



## **ALLERTON GRANGE SCHOOL**

# **FIRE SAFETY MANAGEMENT PLAN**

### **School Policy on Fire Safety**

The Fire Policy is supported by the general written Health & Safety policy and is endorsed by the Governing Body with the intention of fulfilling its legal responsibilities. The policy seeks to ensure employees, pupils and all other potential occupants of the buildings work in a safe environment and that working practices do not adversely affect safety. Governing Body representatives made up of members of the Strategy & Resources Sub-Committee, work with the Headteacher and other key school personnel to examine and monitor matters relating to Health and Safety and also Fire Safety.

The following plan takes into account the use of the premises, available means of warning and communication, relationship between trained staff and other occupants, familiarity with the building, availability of fire wardens, and the specific needs of any occupants with special needs or disability.

### **Fire Management Procedures**

It is the responsibility of the Headteacher and FM to ensure that fire evacuation drills are carried out.

The following points need to be considered for each evacuation:

- The purpose of the fire drill.
- The details of the fire drill routine
- Instruction, training, recording and frequency of fire drills

### **General Evacuation Procedures**

#### **Fire action/instruction notices**

All rooms in the school have a written fire instruction; these are A4 notices giving instructions of action to take and the location of the assembly points. There are separate instructions for when the fire alarm sounds during school hours and after hours (i.e. after 4.15). In addition to these notices, there is a small plan of the school showing the primary routes to the assembly points. This additional notice ensures that anyone unfamiliar with the building/grounds follows the most appropriate route to the assembly point.

As part of their duties, the notices are regularly checked by both the Director of Finance & Facilities and Deputy Fire Warden to ensure they remain visible and are not removed or damaged. Samples of the notices for this site are included in *Appendix A*.

## **Action on discovering a fire**

### **Instructions**

- Raise the alarm by operating the nearest fire alarm call point. The fire alarm will activate, the sound is high pitched with verbal warning.

## **Action on hearing the fire alarm (as Appendix A)**

### **Staff Instructions**

- The fire alarm is high pitched with verbal warning.
- If you have direct responsibility for students ensure they evacuate quietly and calmly checking that the room is clear and close the door as the last student leaves. Those with disabilities must leave the room last with help from a member of staff and following the instructions on their PEEP.
- Room doors must be left closed.
- DO NOT stop to collect personal belongings.
- DO NOT try to fight a fire.
- DO NOT return to the building for any reason unless authorised to do so.
- Report to the assembly point with all appropriate information – admin staff should bring fire box, visitor log (to be printed off) and registers for teaching staff to complete and account for all pupils in their care, others with specialist roles will attend to these duties as per their training.

### **Visitor instructions**

The school provides fire instruction information to all visitors to the site incorporated on the reverse side of a badge. They are asked by the receptionist to read this and carry it with them at all times for reference in case they are not always with a member of staff during their visit. They are also asked whether they are likely to require any assistance to evacuate the building in an emergency so that procedures can be put in place. A leaflet is used for contractors who may be working around the building on small maintenance/repair work for short periods. The Facilities Manager issues more detailed instructions for contractors working on large projects. The current Visitors Safety Information can be found in *Appendix B*.

## **Calling the Fire Service – Responsibility of Facilities Management (FM)**

The school has an automatic device for calling the Fire Service via the monitoring service connection and if there is a confirmed fire the Fire Marshall (FM Representative) will call 999 as well to update the situation.

### **Assembly Points**

- The back of the school (playing field side) along the fence on the field in alphabetical form lines facing towards the school.
- Every form group has a number to line up against, and year groups are number consecutively. All staff have a print out of their designated number and area in which they should stand *Appendix J*

### **Roll Call**

- Fire Safety Officer (Director of Finance & Facilities) is nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Once classes have assembled, a check must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.
- The count check must be checked with the attendance registers and visitors book to verify that everyone is out of the building.

## Other Incidents

In the event of an evacuation due to other incidents, such as security alert, bomb threat etc, the Headteacher will follow the joint (FM) Emergency, Contingency and Continuity Plan.

## Evacuation control and management

The school site operates a simultaneous evacuation strategy whereby as soon as the fire alarm sounds **all** persons in **all** areas evacuate the building immediately.

It is the duty of all occupants to leave the building immediately by the nearest available fire exit. The only exception is where staff have allocated specific fire duties, such as Fire Wardens (Sweepers) and First Aiders. Such trained staff may remain for a short period in order to -

Only where it is deemed safe:

- sweep nominated area before leaving
- wait until certain areas are clear of occupants before exiting themselves so that they can declare areas under their control to be empty
- remain on hand to assist specific persons to evacuate in line with an agreed personal egress plan to ensure more vulnerable persons can evacuate safely
- escort visitors to safety

The school has appointed a team of Fire Wardens/Sweepers who carry out the following duties during an evacuation:

- Ensure all occupants leave the building immediately and by the nearest exit avoiding the area of the incident. This may entail redirecting occupants to alternative routes so they are trained to be familiar with all exit points of the building and any refuges or safe areas which afford additional protection to allow occupants time to escape if they cannot move swiftly.
- Encourage occupants to leave and prevent them from moving against the evacuation flow to retrieve belongings or friends by providing assurance about the safety of friends and personal belongings during the evacuation.
- Undertake sweeping of designated areas of the building under their management including checking nearby rooms for occupants, closing doors behind them to prevent fire spreading,
- Reporting to the Fire Warden (Clearance) who will inform the Fire Safety Officer that the building is clear or otherwise. This information will be conveyed to FM.

