

ST. AMBROSE PREPARATORY SCHOOL



POLICY ON FIRE SAFETY

SPRING 2017

Review: Spring 2020

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

"At St. Ambrose Preparatory School, we strive together to do our very best and to make this a safe, happy place, with Christ the centre of all we do."

St. Ambrose Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St. Ambrose Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

St. Ambrose Preparatory School upholds fundamental British values and encourages respect for all people.

St. Ambrose Preparatory School recognises its legal duty to work with the Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Ambrose Preparatory School's Safeguarding Children Policy follows the guidelines laid down by Trafford Council's Safeguarding Children's Procedures and "Working Together to Safeguard Children"(2015) and "Keeping Children Safe in Education"(2016) (KCSIE) (which revises and replaces the 2015 guidance) and Prevent Duty Guidance (March 2015).

**This policy is relevant to the whole school including the EYFS
(staff are notified of regular ISI updates)**

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St. Ambrose Preparatory school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The appointed Fire Officer, Mr. F.Driscoll, is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

The Fire Officer (Mr Driscoll) has completed appropriate training (Fire safety in education level 2) January 2017.

Staff Training

The school is committed to providing staff with regular and appropriate training. Training for staff last took place in Spring 2017, organised by the appointed Fire Officer. This training was verbally advised to all staff and it

reaffirmed the need not to store any equipment or resources underneath stairwells.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the corner of the playing field.
3. If you are teaching a class, do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Secretary will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is missing immediately. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
7. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING STAFF AND PUPILS

All our staff (teaching and non-teaching alike) and all pupils are given a briefing on the school's emergency evacuation procedures. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.30 a.m. and 4.30 p.m. during weekdays in term-time and in case of a fire, the School Secretary/Headmaster or Bursar has the responsibility of calling the Fire Brigade

VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headmaster, or in his absence the Deputy Headmaster.

On no account should anyone return to a burning building.

FIRE DRILLS

- Fire drills are held at least twice a year at St. Ambrose Preparatory School.
- The dates and outcome of these drills are recorded in a log.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St. Ambrose Preparatory School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices/plans and evacuation signs are displayed in every room.
- Fires extinguishers (of the appropriate type) are located, in accordance with the recommendations of our professional advisors.
- All emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in both the upper and lower corridors.
- The master panel for the alarm system is located in the Headmaster's office. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly is the responsibility of the caretaker. The school also carries out:
 - weekly checks of fire doors, automatic door closures and emergency lights;
 - an annual professional check on fire detection and warning equipment;
 - an annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the school office/Headmaster's office.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the school office/bursar's office.
- The Caretaker checks that all equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends.

Gas Safety

- All gas appliances (boilers) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the school office/bursar's office.

Safe Storage

- All cleaning equipment and materials are kept in a locked store room during the school day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in secure containers.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk.

St. Ambrose Preparatory School has a fire risk assessment which is updated every 2 years, next review December 2017

Copies of St. Ambrose Preparatory School's fire risk assessments are held in the School Health and Safety file.