

# Fire Evacuation Policy and Procedure for Diddington Hall Site



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## INTRODUCTION

This policy clearly states the school procedures in the event of a fire.

## AIM

The safety of our pupils, staff and visitors is paramount. Our aim is to ensure that staff members are fully trained and understand the fire policy, so that we can ensure we have a timely, sufficient, and safe evacuation in the event of a fire.

## RESPONSIBLE PERSON(S)

- **Responsible Person:** The Responsible Person is the employer or other person in control of the premises who has overall responsibility for fire safety as detailed in the Regularity Reform (fire safety) Order 2005. The Responsible Person must implement and maintain fire safety measures.
- *The Island Project Responsible Person(s): Sarah Gallagher, Carol Howe*
- **Designated Person:** Is a senior member of the organisations management structure
- *The Island Project Designated Person: Nicole Sheehan*
- **Competent Person:** An employee who is able to recognise hazards associated with a particular task, and has the ability to mitigate those hazards.
- *The Island Project Competent Person: Jill Warwick*
- **Fire Warden:** The role of the Fire Warden is to promote fire safety in the workplace and may undertake many duties; including liaising with the Responsible Person to ensure that fire safety is monitored during routine activities in the event of the fire alarm being raised. The Fire Warden also assists with the development and updating of evacuation and emergency plans, and liaises with the Fire and Rescue Service.
- *The Island Project Fire Warden: Megan Porteous*

The Responsible Person (or in their absence; the Fire Warden) is responsible for informing the emergency services.

Upon the arrival of the emergency services the Responsible Person (or in his absence; the Fire Warden) will wait by the roadside to direct the emergency vehicles to the premises. Having ensured that all evacuation procedures have been effectively executed the Responsible Person (or in his absence the Fire Warden) will liaise with the emergency services.

## SOUNDING OF THE ALARM

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

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should only be sounded for any emergency where the evacuation of the premises is needed.

## ON DISCOVERING A FIRE

If in the unlikely event of a fire the member of staff who discovers the fire should sound the alarm if the alarm has not sounded automatically. (To sound the alarm, use the manual Break Glass Units), Break Glass Units are located on the wall by every fire exit. The Responsible Person and the Fire Warden will co-ordinate the evacuation process. If smouldering or sparks are observed the Responsible Person should be informed **immediately**.

## ASSEMBLY POINTS

- **Assembly Point 1:** Rear car park furthest the building
- **Assembly Point 2:** Swing set furthest the building

All occupiers of the school should use **Assembly Point 1**.

**Assembly Point 2** should only be used if the car park is un-useable or inaccessible.

## RESPONSIBILITIES OF STAFF

- Office staff: Office staff are responsible for taking staff and visitor registers to the assembly point for roll call.
- Competent Person: Jill Warwick will be responsible for ensuring the roll call is carried out effectively
- Designated Member of Staff: Nicole Sheehan will be at the assembly point ready to offer behavioural support for pupils who may not be coping well with evacuating the building
- Responsible Person and Fire Warden: Are responsible for ensuring the building is evacuated and there is nobody left within the building whilst the fire alarm is sounding, they will liaise with the fire services if they are required, and will give the all clear when the building is safe to return to.
- Unit Heads: Are responsible to ensuring their unit registers are taken to the assembly point and carrying out roll call for their unit. (They will also offer behavioural support to their team members in ensuring their pupils are evacuated in a safe and timely manner)
- Tutors: Are responsible for ensuring their designated pupil is evacuated from the building safely.

All members of staff should ensure that all fire doors are closed behind them. No fire doors should be left held open at any time.

No persons on the premises are expected to use a fire extinguisher. Persons on the premises should only try to tackle a fire if the fire is blocking their only means of escape.

**Visitors:** No visitor is left unaccompanied by a member of staff at any time during their visit. It is the member of staff in which are visited responsibility to ensure that their designated pupil and or visitor is evacuated from the building in a safe and timely manner.

**Disabled Person(s):** Persons who have difficulty with mobility should be last out of a space if their evacuation will delay others exiting the space.

## FIRE DRILLS AND WEEKLY TESTS

**Fire drills** are carried out each term whilst pupils are present, this ensures we have best practice so that all members of staff know their roll and how an evacuation should be carried out, should the unlikely event of a fire happen. Once a drill has been carried out it is then recorded in the Fire Log Book. Staff are not warned in advance about fire drills, this is to maintain authenticity and reduce complacency.

**Weekly Tests:** These are carried out each week by the Fire Warden or Responsible Person. A different break glass unit is tested each time to ensure all units work effectively, this is then recorded into the log book. Weekly tests are carried out at the end of a working day once pupils have gone home. All staff members are made aware of the test before the alarm sounds. If staff are aware that the test is due, but in the unlikely event there is a physical fire, then all staff will be warned that this is no longer a test immediately by using the schools radio system.

## FIREFIGHTING EQUIPMENT

Various labelled firefighting equipment is located in prominent locations around the school.

Firefighting equipment provided; there are three types of extinguishers (Water, Co2, and Foam) and Fire blankets.

*Fire Extinguishers;* Fire extinguishers are provided to meet the technical evaluation and maintained annually. (Daily checks are made to ensure all extinguishers are in their correct location, labelled, not damaged, and the dial is indicating green).

**No fire should be tackled by any personnel who have not had the required practical training on correct use the firefighting equipment.**

**A fire should only be tackled by an untrained member of staff if the fire is obstructing their ONLY means of escape.**

When using a fire extinguisher ensure that the hose is pointing to the base of the fire.





## TRAINING

All staff are required to;

- Undertake relevant training regarding fire and risk assessment
- Know their key children and their responsibilities for evacuation of the building
- Maintain good standards of housekeeping to ensure that routes to fire exits are kept clear
- Report problems to the manager as appropriate

All staff will be provided with instruction on the fire precautions and fire evacuation arrangements in place and are informed of their responsibilities as contained in this document. A record will be kept of when the briefings are made and who attends.

The priority will always be for staff and pupils to exit the building, and fire extinguishers are not expected to be used except to aid escape.

At the Island Project School we take our Health and Safety very seriously.

## FIRE PRECAUTIONS

The following are in place:

*Maintenance of systems:* All automatic systems, e.g. fire alarms, have maintenance systems in place based on relevant standards.

*Visual checks:* Visual checks are required to reinforce the maintenance systems. All staff will be required to report any defects which affect safety provision. Visual checks will be undertaken and logged by senior staff regularly

*Housekeeping:* All rubbish/waste is to be put into relevant waste receptacles located around the school.

*Flammable Substances:* Only small amounts of flammable substances are to be used in offices/classrooms at one time, including cleaning fluid, inks, glue. Additional supplies are

kept in the locked main store cupboard but only small amounts are kept. The practice is to order as required.

*Fire Exit Doors and Escape Routes:* All fire exit doors and escape routes are to be kept clear of obstructions.

**Cellar: The cellar door is kept locked for health and safety for pupils. This means that the cellar is no longer an accessible emergency escape route. The main building ground floor exits are now – Reception office, brown double doors, single brown door, and black side door.**

Staff who are working in the cellar should lock door behind them, in case of fire, staff working in the cellar must use fire exit door in cellar and should **NOT** return to ground floor to find a fire exit door.