The team of Fire Wardens (Sweepers) provides a backup procedure to the usual taking of registers and/or checking of signing in books, which can sometimes be left behind or may have not been completed or updated. Each Warden is trained to carry out their duties effectively and gives feedback after each drill so that improvements can be considered. They use colour coded block plans of the building with a different colour being allocated to each area, which they are then responsible for searching prior to leaving. Their training involves knowing when they can fulfil their role safely and when they must leave the building without completing their duties due to the need to ensure their own personal safety.

One of the Fire Wardens is trained (Deputy Fire Warden) and nominated to use fire extinguishers in case they can safely prevent a fire spreading or put it out. They are all trained to assess when it is safe to tackle a fire and when they should not put themselves at risk and leave the building.

As part of the evacuation procedures, the Fire Wardens (Sweepers), after they have made their report, should assist in the supervision of students as required.

## **Persons with Specific Roles and Responsibilities**

Specific roles as designated under the Fire Safety Order and by Children's Services LCC.

The **Responsible Person** for the school site      **Headteacher – Mr M Roper**

Mr Roper is legally the person responsible for all activities, maintenance, staff training, general fire precautions and procedures relating to Fire Safety. Mr Roper however delegates aspects of the day-to-day management and documentation to others whilst ensuring that any persons designated to The Director of Finance & Facilities to assist him are given appropriate training and the time necessary to fulfil the given role. Mr Roper still retains legal responsibility for the site and its occupants and must sign off the Risk Assessment each year ensuring all details are accurate and making decisions on the actions required to be taken.

The **Competent Person(s)** for the school site is **the Director of Finance & Facilities (Mr P Fletcher)** with assistance from **the Deputy Fire Warden (Mr I Thomson)**.

The Director of Finance & Facilities, Deputy Fire Warden and Office Manager (Mrs R Hartley) have designated roles in supporting the Headteacher in the review, and updating of the Fire Risk Assessment for the site, and in the day-to-day management of the site. They also have specific roles in the fire evacuation strategy; their duties are shown in the Section 2.

Specific roles identified in the School Fire Management Plan.

### **Headteacher – Headteacher or Director of Finance & Facilities**

Additional duties undertaken by the Headteacher and Director of Finance & Facilities include –

- Accounting for all occupants at the assembly point.
- Communicating with FM and other staff situated at other areas of the site.
- Issuing instructions to vacate the site if directed by the Fire Officer in charge.
- Providing instruction to re-enter the building once the Fire Officer has indicated that it is safe to do so.

### **All staff**

It is the duty of all staff to make themselves fully aware of the school's evacuation procedures, how to sound the alarm, any specific fire duties both they and others have during an evacuation and to familiarise themselves with all the usual exit routes and all alternative exit routes from the building.

They have a duty to abide by the school Fire Safety Management Plan and to follow agreed procedures such that they do not put themselves, pupils, or any other site occupants at risk.

They must ensure that they are aware of –

- The importance of attending any meetings, training or feedback sessions in respect of Fire Safety Awareness/procedures.
- Their duties and those of other staff who have specific roles in fire safety
- How to raise the alarm i.e. where the call points are located
- The documented evacuation procedures, location of final exit doors, escape routes and refuges.
- The need to ensure fire doors and exit routes are not obstructed or locked
- The need to ensure fire doors are not wedged/propped open and door closers are functioning
- Any defects or deficiencies in the building or failure of any of its equipment, and bring this to the attention of the Director of Finance & Facilities or Deputy Fire Warden

- The need to provide constructive feedback on fire drills to ensure highest levels of safety for all occupants
- The policy that only trained and nominated staff should attempt to tackle a fire with firefighting equipment if it is safe to do so
- The need to receive any training deemed necessary in respect of specialist roles, e.g. manual handling, use of evacuation chairs.
- The need to report any concerns relating to fire direct to the Headteacher/Director of Finance & Facilities

### **Director of Finance & Facilities**

- Undertakes the annual Fire Risk Assessment reviews (with the assistance of FM) reporting any issues, changes required, works required etc, directly to the Headteacher.
- Discusses his initial findings with the Headteacher before finalising the documents and including a list of agreed actions, documenting when these will happen, and who will undertake them. The Director of Finance & Facilities is then responsible for ensuring that the actions are carried out in the time agreed and reporting to the Headteacher if there are any problems.
- Any alterations required to existing procedural documents (e.g. the Fire Management Plan) will be managed by the Director of Finance & Facilities using the office team to assist as appropriate.

Other duties allocated to the Director of Finance & Facilities with assistance from the Deputy Fire Warden and Office Manager include:

- Ensures actions that need to be taken after an incident are recorded and implemented.
- Organising staff feedback sessions, noting lessons learned/actions arising from these.
- Interacting with FM to ensure they follow the evacuation procedures and are aware of any risks arising and actions being taken to minimise them.
- Exchanging risk assessments with these groups.
- Arranging staff training where required to fulfil their given duties.
- Undertakes an annual check of all Fire Action Notices and plans to ensure these are in place/remains visible in every room and arrange replacement as necessary.
- Ensure Facilities Officers undertake a regular check of all furniture upholstery to identify any damage and plan for their replacement or relocation to reduce interim risk (noting findings/action at each review)
- Timing the termly evacuation drills. Providing the Headteacher with the information and ensuring this and any comments made by the Headteacher are entered into the drill record sheet.
- Checks that office staff bring visitors, contractors & staff signing in books along with key documents/numbers, gate keys and telephones to the assembly point.
- Contacts the local school and/or parents or transport providers if the site must be vacated under the direction of the Headteacher.

