

Local Procedure Title	Fire Precaution and Emergency Procedures
Site	Sketchley School
ECS Policy number and title	H&S 13 V10 Fire Safety
Local Procedure reference	24
Local Procedure date	December 2018
Local Procedure review date	December 2018
Local Procedure Author(s)	James Wookey
Local Procedure Ratification	Checked and Approved by:

ADMINISTRATION STAFF / SLT WILL CALL THE FIRE BRIGADE

The Fire Authority has been notified, in writing, of the following details:-

- Location of Sketchley School
- Number of children on site
- Minimum and maximum ages of the young people
- Any physical impairment that would affect safety

All staff must make themselves familiar with the contents of this plan, attend fire training sessions as planned and complete the fire training element of the Health and Safety training FFG module.

All fabrics provided by Sketchley School are flame retardant, including curtains and upholstered furniture.

A Fire Risk Information box is located in Reception. Inside are keys, plans of the building and other information for the Fire Service when they arrive.

Smoke and heat detectors are situated throughout the building, in the event of a fire these will automatically set off the fire alarm system. Red fire boxes mounted on the walls throughout the building will activate the fire alarm system. There are two types in use:-

A key operated alarms located in communal areas. (All members of staff are issued with a key which they carry on their person at all times)

Small fires may be tackled when it is considered safe to do so. Tackling a fire must not be attempted unless it is small enough to be put out with one extinguisher.

Fire exits from both schools are clearly marked.

The Senior Manager on duty will be responsible for running the fire plan with the assistance of other responsible persons.

The fire is a continuous siren.

Any fob activated door will be released on the sounding of the alarm.

It is the responsibility of all staff to ensure the safety of themselves, the young people in their care and those with whom they work.

Staff should make themselves familiar with the following:-

Fire Procedure

If you discover a fire or you see or smell smoke **raise the alarm at once – do not hesitate**. Activate the nearest alarm with your key. The administrator / senior management will call the fire brigade. Ask the operator for the fire service. The address is Sketchley School, Manor Way, Burbage, Hinckley, Leicestershire, LE10 2NN.

On hearing the fire alarm staff must ensure that all pupils and staff evacuate the building immediately using the shortest possible route. If possible close the windows and doors. Do not delay departure by gathering together personal belongings or 'irreplaceable' items.

A member of the administration team will collect the class registers, staff signing in book and visitors signing book and take a roll call of those present at the assembly point. Each class teacher will register their students and report to the Fire Officer or Marshall in charge. A spare set of master keys will also be taken to the assembly point.

If you are host to a visitor or contractor in the building you are responsible for ensuring that they are escorted safely from the building and that they go to the assembly point.

Staff, pupils and visitors will assemble at the entrance to the car park

An in/out signing sheet is situated in the Reception. On entering or leaving site all members of staff will please sign in and out. Each arrival and departure (such as lunch, a trip etc) should be recorded separately. Visitors will also be recorded.

A report of the roll call will be given to the Fire Officer (Rob Tonks/Paul Faulkner if not on site a member of the admin team).

In the event of a known false alarm the Fire Officer will silence the alarm, reset the system and give the all clear before anyone is allowed back into the building.

If the Fire Brigade is in attendance everyone will wait until they have given the all clear before anyone is allowed back into the building. The Senior Fire Officer will advise on any further action.

The member of staff responsible for running the fire plan is to record information concerning the drill or alarm in the Fire Alarm Log record kept in the administration office.

Any outbreak of fire is reported to a member of the Management Team immediately.

- The actions to be taken on discovery of fire and on hearing the alarm
- The location of the fire alarm call points within the premises and method of operation
- The location of firefighting equipment within the premises and method of operation
- All escape routes within the premises
- The purpose of fire resisting doors and their locations within the premises
- Evacuation procedures for the premises and the location of the assembly point

Fire prevention and safety

- Should you consider that something or someone presents a fire risk within the premises report it at once to the management
- Do not leave large amounts of combustible materials around the workplace
- Do not obstruct ventilation grilles on electrical equipment
- Do not obstruct fire escapes, fire exits or any fire related equipment
- Observe the rules for using electrical equipment
- Never prop open a fire door

Never tackle a fire unless:

- You are sure you will not put your own safety or anyone else's at risk
- You know what is burning (e.g. is electricity involved?)
- You know how to use fire extinguishers

If fighting a fire:

- Access the size and type of fire
- Select the correct extinguisher
- Read the instructions and test operation
- Keep a safe means of escape
- Keep low to avoid heat and smoke
- Direct jet or nozzle at the base of the fire
- Ensure the fire is out

Staff are trained in fire safety, how to operate extinguishers and fire blankets, which extinguishers to use on electrical or fat fires, the importance of following the fire procedure and responding quickly to the alarm.

Fire drills are carried out regularly, once a term. The full fire procedure is to be followed (except for calling the fire brigade).

The fire warning system is tested each week.

Recording

A record is kept of the following events, noting the date, time and description of the occurrence, the duration and any hazards encountered. The Fire Log Book is kept in the Maintenance Managers office in the rear administration office.

- Fire drill
- Alarm check
- Comments from the Fire Officer's reports
- Electrical equipment inspections
- Fire Extinguisher examination
- Location of firefighting appliances and warning devices

Plans showing the location of firefighting equipment and alarm call points are included in the procedure book.

