

# **FIRE PROCEDURES**

## **ASHGATE CROFT SCHOOL FIRE PREVENTION AND EVACUATION PROCEDURES**

### **Introduction**

Establishments need to carry out a risk assessment to specifically assess the potential fire risks within the workplace. All establishments are different and have differing fire related hazards. The size, complexity and use of an establishment will determine the control measures required.

This assessment requires establishments to identify hazards which have a potential to cause a fire. Including likely information sources in the work area and the type of work being carried out there. Having identified the hazards, establishments then need to assess the likelihood that a fire will occur, the subsequent severity of the damage that may occur and any action required to reduce the risk.

Consideration needs to be given to the provision of:-

- Fire fighting and detection equipment
- Emergency routes and exits
- Maintenance of the workplace and safety devices
- Emergency evacuation procedures and subsequent health and safety arrangements
- Information to employees
- Co-operation and co-ordination between management and employees
- Co-operation and co-ordination of persons working in joint/host premises
- Appropriate training.

The Site Manager/Assistant Site Manager will undertake the assessment or designate someone to undertake it on their behalf. The person(s) conducting the assessment should receive sufficient information, instruction and training to enable them to undertake these assessments. The Site Manager/Assistant Site Manager will keep a copy of the Risk Assessment, and a copy will be displayed on the Health and Safety Board. This will be reviewed annually. However, the Assessment will also be reviewed if any general problems arise or work activities change which may constitute a fire risk.

A record is kept on an appropriate form of any inspections made by a Fire Safety Officer.

### **Fire Fighting Equipment/Fire Detection & Warning Devices**

Fire fighting/detection equipment is checked annually by a competent person. In addition, equipment is checked monthly to ensure that it has not been tampered with (the plastic tag should still be in place on extinguishers) or relocated.

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All rooms have plans indicating the location of fire call points, fire equipment, exit routes, main water stop valve, fuse board and main gas stop valve.

Regular testing, inspection and maintenance is carried out by a competent person.

The fire alarm systems are tested weekly and the tests recorded. Systems are operated from different call points at various locations at the discretion of the Site Team.

## **Fire Evacuation Procedures**

An adequate means of escape is essential for all premises. There are some general factors which should be taken into account when organising escape routes and which need to be adhered to if they are to help safeguard occupants.

Emergency routes and exits should lead as directly as possible to a place of safety – all rooms display plans indicating the main and secondary escape routes.

Fire action notices are displayed throughout the premises informing occupants of the action to be taken in the event of a fire.

Evacuation drills are undertaken at least three times a year. Records are kept of the drills on the appropriate form.

## **Record Keeping**

There are a number of records which are kept regarding fire in accordance with legislation. These include:-

- Fire Certificates – where applicable.
- Fire Risk Assessments
- Fire drill details
- Fire instruction/training of staff
- Fire extinguisher maintenance/test details
- Fire warning devices/maintenance test details
- Emergency lighting maintenance details
- Self closing door mechanism maintenance/test details

## **Employee Guidelines**

Fire Safety

It is in your own interest:-

- To study the fire notice to know what to do in the event of a fire. To know the location of your nearest fire alarm call points and fire extinguisher. To make sure you know how to use them.

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- To make certain that you are familiar with all means of escape in case of fire and ensure that staircases, landings and other exits are kept clear from obstruction at all times. All fire doors, if not an automatic closer, must be kept closed.
- To do everything in your power to prevent any possible causes for fires.
- To make certain that you are familiar with the evacuation procedures and Assembly Points. Staff will be advised at the beginning of each academic year to familiarise themselves with the evacuation procedure for their own rooms.

## **Bomb Threats**

A plan is in place for bomb threats in the critical incident management plan. See Critical Incident Plan for details.

## **Oxygen on site**

There is stored Oxygen within the Silver Classroom. Please ensure that you are aware of the location of Silver Classroom and do not attempt to remove the cylinder or fight a fire in that location. The emergency services will need to be informed of the location on arrival.

The following check/test procedures are carried out:-

## **Daily – Site Manager/Assistant Site Manager**

### **Means of Escape**

Visual check of Fire Alarm Panel where applicable to confirm normal operation of system.