### **Facilities Management**

FM carry out all maintenance, testing and established daily routines, ensuring that all documentation required for inclusion in the Fire Safety File is in place and up-to-date. A table of specific duties can be seen in Section 8 and in other parts of this Fire Safety Management Plan (opening/locking routine, fire drills etc). They report any findings to the Director of Finance & Facilities on any issues or significant findings in the course of his daily duties. Other duties include –

- During the evacuation, ensure the Fire Service have been alerted.
- Locating the incident area via the alarm panel checking to see activation was via call point or smoke detection.
- Shutting down equipment or services – gas shut off to site/kitchen appliances if these have not been attended to and it is safe to do so.

- Meeting the fire service, providing information (shut off switches, building plan showing exits and alarm zone plan, keys to panels, boiler rooms, electrical areas etc, general building information – e.g. advises them of any vulnerable construction or lack of fire breaks in roof areas that may influence fire fighting strategies, key risk areas etc)
- Following communication with the Headteacher and Director of Finance & Facilities from the assembly point, report the status on site.
- When on site at the same time as lettings take place, ensure all occupants leave the building, contacts the fire service and meets them to provide details of the incident etc. When not on site, written instructions are given to site users directing them on the emergency procedures to be taken. **See Appendix F.**

### Designated Fire Wardens

The appointed Fire Warden team is shown in the table below.

NAME AND ROLE	AREA OF RESPONSIBILITY	DEPUTY
Mr M Roper Headteacher	Overall supervision outside	Mr A Norrington Deputy Headteacher
Mr P Fletcher Director of Finance & Facilities	Fire Safety Officer Leads the evacuation with regard to all arrangements and organisation and liaises with FM staff and fire brigade	Mr I Thomson Deputy Fire Warden
Mr M Johnson Senior Facilities Officer	Fire Marshall – organises the FOs to trace the alarm, deal with Fire Brigade and give the all clear to FSO	Any other FO on duty
Mr S Hundal Head of KS4	Fire Warden (KS4 student control) – megaphone use	Mr D Gracey
Ms L Hosty Head of KS3	Fire Warden (KS3 student control) – megaphone use	Miss S Altaf
Mrs J Close Finance Officer	Fire Warden (Clearance) - stand by the large Umbrella – <b>Wears orange jacket.</b> Collating information from FW (Registers), FW (Visitors) and FW (Sweepers) plus exam student info, Chartwells and DAHIT, ICT Managed Service, Office based staff. Reporting to FSO when clear and FSO report to Fire Marshall.	Mr A Norrington Deputy Headteacher / K Nixon
Mrs B Manfredi Headteacher's PA	Fire Warden (Visitors) – <b>Wears red jacket</b> - to check off all visitors (stand at seating area) and report to FW (Clearance)	Mrs K Nixon
Designated First Aiders	Fire Warden (First Aid) – <b>Wears green Jacket</b> – to stand by umbrella and report to FW (Clearance)	Designated First Aiders
Mrs N Harris Attendance Manager	Fire Warden (Registers) – <b>Wears blue jacket.</b> To collect all the registers and report to FW (Clearance)	Ms A Garbutt
Mrs R Hartley Office Manager	Fire Warden (School Information) To Take To Assembly Point plus megaphones	Any other office staff

## **Registers**

Admin staff have folders with registers for the Year Group. They will hand out registers to Year leaders. The admin team will stay on hand to collect the completed registers and return them to FW (Registers). The admin team will have the signing in/out sheets for staff. They will print off the visitor log and hand it to FW (Visitors).

## **EVAC Team**

Go to reception to be directed where required unless they are assisting with a wheelchair already.

- Dave Goodfield, Alex Russell, Sally Lostroh, Neil Morawiecki-Watkins

## **Chartwells – Catering**

Although Chartwells are not employed by the school they must follow site procedures to ensure their own safety and that of other occupants under the direction of the Headteacher as part of the evacuation plan. Duties include -

- On hearing the alarm, turn off all appliances by the emergency cut-off switches.
- Leave the building immediately by the nearest exit.
- Make their way to the assembly point and report to **Fire Warden (Clearance)** for registration purposes and to await instruction as to whether to re-enter the building or leave the site.

If the incident is in the kitchen, follow Health & Safety training and fight the fire with the equipment provided (fire blankets or extinguishers) if safe to do so or leave immediately, having made equipment safe if possible. Even if cooking fumes are known to have caused the smoke detection to activate the fire alarm, staff must still leave and follow the documented fire evacuation plan as agreed with the Headteacher. This allows the reason for the alarm to be fully documented and any necessary remedial action taken in the event of a false alarm or improvements to procedures implemented as required.

## **Lunchtime Procedures**

If an evacuation occurs during lunchtime, staff on duty will act as Fire Wardens and ensure that all pupils leave the building by the nearest fire exits and escort them to the main assembly point. Pupils should line up in their usual locations. Staff nominated as Fire Sweepers should sweep areas near to their location if they feel it is safe to do so and then proceed to the assembly point. In the absence of the Headteacher, the Deputy Headteacher will take overall charge of the evacuation.

