN THE SPORTS HALL DOING P.E/DANCE ETC. **MUST NOT** PUT THEIR CLOTHES OR SHOES ON BEFORE LEAVING THE SPORTS HALL IF THE FIRE IS IN THE SPORTS HALL AREA, BUT THEY MUST QUICKLY GO TO THE ASSEMBLY POINT.

TEACHING STAFF LOCATED NEXT TO TOILETS OR UNUSED ROOMS MUST CHECK THEM BEFORE LEAVING THE BUILDING

FIRE ASSEMBLY MUSTER POINT

- The Fire Assembly area is located on the playing field
- On vacating the buildings you must make your way to this area in a quiet and orderly manner and await further instructions
- On arrival at the Fire Assembly Point you must line up on the area that has been marked up for your group and register that you are present, with the person who has the responsibility for taking your register

APPENDIX 2

ADMINISTRATIVE STAFF RESPONSIBILITIES TO BE ON DISPLAY IN THE SCHOOL OFFICE

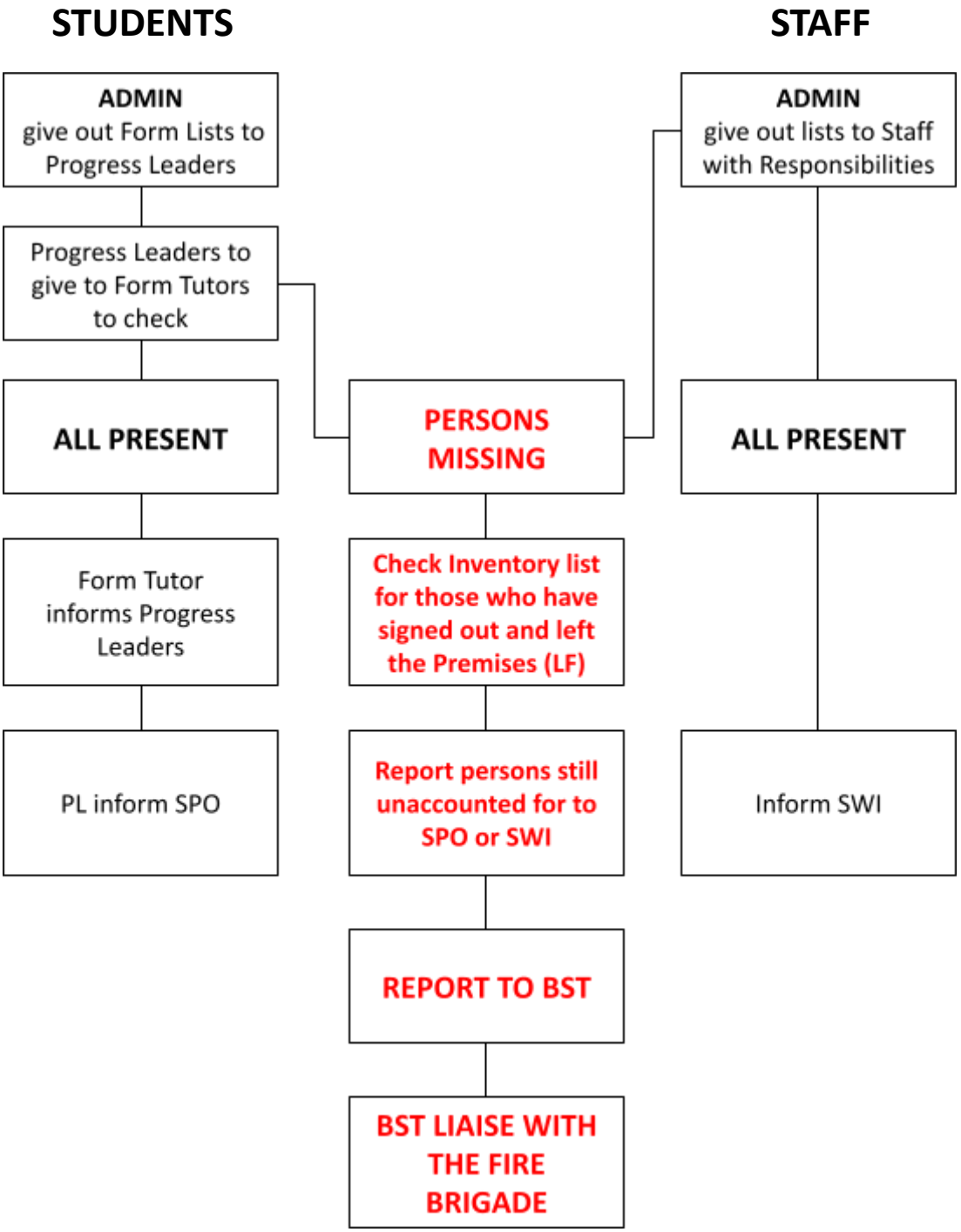
IMMEDIATELY THE FIRE BELL SOUNDS

The Office Staff (in the order of LF, WT, or if none present JG, CT) will:

- Print out lists from InVentry
- Pick up the incident bag already containing:
    - Megaphone and spare batteries
    - Timer
    - Print out of the day's registers
    - Full Staff Lists
    - Pens
    - Spare clipboards
    - Time record sheet
    - Fire Marshall Hi Vis waistcoat
- Pick up the Walkie Talkie
- Proceed to the field with the above

APPENDIX 3

ON THE FIELD



BST - Beverley Stanislaus, Headteacher
SPO - Suzanne Poole, Deputy Head
SWI - Suganthy Wilson, Deputy Head