Visual check to ensure:-

- escape routes free of obstructions and not used for storage of any inflammable items;
- floors and floor coverings in good order and present no tripping hazard;
- all doors, particularly final exit doors, easily opened and maintained in good order to prevent sticking;
- all exit signs so as to be clearly visible;
- all fire notices in position and clearly legible.
- Walkie talkies: to be checked to ensure in good working condition, charged and on correct channel.

All findings recorded on appropriate form.

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## **Weekly – Site Manager/Assistant Site Manager**

### **Fire Alarm Test**

This test will be carried out on a regular day and time to minimise the possibility of confusion being caused. At Ashgate Croft School, this is carried out prior to the beginning of school to minimise distress to pupils. Staff are made aware of what the fire alarm sounds like on Training Days.

The alarm is tested at a different call point (and, where the alarm system is zoned, in a different zone on each occasion), on a rotational basis ensuring that each actuating point is checked over a period of time.

All findings recorded on appropriate form.

## **Monthly**

### **Doors – Site Manager/Assistant Site Manager**

All fire doors have notices bearing the words “FIRE DOOR – KEEP SHUT” prominently displayed at eye level on both sides of the door. The signs conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

**Fire doors must not be wedged or held open by means of any device** other than an electro magnet linked to release when the alarm sounds. All door closers should be checked to ensure that the door closes fully onto the door rebates.

All findings recorded on appropriate form.

### **Automatic Fire Detection – Site Manager/Assistant Site Manager/Fire and Light**

Visual inspection of detector heads for damage, unusual accumulations of dirt, heavy coats of paint or any other condition likely to interfere with the correct operation of the detector are carried out by the Site Manager/Assistant Site Manager.

The automatic fire detection system is maintained/serviced by Fire and Light, at which time the sensitivity of detector heads is checked.

All findings recorded on appropriate form.

### **Fire Equipment – Handling Check - Site Manager/Assistant Site Manager**

Visual inspection of all extinguishers and fire blankets to ensure they have not suffered any obvious damage and, in the case of extinguishers, have not been discharged and show no signs of leakage are carried by the Site Manager/Assistant Site Manager, who also ensure that extinguishers are in their designated places.

All findings recorded on appropriate form.

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## **Emergency Lighting – Site Manager/Assistant Site Manager**

Emergency lighting checks are carried out once a month to ensure that they are in working order by the Site Manager/Assistant Site Manager.

All findings recorded on appropriate form.

## **Annually**

## **Emergency Lighting – Fire and Light**

Emergency lighting checks are carried out by Fire and Light, who is an approved contractor. Certificates are issued in light of findings.

## **Fire Equipment - Maintenance- Fire and Light**

All fire fighting equipment is maintained annually by Fire and Light, who is an approved contractor. Certificates are issued in light of findings.

## **Fire Instruction/Training**

Every member of staff and, as far as is practicable, every resident/service user, will know the procedure to be followed in the event of an alarm, and suitable instruction/training will be given to achieve this.

Instruction will be given on the action to be taken on/purpose of, the following:

- keeping doors closed;
- discovering a fire;
- hearing the fire alarm;
- the assembly point;
- Staff roles and responsibilities, i.e. fire Marshalls
- calling the Fire and Rescue Service;
- making safe power supplies, etc;
- use of fire alarms and fire extinguishers;
- evacuation routes;
- fire drills;
- roll call.

Any new member of staff must be instructed on fire precautions and procedures as part of the induction process. This is also covered in the Health and Safety induction carried out for new members of staff.

Staff instruction on the fire procedure for Ashgate Croft School is given at least annually and this will specifically include fire drill training.

A record will be made of all staff attending the training.

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## Fire Drills

A fire drill should be conducted to simulate fire conditions. No advance warning will be given other than to specific staff/ classes ie. PMLD classes/ the pool, for the purposes of safety. For those classes which it is thought to be unsafe to evacuate, a member of the Site Team and Leadership Team will attend and a simulated evacuation will take place without the need to evacuate.

For the purposes of a drill, the Fire and Rescue Service will not be called – it is an offence.

The sweep system will ensure that all persons are safely evacuated from the building and that the buildings are clear.

Fire drills will be varied from time to time to prevent fire drills becoming purely routine and make staff think about alternative routes which may have to be used in a real fire situation. It is the responsibility of all staff to inform the Site Manager/Assistant Site Manager of any problems / issues following a fire drill/evacuation.