**All** staff leaving the site at lunchtime must sign out at reception and then sign back in on their return to ensure that they can be quickly accounted for if an evacuation takes place.

## **Evacuation Strategies for Persons with Disabilities**

### **Students**

Designated Support Staff accompany all pupils who currently require assistance to evacuate the building. A Personal Emergency Evacuation Plan (PEEP) is currently used for all such pupils.

A copy of all pupils PEEPs, completed by the Director of Finance & Facilities, is kept with the latest Fire Risk Assessment.



## **Staff**

School policy in relation to equality prefers that all staff complete the Staff Questionnaire when they start work, even if it is determined that no special assistance is required. All completed forms are kept in individual staff personnel files, but for those staff who do require help their forms are copied into the Fire Safety File to ensure that the Fire Management Plan takes account of their needs and staff are trained and nominated to assist them, with deputies to cover staff absences.

This system is also used for temporary injuries/disability to ensure staff can operate safely in the buildings when they return to work and they have all necessary support.

## **Visitors**

As detailed above, all visitors are asked by the receptionist when they sign in if they need any assistance to evacuate in an emergency. If they do require help, the receptionist discusses the level of help they will need by using or adapting the Standard Emergency Evacuation Plan (SEEP) templates. The receptionist then notifies both the member of staff they are meeting and the Fire Warden nearest to their location of their specific needs, so that staff are aware that they will need to put their training into action in the event of an emergency.

Where visitors have very specific needs that staff were unaware of before their arrival, if trained school staff feel they would not be able to ensure their safety, it may be necessary to limit access to areas where evacuation can be safely achieved (e.g. ground floor accommodation). It is important that questioning of visitors is carried out in a sensitive manner whilst stressing that it is necessary so that the school can ensure their safety during the visit.

All templates for the above evacuation strategies are located in *Appendix C*. These are copied and completed as required and kept with the Fire Risk Assessment to allow regular reviews to take place.

## **Communication Strategy**

Following evacuation of the building all parties liaise with the Headteacher and FM in order to provide specific information for the Fire Service on arrival.

## **Information to be taken to the Assembly Point**

It must be assumed that there may be a time when an incident is such that the building cannot be re-entered and the Fire Service advise the occupants to leave the site. Accordingly, key information shown below must be available at the assembly point by the Fire Warden (School Information) –

- Pupil registers and late signing in books
- Signing in/out books – staff and visitors.
- Fire Safety File containing latest risk assessment and key procedures
- Keys.
- FM Emergency Contacts
- Crisis contact numbers – see sheet in *Appendix E*.
- Parent/Guardian contact details
- Transport providers contact numbers
- Contact for the off-site temporary shelter

Specific staff responsible for ensuring the above information arrives at the assembly point are detailed in the above section covering staff roles.

### **Lettings Procedures**

See **Appendix F** for documented evacuation procedures.

### **Special Events in the Main Hall**

The school hall has a limited capacity of 900. Potential risk of overloading this area during events such as Christmas and Summer productions and other important events is low. Tickets sales are monitored to ensure suitable numbers for events. With control measures in place for numbers and the Fire Management Plan established and practiced, the school can discharge their legal duty of care relating to all occupants of the site and ensure their safety.

Sufficient staff/responsible adults are available to act as Fire Wardens in the event of an emergency and the fire exits are easily reached from the Hall. They will work in conjunction with the FO on duty. Fire Assembly Point for events will be as normal.

### **Examinations procedures**

### **School Lock Down/Out Of Hours Procedures**

The school generally closes at 9:30pm with the locking up procedure commencing at 3.30pm, except when there are lettings. Cleaning staff complete their work by 5.30pm and they are usually the last people in the building, other than some staff or FM staff.

The written lock down procedure for the site is available from FM who always adhere to the procedure; a copy is given to anyone who needs to temporarily cover this role.

All persons are made aware, via the staff handbook, emails and regular reminders during staff meetings, of the locking up time for the site. If they wish to stay later on occasion, they must inform the Main Office who will then notify FM of this intention. In this way, there is no possibility that they will be accidentally locked in the building. This procedure still applies on the evenings when lettings take place, although the final locking up time on these days may be later. This is because for security reasons, only the hall and toilets and fire exits for these areas are open after 5.30pm and staff working in the classrooms could still be locked in if they do not ensure they have notified the relevant person and signed in/out.

Specific locking up times for the holiday periods are agreed before each holiday and staff made aware of these the week before by email. These times are not generally variable due to the need for key staff to take leave or to supervise contractors working on site during these periods.

### **Visitor Procedures**

All visitors to the site must enter via the main entrance. Before allowing them entry via the inner security doors to the main school, the receptionist

- Asks the visitor to sign in and to wear the allocated identification badge at all times. Reminds them to sign out and return their identification badge before leaving.
- Advises the visitor of the fire procedures which are detailed both on the reverse of the security badge they are given and in the Visitor Safety Leaflet they are given. **See Appendix B.**
- Advises them where possible to stay with the member of staff they are visiting who will ensure they are safely evacuated in an emergency and find their way to the assembly point.

- Enquires whether they have any specific needs during an evacuation in order to determine whether trained staff should be informed and on standby to offer assistance (see procedures for evacuation of persons with disabilities).
- Locates the person they are visiting and arranges for them to meet the visitor at the entrance.

