



FIRE SAFETY MANAGEMENT POLICY STATEMENT 2018/19

This policy applies to all persons on Highcliffe School property who have an absolute legal duty placed upon them to co-operate with all matters of Fire Safety.

Highcliffe School and any other person or company acting on its behalf will comply with this policy, current fire safety legislation and any industry best practice at all times.

The objectives of this policy are:

- To safeguard all persons within properties managed by Highcliffe School from injury or death in the event of a fire or associated explosion.
- To minimise the risk of a fire occurring.
- To limit the spread of a fire, should one occur.
- To minimise the effect a fire would have on the running of any its business and to reduce the time scale and cost of any business recovery operation.
- To ensure that all properties are managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 (referred to as the "Order") and any other relevant guidance or standards.

Highcliffe School Responsible Persons will ensure that within their area of responsibility:

- A suitable and sufficient fire risk assessment is carried out and that it is kept current at all times and that the significant findings are recorded and acted upon.
- Adequate means of escape in case of fire are provided, maintained, kept free from obstruction and are available for immediate use at all times.
- Adequate emergency lighting is provided and maintained by a competent contractor in accordance with British Standard 5266 part 1.
- Adequate means of automatic detection and means of giving warning in case of a fire are provided and maintained by a competent contractor in accordance with British Standard 5839 part 1.
- Adequate means for fighting fire are provided and maintained by a competent contractor in accordance with British Standard 5306 part 3.
- Any part of a building structure or piece of equipment that is provided in the interests of safety receives suitable and sufficient inspection, testing and maintenance in accordance with relevant British Standards or industry best practice.
- Suitable and sufficient fire safety awareness, instruction and training are given to employees.
- Training in fire safety is delivered to all staff.
- Appropriate training and instruction is given to designated employees who have an active role in the implementation of fire procedures and to those who have a key role in the event of an evacuation.
- The storage of hazardous or flammable liquids/material must be appropriate.

This policy document shall be communicated to all staff with the intent that they are made aware of their individual obligations. This policy shall be subject to periodic review and update as necessary as in accordance with the schools Health and Safety policy.



FIRE SAFETY POLICY

Fire evacuation procedures and arrangements are published for all staff and visitors working in or visiting the School and make up part of the Health and Safety audit procedure.

In line with the Regulatory Reform (Fire Safety) Order 2005 the Fire Officer is the 'Responsible person' (Headteacher), along with designated members of the senior management team and school site management team.

Ensuring all staff are trained in the fire evacuation procedures and basic use of fire fighting equipment is organised and recorded every three years and also at induction for all staff. This training is recorded in the whole school training record.

Regular fire evacuation drills are conducted, at least three times a year and recorded in the schools fire safety log. One evacuation drill will be carried out on the first day of school each year in the form of a walk through to the evacuation point.

Staff on site but not due in must sign in and out at reception.

Visitors are issued with a security pass on the reverse of which it explains what action to take in the event of the fire alarm sounding.

Staff will be checked off by their line managers and all staff will be responsible for monitoring and reporting their visitors (see procedures later in document).

Contract catering staff should report to the Catering Manager who will alert the most senior member of school staff at the assembly point (See Appendix 3) if anyone is not accounted for.

Fire-fighting equipment is annually serviced, the alarms are sound tested weekly from differing call points and records kept with the Site Manager. The bells are also used to signal certain times in the school day which helps test the audible sounders.

All alarm activations and evacuations are reported and stored in the Fire Log.

Emergency vehicle routes are monitored on a daily basis to ensure access by the emergency services. The priority route is in front of the Da Vinci centre to the back of the field and via the bin storage area/music area to the back of school.

Plans are held as part of the fire risk assessment showing the location and type of all fire extinguishers and call points and these are updated with any changes to the building.

Any staff identifying problems with fire safety devices or possible areas of concern such as sources of ignition near combustible material should notify the Site Manager and Headteacher immediately (or representative in case of absence).

The school has a monitored fire system which will alert a central monitoring system upon activation. A red phone is mounted in student support which will be the first phone number to call upon activation to make contact with the onsite staff. If the school is closed the monitoring station will alert the on-call caretaker and emergency services. The monitoring station will also report any 'offline' incident should the system stop communications.

Highcliffe School is a non-smoking site.



FIRE SAFETY PROCEDURE

What to do in the case of discovering a fire:

- In the case of a fire or other emergency, the person discovering the event should activate the nearest alarm call point.
- Classes and individuals must stop whatever they are doing and leave the buildings calmly, quietly and immediately by the nearest exit.
- Staff will escort classes out of the building and direct them to the assembly point at the rear of the playing field.
- Visitors will be escorted from the building by attending members of staff.
- Do not use the lift to exit the building.
- Staff occupying science and technology rooms will activate the emergency gas and electricity cut-off switches as they leave the room if safe to do so.
- Bags and other possessions should be left in the building.
- Everyone should remain silent during the evacuation to enable instructions to be heard.

REMEMBER !

You may put lives at risk if you bring lighters or matches to school, tamper or interfere with gas or electrical equipment including sockets and heaters, or interfere with emergency safety equipment, such as alarms, extinguishers and emergency exits.

Students involved in potentially dangerous incidents such as these will be dealt with severely by the Headteacher.

Emergency Services

On activation of the fire alarms, the alarm monitoring centre will initially confer with the school, and then alert the local emergency services.

The alarm monitoring centre will be given notice by the school of the dates and times of planned emergency evacuation practice routines.

Roll Call – see grid below for absence cover.