A regular programme of fire drills takes place throughout the year and is monitored.

All fire drills are logged by the Site Manager/Assistant Site Manager on the appropriate form. Any issues arising from fire drills are logged and dealt with.

## **Fire Drill Procedure**

On hearing the alarm, staff, pupils, visitors and service users should evacuate the building using the most appropriate escape route to the following assembly points:

**Greenbank Building** Main Car Park

**Silver/Blue/Red/Yellow Classes** Primary Playground. If the fire is in the Silver class location then proceed to the grass area behind the Croft.

**n.b. All Primary classes will now marshal their own area. Blue is picking up the tally sheet for Zone C only**

**Cuttholme Building** Key Stage 3 Playground within the basketball court (Except Upper 1 and Upper 6, Cuttholme Office, Staffroom and Music Store room, who will evacuate through the bottom gate at the rear of the site (Cuttholme Road) and assemble at the rear of the school)

**Bungalows** Pool Car Park

**Upper 2/Central Resources** Main Car Park

**Pool** Pool Car Park (bus park) **Main Assembly point**

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: Greenbank Hall **Secondary Assembly Point**

**The Croft** Primary Playground

## Whole School

When the fire alarm is activated the alarm panel in Greenbank Reception will light up. On hearing this, the 2<sup>nd</sup> Fire Marshall in the reception office should check the panel, which should indicate which area the alarm has been activated. Once it is established where the alarm has been activated, the 2<sup>nd</sup> Fire Marshall will make all Fire Marshalls aware which area is affected via the walkie talkie system. Fire Marshalls should report for their duties immediately.

It is essential that if the 2<sup>nd</sup> Fire Marshall leaves the Reception Office that they inform other members of the Admin Team, and take the walkie talkie with them. If the fire alarm is activated during their absence, a member of the Admin Team will take responsibility to check the panel.

### **When the fire alarm sounds, the procedure is as follows:**

- Closing windows and doors behind you, walk in an orderly manner to the nearest, safe exit. (Use Fire Doors and/or Fire Escapes where necessary).
- **Everyone** on site **must** make their way to the appropriate assembly point (unless in a class that has been specifically instructed not to ie. PMLD classes/Pool). If the fire assembly point is at risk, then instructions to assemble at a secondary location will be given.
- Walkie Talkies **MUST** be carried and used for communication.
- The 2<sup>nd</sup> Fire Marshall should make their way down to the main gate and await the arrival of the emergency services. (In the absence of the 2<sup>nd</sup> Fire Marshall, the member of Admin Team who checks the panel, undertakes this duty) The person at the main gate will take charge of the walkie talkie system. This will prevent the channel being blocked by staff talking at once. Using the central tally card sheet and pen available in the box at the gate, they will ascertain that all areas have been swept and tally cards accounted for.
- The 1<sup>st</sup> Fire Marshall will ascertain if false alarm or otherwise, and will contact the emergency services as appropriate. He/She will keep the Senior Leadership Team informed of the situation.
- **ALL** staff are responsible for checking that the 'Tally' card for the zone in which they are working has been collected. Zones & positions of the Tally Cards are indicated on the fire evacuation plans in all rooms. If not, the card **MUST** be collected by them and a thorough 'sweep' of that zone should be made to ensure that it is clear of staff/pupils and visitors. Checks should be made of all rooms/store rooms and cupboards within the zone (as indicated on the back of the Tally card) unless locked. Doors should be closed (but not locked) as rooms have been checked. The person 'sweeping' a zone should be the last person to

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leave that zone. He/She should then make their way to their Fire Assembly point with the Tally Card.

- Class staff must supervise and remain with their pupils throughout ensuring that the pupils stand in a calm and quiet manner.
- Once all 'Tally' cards have been accounted for, and the 1<sup>st</sup> Fire Marshall has given the all clear, pupils/staff and visitors can return to the building.
- Staff members who had responsibility for the Tally card must return the card to its original location.
- On **no account** must any attempt be made by an unauthorised person to fight a blaze or search for an explosive device.
- Visitors/visiting professionals: should be directed by staff to the appropriate assembly point, dependant upon their location within the building.