Any visitors likely to be working on their own at any time during their visit are given a leaflet indicating action to be taking on discovering a fire, how to raise the alarm and where to evacuate. They are asked to carry this information with them whilst on site.

### **Contractor Procedures**

As contractors can often increase risks on the school site due to the nature of the work they must carry out – hot works on the roof, tarmac works, electrical or plumbing works etc, it is important to ensure procedures are in place to minimise risks, foster safe practices and general co-operation/co-ordination during works.

FM ensure that contractors have the appropriate documentation in place to ensure they are fully aware and follow agreed policy and procedures.

### **Fire Fighting and Use of Extinguishers**

#### **School Policy**

Whilst it remains our policy that all teaching staff responsible for pupils must evacuate the building immediately, Children's Services advice requires us to train and nominate at least 2-3 persons on the site to use Fire Extinguishers. Fire Wardens are trained and the policy now ensures that these persons will receive refresher training every 2-3 years or as staff change and more staff are required to be trained to fulfil this role.

Under the new legislation all persons likely to use this equipment must trained and nominated – that is recorded in the Fire Safety File as having the skills to use the equipment. It is essential that any staff who may use fire extinguishers are trained to use them safely for their own personal safety and to ensure they use the correct fire extinguisher to extinguish the fire and not make a fire worse. For staff safety it is an essential part of their training to know when to tackle a fire and when to leave it to the professionals and evacuate the area.

The written procedures for staff are as follows –

1. Raise the alarm first to set general evacuation procedures and calling of fire service in hand.
2. Only use equipment if
  - a) You are trained and nominated to do so
  - b) It is safe to do so and you will not put yourself at risk
  - c) Such action would contain or extinguish a fire or have an effect in protecting life.
3. If fire fighting is unsuccessful quickly leave, close doors, leave by the nearest exit and report position either to Headteacher at the assembly point or FM at the main entrance depending on your location such that fire fighters are given relevant information on arrival.

All staff who have been trained are provided with the sheet shown in *Appendix H* to remind them of which extinguishers should be used and we have notices erected where equipment is provided which also assists in selecting the right extinguisher. A list of staff trained and nominated to use fire-fighting equipment is contained in Section 6 of the Fire Safety File.

### **Overview of Monitoring and Recording Procedures**

#### **Risk Assessments**

In accordance with guidance provided by Children's Services, the main Fire Risk Assessment is to be reviewed on an annual basis, unless circumstances/changes on site are likely to affect current procedures. Examples of changes necessitating review are building projects, specific incidents, new systems or equipment being installed.

At such times the Assessment is likely to require amendment and may result in either temporary or permanent alterations to practices and procedures. The updated Fire Risk Assessment will be retained in the Fire Safety File Section 3 and updated procedures will result in the amendment of relevant sections of this document including alteration to the date to ensure the latest version is easily recognisable. All amendments to be communicated to staff before they come into force allowing time for clarification or further discussion to ensure a clear understanding of their role.

### **Fire Drills**

In accordance with the requirements of Children's Services, at least one Fire Evacuation Drill is to be conducted each term and the outcomes/feedback/issues recorded.

It has been agreed that an announced practice drill at the start of the Autumn Term for the benefit of the new pupils will be undertaken prior to the main drill. This will allow staff to prepare and be in a position to reassure pupils and talk them through the procedures so that new pupils are calm and not worried by the drill. The main drill will then follow a few weeks later but will be unannounced to test procedures fully. Once procedures appear to be stable and evacuation times are consistent, the Headteacher and FM Manager will progress to blocking off specific exits to simulate fire to test staff knowledge of alternative routes and ensure personnel do not become complacent. In addition lunch time/end and start of school day drills will be attempted to ensure the current strategy is fully effective at all times of the school day, these will be either announced or unannounced as determined by the Headteacher.

The template provided in the Health & Safety Manual identified as **Record Sheet 1** will be used to monitor all fire drills and will record which were announced and which were unannounced. The record sheets are located in Section 5 of the Fire Safety File.

### **Maintenance and Testing of Fire Systems**

#### **Fire Equipment and Means of Escape.**

All such documentation is located in the Fire Safety File. The role of FM is to collate, check, document and monitor all areas relating to the building structure and services as detailed under the Fire Safety Order. The FM Manager reports directly to the Headteacher and will ensure that all necessary paperwork is available for review by the Headteacher as required and specifically when a Fire Risk Assessment is being undertaken.



## **LIST OF APPENDICES**

<b>APPENDIX A</b>	<b>Fire Action/Instruction notice</b>
<b>APPENDIX B</b>	<b>Visitor Emergency Fire Procedures</b>
<b>APPENDIX C</b>	<b>Personal Emergency Evacuation Plans (PEEP)</b>
<b>APPENDIX D</b>	<b>Staff reporting structure for evacuations</b>
<b>APPENDIX E</b>	<b>Crisis contact numbers</b>
<b>APPENDIX F</b>	<b>Evacuation procedures for lettings</b>
<b>APPENDIX G</b>	<b>School no-smoking policy</b>
<b>APPENDIX H</b>	<b>Use of fire fighting equipment</b>
<b>APPENDIX I</b>	<b>Fire Sweepers and Roles (plus Excel Document saved under Fire Safety Plan)</b>
<b>APPENDIX J</b>	<b>Evacuation procedures for Examinations</b>



# **FIRE ALARM**

## **DURING SCHOOL HOURS**



**Follow this sign to get to the nearest fire exit.**

- **Do not** stop to collect your bags, coat etc.
- **Do not** try to fight the fire.
- **Do not** return to the building for any reason.
- **Do not** use the lift.
- **Do not** lock any doors.