- All staff and students should assemble in silence at the Assembly Point and line up in Tutor Groups.
- Student roll call will be made by tutors and the result reported to the Head of Achievement and on to the Deputy/Headteacher. In absence of a tutor a support tutor will be utilised to take the roll call. The office will provide a print out of the evacuation report stating known absences and lists of full tutor groups. These are based from the AM and PM statutory registration periods.
- Head of Achievement/Deputy HOA/Pastoral Lead/ Director of Learning should collect their list of staff to check from Headteacher's PA.
- The support staff roll call will be conducted by Line Managers for each department.
- Reception staff will conduct a roll call of all visitors signed in to the school site at the time of the emergency.
- Information regarding any missing persons will be passed on to the Headteacher/Deputy Headteacher and on to the officer in charge of the emergency services.



Please note – if the alarm activation occurs before AM registration has closed the ICT staff/site staff will sweep the building and check all classrooms are evacuated. This may increase the time taken to allow reoccupation of the building. The alarm signal will be left running until this sweep has been completed.

Site/ICT/Admin staff Procedures

The Site Staff on duty will be responsible for identifying the alarm activation point and investigating the triggering of the alarm. Once the reason for the activation has been identified this will be communicated to the ICT staff via radio. If the activation is found to be false the site staff will undertake the work necessary to silence and reset the alarm system and then notify the person in charge of the roll call that the building is safe for re-occupation (see below).

The ICT staff will have details/plans of those students that require help with evacuations (Timetables are displayed on the office wall). They will sweep the building (upper floors) and check each refuge point to make sure that any PEEPs can be undertaken if necessary (see below).

In case of absence of caretakers/site staff (being all off site) the ICT staff are trained in the use of the alarm system and can split to deputise for the site staff.

Admin staff will prepare the required evacuation reports, Student Support workers to take the signing in/out registers and evacuation reports to assembly point. List of visitors to be taken by main reception staff on duty. One person in student support is always designated to answer the ‘Red’ alarm call phone when an alarm is triggered and will inform the monitoring station if we need the emergency services or not imminently (during school operating times this will more than likely be no initially and any requirement for emergency services will be made after the reasons for the alarm activation has been identified).

Absence Cover

The grid below should be seen as a guide to covering in case of absence

| Main Role/Contact | Cover | Cover 2 |
|--|--------------------------------|---------------------|
| Headteacher/Deputy Head for roll call | Other member of SLT | Other member of SLT |
| Headteacher’s PA with staffing information | Admissions Officer | Operations Officer |
| Site Manager for alarm response | Caretaker on duty | IT technician |
| Pastoral Leads evacuation report to field and year folders | Upper School | Lower School |
| Senior Finance Officer to check finance/reprographics staff | Finance Assistant | Finance Assistant |
| Reception staff (main telephone) on duty to check visitors on site (using signing in list) | Admin Assistant (Front Office) | Admin Assistant |



| | | |
|---|------------------------------------|------------------------------|
| IT Technicians for PEEPs | Assistant Headteacher (MDS) | Site Staff |
| Student Support for Red alarm phone | Admin Assistant | Admin Assistant |
| SENCO to check TAs | SENCO Assistant | Assistant Headteacher (DPO) |
| Kitchen Manager to check catering contract staff | Own Catering contract staff deputy | |
| Admissions Officer to check admin staff | Admin Assistant (Front Office) | Admin Assistant |
| SCL/DoLs to check academic staff (not tutors) | Academic staff (not a tutor) | Teacher from curriculum team |
| Tutor to check students for roll call | Support Tutor | Pastoral Lead |
| Heads of Achievement (Year Teams) | Deputy Head of Achievement | Pastoral Lead |
| Headteachers PA will initially distribute lists and roles where absences are identified use the grid above to fulfil roles. | | |

Re-Occupation of the Building

The building will not be reoccupied until appropriate instruction is provide by the emergency service or in the event of a drill or false alarm, the Director of Business & Finance or the Site Manager will check the buildings and report to the Headteacher when the building is ready for re-occupation. This information will be given either by radio or in person.

Please see appendix 1 for details of action required when wheelchair-bound individuals are present.



APPENDIX 1:

POLICY OUTSIDE OF SCHOOL HOURS

On a normal school day the Fire Marshalls will undertake a full building sweep after the alarms have sounded and the normal steps of investigating the actual incident and manned evacuation points have been completed.

On other days (such as during a half term) the site team will use the register that all staff and visitors (such as contractors) are required to sign in addition to do a full sweep to ensure the buildings are clear.



APPENDIX 2:

USE OF FIRE EVACUATION CHAIRS AND FIRE REFUGE AREAS

Students will have their own Personal Emergency Evacuation Plan (PEEP) but the below is an overview of the procedures that will be followed.

The fire evacuation chairs (Evac-chairs) are to be found affixed in the designated fire refuge areas across the building. The chairs are intended for use with wheelchair-bound individuals rather than those using crutches (who will be assisted in other ways).

The Site and ICT staff are all trained in the use of these chairs and are the only people that should be operating them (except in dire emergency). These staff will check all refuge points in the event of a fire alarm activation and will assist to move all students, staff and visitors which need assistance.

Upon hearing the fire alarm the disabled individual should be instructed to follow a responsible person to a refuge point and await a trained member of staff. These members of staff will be in contact with the Site Manager and/or caretakers and will be informed if the activation is false or real. If a real fire/emergency is evident the individual will be transferred to the Evac-chair and removed from the building.

As with the training supplied by Dorset County Council no use of the chairs will be made in fire drills or false alarms but moving to the refuge points will be carried out to test this procedure.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.



APPENDIX 3

Assembly Points