### **Pool**

On hearing the fire alarm, Fire Marshalls will be made aware that the alarm has been activated by a responsible member of staff or Swimming Teacher using the walkie talkie sited on poolside to say "Code Red, Fire at the Swimming Pool. I repeat, Code Red, Fire at the Swimming Pool" to alert the office/ Senior Leadership Team/ Site Team. Fire Marshalls should report for their duties immediately.

- During pool sessions, 3 short blasts indicates that there is an emergency, followed by 1 long blast on the whistle to evacuate the pool. Following 3 whistles, press yellow help alarm on poolside to alert School Office. All available Admin and Senior Leadership Team staff should immediately report to the pool to assist with evacuation.
- Staff/pupils should evacuate through the appropriate fire exits to the main assembly point (Bus Park in Pool Car Park), taking foil blankets. The "sweep system" as outlined above should be followed.
- All available staff from the admin offices in Greenbank will go directly to the fire exit door at the rear of the pool to assist with evacuation. The access will be via the green gate (which will remain open during the day) to the right of the building. Once everyone has been evacuated from the pool to the main assembly point, staff should direct pupils/visitors/visiting professionals to the second assembly point (Greenbank Hall)..

### **NB**

For the purpose of fire drills, users of the pool will not be expected to evacuate. A member of the Site Team and Leadership Team will attend and a simulated evacuation will take place. Advance notice will be given to the Swimming Teacher when a fire drill is to happen.

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## **Arrival Time and Home Time**

If the fire alarm goes off during the above times, when buses/cars/taxis are lined up on drive, the Site Team should direct all traffic to leave the site immediately via the exit drive gate.

## **Fire Marshalls**

The role of a Fire Marshall is to take charge of the situation until the Fire Brigade arrive. The Fire Marshalls at Ashgate Croft School are:

### **1<sup>st</sup> Fire Marshall – Site Management Team:**

The role of the 1<sup>st</sup> Fire Marshall is to ascertain if the activation is a false alarm or a real fire scenario. Once informed where the activation has taken place, they should make their way to the area highlighted on the panel to do this.

### **2<sup>nd</sup> Fire Marshall- Administration Team (Whoever is in the downstairs office):**

The role of the 2<sup>nd</sup> Fire Marshall is to check the fire panel in Reception and then go directly to the main gate, taking charge of the walkie talkie system. Instruct visitors arriving in vehicles through the main gate to remain in their vehicles and direct them to the pool car park until it is clear for them to exit the vehicle.

### **3<sup>rd</sup> Fire Marshall – Leadership Team:**

The role of the 3<sup>rd</sup> Fire Marshall is to be strategically placed to prevent access to the building(s) ie on main ramp into Greenbank, on exit door(s) in Cuttholme, outside main doors of pool, Key Stage 3 playground, this dependent upon where the alarm has been activated. Fire Marshalls should listen for instructions on where the alarm has sounded and make the appropriate judgement on which exits to cover.

Fire Marshall jackets will be kept in:-

- Headteacher's office/Deputy Headteacher's Office
- Site Manager/Assistant Caretaker's Office
- Admin Office(s)

## **Evacu-mats**

Classes that have been issued with Evacu-mats or emergency slide sheets should use these to evacuate quickly. 5 mats are provided on pool side.

## **Out of Hours Use of the School by Community Groups**

It is the responsibility of the Site Manager (or his representative in charge of any lettings) to ensure that group leaders are aware of the fire evacuation procedures for the school. Group leaders will be asked to sign to indicate that they have read and understood the procedures and that they will ensure this information is passed on to members of their group.

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**ALL PERSONAL POSSESSIONS MUST BE LEFT ON HEARING THE FIRE ALARM. ON NO ACCOUNT SHOULD ANYONE RE-ENTER THE BUILDING WHILST THE ALARM IS OPERATING AND UNTIL THE ALL CLEAR HAS BEEN GIVEN BY EITHER THE FIRE BRIGADE OR FIRE MARSHALL(S).**

The Fire Prevention and Evacuation Procedures for Ashgate Croft School will be reviewed on an annual basis or more often if the situation dictates.

8<sup>th</sup> November 2017  
Jonathon Elton/Matt Wells

A COPY OF THE LATEST FIRE RISK ASSESSMENT CAN BE FOUND ON THE HEALTH AND SAFETY BOARD, TOP CORRIDOR, GREENBANK BUILDING.

Approved at the Resources Committee Meeting on: 07.12.2017, minute no: 47.2/17 (R)