### **Line numbers**

Students should line up in their form groups with their back to the fence, in register order.

- Year 7 Students (Numbered 1 – 8A) Note- one added line 1A
- Year 8 Students (Numbered 9 – 16B) Note – two added lines 16A and 16 B
- Year 9 Students (Numbered 17 - 31) Note – two added lines 17A and 17B
- Year 10 Students (Numbered 32 - 48) Note – two added lines.
- Year 11 Students (Numbered 49 - 67)
- Year 12 & 13 Students (Numbered 69 – 74)

### **Examination periods.**

During examination periods, students will be escorted by an invigilator to a designated area at the front of the school. If your whole form group is in the exam, please go to the front of the building to assist.

### **Staff information**

- At the beginning of the year – make sure that the students know their new line number.
- Tell any “in year” new students where the fire line is and their number.
- If the fire alarm sounds, staff should check their room is empty, and then close the door behind them – do not lock any doors.
- Escort students quickly & quietly out of the nearest fire exit and go to their form group line at the rear of the building
- Sweepers should check their designated area as quickly as possible and to leave by the nearest fire exit reporting your area is clear (give the Area Code)
- Outside – listen carefully to any announcements.
- Form tutors check registers and advise your B&W Manager that the students are all present.
- If any students are not accounted for, you should advise your B&W Manager who will notify the Attendance Manager.
- Do not dismiss your form until you are given instructions. Year groups will be sent in one by one.

All staff should assist form tutors with their form group, unless they have other duties.



# **FIRE ALARM - AFTER SCHOOL**

## **HOURS (i.e. after 4.15)**



**Follow this sign to get to the nearest fire exit.**

- **Do not** stop to collect your bags, coat etc.
- **Do not** try to fight the fire.
- **Do not** return to the building for any reason.
- **Do not** use the lift.
- **Do not** lock any doors.

**Make your way to the assembly point at the front of the building, between the student entrance gates and the CLC path.**

### **Staff information**

- Any students in the building after 4.15, involved in after school activities are the responsibility of the lead teacher / member of staff running the activity.
- The lead member of staff should ensure they have a register.
- If the fire alarm sounds, staff should check their room, and that other rooms in the vicinity are empty, and then close the door(s) behind <sup>1</sup>them – do not lock any doors.
- Leave the building quickly & quietly out of the nearest fire exit. If you have students with you, escort them from the building.
- When outside make your way to the assembly point at the front of the building and listen carefully to any announcements.
- If you have a register, it should be checked to ensure all students are present and then you should advise a member of SLT that the students are all present.
- If any staff or students are not accounted for, you should advise a member of SLT.
- Do not leave the assembly point until you are given instructions.

## APPENDIX B

### **Visitor Emergency Fire Procedures**

Fire Exits are clearly marked

Evacuate by the nearest exit

Assemble at seating area located at the rear of the building

DO NOT stop to collect personal belongings

DO NOT return to the building for any reason unless authorised to do so

## APPENDIX C

### Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP)		
<b>Building Address:</b>		
<b>Individual's Name:</b>		
<b>Work location:</b>		
<b>Alternative work location:</b>		
<b>Requirement for assistance:</b>		
<b>No. of people required to assist</b>		
<b>Details of assistants:</b>	Name:	Telephone No.
<b>Details of back up support staff (if deemed appropriate):</b>	Name:	Telephone No.
<b>Escape Plan or Procedure:</b>		
<b>Details of any equipment required to assist evacuation:</b>		
<b>Location of Assembly point</b>		

<b>Standard Emergency Evacuation Plan (SEEP)</b>	
<b>Building Address:</b>	<b>Allerton Grange School</b>
<b>Requirement for assistance:</b>	<b>Hearing impairment</b>
<b>Escape Procedure:</b>	<p>If you have a hearing impairment that prevents you being aware that the fire alarm has been raised, the person you are visiting will advise you that the fire alarm has been activated and that you need evacuate the building.</p> <p>The person you are visiting will therefore accompany you to the nearest escape route and then on to the assembly area.</p>
<b>Location of escape refuge areas</b>	Classroom/office near to nearest emergency exit
<b>Location of Assembly point</b>	Assembly point at the rear of the school

<b>Standard Emergency Evacuation Plan (SEEP)</b>	
<b>Building Address:</b>	<b>Allerton Grange School</b>
<b>Requirement for assistance:</b>	<b>Mobility impairment – wheel chair user</b>
<b>Escape Procedure:</b>	<p>If you have a mobility impairment that prevents you from using stairs, in the event of an emergency, the person you are visiting will take you to the nearest escape refuge, which will be located adjacent to the escape stairway.</p> <p>From there you will wait, in safety together until the escape staircase is clear, whilst the responsible/trained person at the school arrive to offer assistance.</p> <p>These staff will assist you to leave the building, using carry down techniques, and reach the assembly area.</p>
<b>Location of escape refuge areas</b>	Classroom/office near to nearest emergency exit
<b>Location of Assembly point</b>	Assembly point at the rear of the school