Fire Officer	- Rob Tonks
Fire Marshals	- Carol Brody
	- Holly Meachem
	- Hannah Loomes
	- Margaret Loomes
	- Adam Render
	- Emma Bursill
	- Carly Griffiths
	- Susan Heaslip
	- Katie Knight
	- Daniel Morrison
	- Sarah Peck
	- Deborah Abbott
	- Susan Heaslip
	- Debbie Malin
	- Maurice Barr
	- Jack Campbell
	- Linda Cashmore
	- Rebecca Morrisey

Responsibilities

Kitchen Staff - Kitchen staff must ensure all kitchen equipment is switched off and the gas safety switch is off prior to evacuating.

All Staff -All staff must ensure that all windows and doors are closed when evacuating (where possible)
-All staff are responsible for assisting with evacuation as required by the Duty Fire Marshal / Senior Staff member (it is advised that fire wardens wear high visibility vests during the evacuation so they can be easily identified)
-All staff must **always** evacuate through the nearest fire exit

SWIMMING POOL FIRE EVACUATION DRILL

**IF THE FIRE ALARM SOUNDS, PLEASE EVACUATE THE POOL IMMEDIATELY.
DO NOT GET DRESSED IN YOUR OWN CLOTHES. PLEASE WEAR A DRESSING GOWN AND WRAP A
FOIL BLANKET AROUND YOU AND PUPILS.
THESE ITEMS ARE PROVIDED IN THE PLASTIC BOX BY THE FIRE EXIT DOOR IN THE POOL AREA.
ANY QUESTIONS PLEASE LET ME KNOW.**

Fire Evacuation Plan

Sketchley School (Day School)

1. If you discover a fire:

- Operate the nearest alarm call point immediately.
- Only attempt to put out the fire if you are trained to do so and do not put yourself or anyone else at risk.
- Inform the Duty Fire Marshal / Senior Staff member the location and extent of the fire.
- Follow evacuation procedures (see 3)

2. If you hear the fire alarm:

- The Duty Fire Marshal / Senior Staff member is to attend the fire panel located in the Main Reception Area to ascertain the location of the alarm. The alarm panel indicates by location of the device activated.
- Teaching Staff are to initiate **FULL** evacuation of Young People to the Fire Assembly Point.
- If possible the Duty Fire Marshal / Senior Staff member and one other member of staff will investigate at the source of the alarm. (The alarm panel indicates by location of the device activated)
- The investigating staff will only enter the alarm area if it is safe to do so.
- Once the source of the alarm has been determined (false alarm, smoke or fire) the staff will report straight back to the Duty Fire Marshal / Senior Staff member.

FALSE ALARM

- The Duty Fire Marshal / Senior Staff member will reset the fire alarm panel and re-direct staff to their duties.

FIRE

Call the Fire Service on **999** and state Fire at:

**SKETCHLEY SCHOOL
MANOR WAY
SKETCHELY
BURBAGE
LEICESTERSHIRE
LE10 2NN**

- Wait until the operator has repeated the address back to you before hanging up.
- The Duty Fire Marshal / Senior Staff Member must deploy the staff at the Fire Panel assist in Full Evacuation of young persons, staff and visitors from the building to the Fire Assembly Point.
- Young persons will be evacuated according to the instruction on their Personal Emergency Evacuation Plan (PEEP).

3. Full Evacuation Procedures

- Once a fire is determined staff identified by the Duty Fire Marshal / Senior Staff member assist with the Full evacuation of young persons, visitors and contractors to the Assembly Point.
- The evacuation will begin from the seat of the fire working outwards until the zone is clear. Fire doors at the ends of the fire zone must be kept closed.
- Young Persons will be evacuated according to the instruction on their Personal Emergency Evacuation Plan (PEEP).
- Staff conducting lessons with young persons in the swimming pool should ensure that young persons don the dressing gowns and flip flops provided and leave the building immediately to the Assembly Point. Do not delay evacuation by allowing young persons to get their own clothes/possessions from the changing rooms.
- In the event of a full evacuation, a roll call of staff, young persons, visitors and contractors is to be undertaken by the Duty Fire Marshal / Senior Staff member. To assist with this the visitors register, class registers and staff register are to be brought to the assembly point by the Duty Fire Marshal / Senior Staff member or person they delegate.
- **DO NOT** go back into the building unless told to do so by the Fire Services.
- **DO NOT** reset the fire alarm panel unless told to do so by the Fire Services.
- **DO NOT RUN OR STOP TO PICK UP BELONGINGS.**

4. Responsibilities

Kitchen Staff

- Kitchen staff must ensure all kitchen equipment is switched off and the gas safety switch is off prior to evacuating.

All Staff

- All staff must ensure that all windows and doors are closed when evacuating (where possible).
- All Staff are responsible for assisting with evacuation as required by the Duty Fire Marshal / Senior Staff member (it is advised that fire wardens wear high visibility vests during the evacuation so they can be easily identified).
- All Staff must **ALWAYS** evacuate through the nearest fire exit (for exceptions see 5, Preferred Routes)

Duty Fire Marshal / Senior Staff member

- The Duty Fire Marshal / Senior Staff members on site are responsible for calling the fire brigade, deploying staff for evacuation, roll-call and liaising with the fire brigade (these duties can be delegated, but must be carried out).
- An up to date rota of Duty Fire Marshal / Senior Staff members must be available at reception by the fire panel at all times.

5. Fire Zones

A fire zone is an area within the school that is compartmentalised by protective fire doors and walls to prevent the spread of fire. These zones can be identified on the plans by the fire panels. In all cases they are separated by fire doors. By moving from the zone in which the fire alarm is identified to the next zone you are putting a safety barrier between yourself and the fire.