<b>Standard Emergency Evacuation Plan (SEEP)</b>	
<b>Building Address:</b>	<b>Allerton Grange School</b>
<b>Requirement for assistance:</b>	<b>Sight impairment</b>
<b>Escape Procedure:</b>	<p>If you have a sight impairment that affects your ability to evacuate the premises easily, the person you are visiting will take you to the nearest escape refuge, which will be located adjacent to the escape stairway.</p> <p>From there you will wait, in safety together until the escape staircase is clear, before proceeding to evacuate the building.</p> <p>The person you are visiting will offer you assistance and guidance (for example) offering an arm, to assist you to leave the building.</p>
<b>Location of escape refuge areas</b>	On every emergency staircase
<b>Location of Assembly point</b>	Assembly point at the rear of the school

## APPENDIX D

### Crisis Contact Numbers

Emergency services – police, fire, ambulance	999
Children’s Services Crisis Line A copy of current crisis management advisory booklet is attached to this document. Cards are available for staff to carry in their wallets/purses. (*ADDITIONAL COPIES AVAILABLE FROM THE FIRE SAFETY MANAGER OR THE LEEDS CITY COUNCIL COMMUNICATION TEAM)	0113 247 5625
Leeds City Council Transport	0113 247 5565/92/86
Transport (DAHIT)	0113 214 1200
Local Police Stations – Stainbeck Pc Nigel Brown	0113 241 3259/60 0771 899 1597
Leeds City Council	0113 247 4320 (24hr emergency)
Local Hospital Emergency Department – Children’s A&E	0113 2432 799
School Doctor/Medical Officer/Nurse – Liz Schweiger Community Medical Officer – Dr Qadeer	0113 843 4396 0795 095 7706
Radio Leeds Radio Aire	0113 224 7300 0113 283 5600
LOCAL RELIGIOUS GROUPS –  Anglican (St Edmund’s C Of E) Catholic Methodist Islamic Sikh Synagogue	  0113 266 2550 0113 268 1373 0113 266 2066 0113 262 1300 0113 262 9073 0113 269 2181
OTHER CONTACTS	

## APPENDIX E

### Evacuation Procedures for Lettings

ALLERTON GRANGE HIGH SCHOOL

Welcome to the school premises.

We want your time on site to be both enjoyable and safe so please read this advisory note carefully. When you are happy that you understand the instructions provided (do not hesitate to ask staff any questions you feel are necessary), please sign below. The signed form will then be retained in our Fire Safety File and a copy will be handed to the named hirer/lead organiser of your group.

## FIRE PROCEDURES

The named hirer/lead organiser is personally responsible for ensuring that all members of their group comply with all letting conditions and the following fire procedures. All hirers must familiarise themselves with all notices and equipment related to health, safety, and fire precautions relevant to the facilities used. For the safety of occupants, you must not exceed the maximum capacity of the facilities used, i.e. too many people in one area who may not be able to evacuate quickly enough in an emergency. Please ensure you have asked the school for this information where appropriate.

At all times the person in charge must carry with them a mobile phone, which is fully charged. They must ensure their groups are aware of emergency procedures, and they must take responsibility for noting how many persons are attending a session, their names and maintain full supervision of all persons in the group. It is strongly recommended that some form of registration/sign in procedure is adopted. In the event of an emergency, it is important that these details can be quickly provided to ensure that all persons have safely evacuated and that anyone who may be missing can be reported either to the Superintendent, if on site, or to the emergency services on arrival. The school will provide you with a plan showing the fire exit routes and the assembly point relative to your group's use of the premises, especially where this is different from the usual school assembly point.

The fire alarm is a high pitched and continuous siren, on hearing the alarm -

**Evacuate by the nearest fire exit** – exits are identified by the green running man signs. Make your way to the designated Fire Assembly Point and call the Superintendent or the emergency services (depending on the specific instructions agreed with the school relating to the area you are using).

**DO NOT** stop to collect personal belongings

**DO NOT** try to fight a fire.

**DO NOT** return to the building for any reason unless authorised to do so.

**DO NOT** use the lift.

**If you encounter a fire** - Please raise the alarm by using the red call points/break glass units located at all exit points and then follow the instructions above, contacting either the Superintendent or the Emergency Services as agreed.

## SMOKING

Smoking is not permitted on this site; this includes the car park, main grounds and all buildings. If you wish to smoke you must leave the site by the front gates. Please ensure that you dispose of cigarette ends responsibly, there are suitable bins located at the front of the site for this purpose.

**Thank you in advance for your co-operation in maintaining the safety of all site occupants. We hope you enjoy your time on site.**

I declare that I have read and understood the above safety information and agree to abide by the instructions provided when occupying the premises.

Signed .....

Position in Organisation .....

Witnessed by on behalf of the school .....

## APPENDIX F

### School No Smoking Policy

The Government introduced legislation which came into force from 1 July 2007 making it against the law to smoke in virtually all public enclosed places, workplaces and public vehicles in England. Details of the law, including guidance documents, leaflets and posters can be found at [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk).

#### Aims

In line with the advice provided by Leeds City Council, the school has developed its policy in order to ensure compliance with current health and safety legislation and employment law, to provide a healthy working environment and to protect the current and future health of employees, staff, pupils and visitors to the school.

#### Prohibitions

The whole site is designated a “no-smoking” area applicable to **all** site occupants. Smoking is prohibited:

- Anywhere within the boundaries including external.
- In vehicles in the car park/on the site

#### Monitoring and enforcement

Responsibility rests with the Headteacher and Governors to draw to the attention of all site occupants the school’s “No Smoking” Policy which forms part of the overall Health and Safety Policy. The Headteacher and Governors are also responsible for making sure that signs are in place and that smoking is prevented. The following sections outline the guidance given to specific site occupants.

#### Staff Guidance (as contained in the Staff Handbook)

Staff are responsible for not smoking in smoke-free premises and any contravening this policy will be dealt with in accordance with the school’s Disciplinary Procedures. Staff are only permitted to leave site outside their contracted hours and at lunch time.

In order to support staff the following key contacts are provided both in the handbook and on staffroom notices

-

- NHS Smoking Helpline “Don’t give up on giving up” Helpline: 0800 169 0 169
- NHS “Giving up smoking” website <http://www.givingupsmoking.co.uk>
- Help can also be found via Local Health Centre’s Smoking Cessation Clinics.
- National Institute for Health and Clinical Excellence (NICE) [www.nice.org.uk](http://www.nice.org.uk) will advise on setting up a support group to help staff stop smoking.

#### Guidance to visitors, contractors, and persons letting premises

Smoke-free signage is displayed at each entrance that the public or site visitors may use. It is the responsibility of all such visitors to the site for not smoking in smoke-free premises and they could be prosecuted for doing so.



## APPENDIX G

### Use of Fire Fighting Equipment

#### TYPES AND USE OF FIRE EXTINGUISHERS

TYPE	COLOUR CODE	EXTINGUISHING ACTION	CLASS OF FIRE	METHOD OF USE
WATER	SIGNAL RED	Mainly by cooling the burning material	<b>CLASS A</b> – Danger do not use on live electrical equipment or burning liquid	Aim jet at base of fire moving it from side to side. If fire is spreading vertically, follow the fire using the same procedure.
CARBON DIOXIDE (CO <sup>2</sup> )	BLACK OR RED WITH A BLACK TRIANGLE OR BAND	Vaporising liquid gas which smothers flames by displacement oxygen	<b>CLASS B</b> – Suitable for use on live electrical equipment. Clean in use.	Aim jet at base of the flame and keep moving from side to side across the area of the fire. <b>Warning:</b> CO <sup>2</sup> has little cooling effect. If re-ignition occurs repeat the above procedure. <b>Danger:</b> CO <sup>2</sup> gas can asphyxiate a person in a confined space. The pressure can also knock over beakers and other light containers. In such cases apply jet above container and allow gas to float down. After extinguishing the fire, leave the room, close the door and do not re-enter the room until it is safe to do so.
DRY POWDER	BLUE OR RED WITH BLUE TRIANGLE OR BAND	Knocks down flame	<b>CLASS A &amp; B</b> – Safe on live electrical equipment although does not readily penetrate spaces inside equipment. Causes wide spread powder dust when used inside buildings.	Aim jet at the base of the flames and with a rapid side to side sweeping motion drive flames towards the far edge until extinguished. <b>Warning:</b> Dry powder has little cooling effect. If re-ignition occurs, repeat the above procedure.
FOAM	CREAM OR RED WITH CREAM TRIANGLE OR BAND	Forms a blanket of foam over the surface of the burning liquid and smothers the fire by excluding oxygen	<b>CLASS B</b> – Danger: foams are not generally suitable for use on live electrical equipment	If liquid has been ignited by Gas or Electricity, as in the instance of a fat fryer, where possible first turn off the source of heat. Aim jet at inside surface of container or nearby surface above container so that foam flows gently over the surface of the burning liquid until the fire is extinguished.

PLEASE NOTE: HALON (GREEN) FIRE EXTINGUISHERS CAN NO LONGER BE USED AND SHOULD BE REMOVED. ALL NEW EXTINGUISHERS ARE COLOURED RED WITH A SMALL INDICATOR SHOWING THE ABOVE COLOURS. DO NOT ATTEMPT TO USE A FIRE EXTINGUISHER UNLESS YOU HAVE BEEN SUITABLY TRAINED

## APPENDIX H

### Fire Sweeper Roles

Fire Wardens (Sweepers) prevent any visitors entering the building during the incident and deters anyone re-entering the building before the Fire Safety Officer has given instruction that it is safe to do so.

#### Information for Fire Sweepers

1. Fire Wardens (Sweepers), Fire Safety Officer and FM staff are the only people allowed to access the building after the fire alarm has sounded.
  - Do not walk against the crowds evacuating the building. Wait until the stairs/corridors are quieter.
  - If there is any suspicion of a fire or any smoke **do not enter the area**. Shout “**FIRE**” in the area and then leave the area by the nearest exit and alert other sweepers on the way if possible. You should report to the Fire Marshall in Reception immediately you are out of the building so they can inform the fire brigade.
  - Do not put yourself in any danger – the fire brigade will deal with any incidents.
  - Do not try to put a fire out.
2. Check every toilet/office/staff rooms in your designated area. No room should be locked. If you find someone ask them to leave by the nearest exit. It would be useful to have the name but it is more important to clear the building. If you find an injured person alert the Fire Officer on reception - the fire brigade will see to this person.
3. All Fire Sweepers should check their area and report clearance to the Fire Warden (Clearance). Fire Sweepers should assist with the supervision of students after clearance.

## Allerton Grange School

### Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- ensure the candidates leave the room in silence, and are taken to the evacuation assembly point at the front of the school;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body.