

Fire Precautions/Procedures

- 1) **Fire Risk Assessment** – To be completed annually report back findings to Mrs Harvey (Director of Business and Finance).
- 2) **Fire Drills** to be completed regularly and at least termly - dates to be agreed by SLT.

Form Tutors should undertake a dry fire drill, during form time, once per term to ensure pupils are up to date with the evacuation procedures.

- 3) **Activation of Fire Alarm - Procedure**

- **Every time** the alarm sounds (continuous high pitched warbling klaxon) staff should ensure that pupils leave the room quickly, in single file and in silence so that any subsequent instructions may be clearly heard. They should leave bags behind in the classroom.
- Staff should escort the group they are teaching by the route set out, provided it is safe to do so, to the sports hall yard. Staff and pupils should evacuate in silence. The following staff members will check that the buildings are clear.

Mrs Bailey	(Science Technician)	New Block R100 – R110 and R129
Miss Lawton	(Inclusion Support Assistant)	New Block R111-R123
Mrs Barber	(Behaviour Manager)	New Block, Science & Nurture
Mrs Ryan	(Data Officer)	Old block, North quad area
Mrs Wilson	(Exams Manager)	Old block, South quad area and R29

- Forms to line up in register order (as per attached plan), in silence. Once Form Registers are taken all pupils to face centre of basketball court to await further instructions from Headteacher.
- Admin staff: Mrs Downs (Attendance Officer) will bring absence lists (students) and any ill students' lists to the yard. Mrs Tomblin (First Aider/Receptionist) will bring the visitors sign in print out and ensure that all visitors are accounted for. Mrs Sumner will bring teaching staff lists and absence lists (staff) to the yard.
- Mrs Beeston (Senior Finance Support Coordinator) will bring non-teaching staff lists to the yard. All Support Staff to report to Mrs Beeston and then, once allocated duties have been carried out, to congregate by the Sports Barn (opposite bike lockers) in silence.
- Mrs Sumner & Mrs Butler (Admin Officers) will bring class registers to the yard. Form tutors to collect registers and then to remain with their form until their form is dismissed. In the event of absence or lunchtime, then Main Reception will bring a copy of registers.
- Heads of Year staff will collect pupil absence data from Mrs Downs and inform each form tutor of pupil absences.
- Form tutors/cover staff to call registers and count pupils. When complete the information will be passed to Head of Year who will inform Mr Moore (Deputy Head). They will then help to maintain good order within their school. Where a non-form tutor has marked a register, they should take responsibility for the form on the Yard.
- Teaching Assistants/all other Support staff as per attached plan to help form tutors maintain order within their year group.

- Assistant Headteachers will have their staff signing out sheet for their Year Group and will collect their teaching staff lists/staff absence lists for their school from Mrs Sumner and check that all teaching staff are present. They will then report to Mr Moore (Deputy Head). They will then help to maintain good order within their school.
- Non-teaching staff should report to Mrs Beeston who will then report to Mr Moore (Deputy Head).
- When the fire alarm is activated during the lunch period General Domestic Assistants allocated to duties at Main, Lodge and Sparch gates to ensure that no further visitors enter premises until the all-clear is given.
- If the alarm is activated during an Examination the exam script at the beginning of all exams will inform pupils that if the fire alarm was to sound all pupils will remain in the Examination Hall and will be escorted to a safe area away from the other pupils if necessary. If evacuation is required the exam register will be used to check that pupils are present and accounted for.
- Mrs Doyle / Mrs Foley will stop traffic entering the school drive once they have cleared their area of the building.
- Once all pupils and staff are checked as present and accounted for the evacuation timing is taken.
- When everyone has been checked as present or accounted for and the building declared safe to re-enter, pupils will then be dismissed by Mrs Hobson (Head of School), Mr Moore (Deputy Head) to deputise in her absence, one form at a time.
- No vehicles are to be parked on the terrace outside the 3 sets of double fire doors, on the main vehicle access route to the school, nor by the side of the school outside rooms 14, 15 and 16 at any time.
- Mrs Harvey and Site Personnel will investigate the cause of the alarm shown on the main alarm panel in reception, and will summon the Fire and Rescue service if appropriate. Mrs Harvey will report to Mrs Hobson updates on evacuation, causes, response from Fire Department and any advice received from Fire Department on length of evacuation etc.
- Kitchen staff are to assemble with other support staff, in silence, under the supervision of the Mrs Coffey, Catering Manager who is to report to Mrs Beeston.
- In the case of false activation/fire alarm testing the evacuation is only cancelled when at least 6 pips sound within one minute of the alarm being switched off. **Once activated the alarm should not be silenced without authorisation from a member of SLT following an all clear check being carried out.**

- 4) **Designated Fire Marshalls** – Mrs Hobson/Mrs Harvey/Mrs Beeston
- 5) **Assembly Points** – see table on next page
Temporary Assembly Point – should above be unsafe – field at front of school alongside driveway should be used for all staff and pupils.
- 6) **Maintenance of Fire exits/escape routes** – Daily by Caretaking personnel
- 7) **Maintenance of fire extinguishers** – annually Chubb
– Site Staff– regular checks
- 8) **Staff Training** – Part of Induction process for all new staff
- 9) **Calling the Fire Service** – Mrs Hobson/Mrs Harvey
- 10) **Testing the Fire Alarm** – Site Staff – weekly
- 11) **Maintenance of Fire Alarm** – Lantern – as per SET Contract
- 12) **Emergency Lighting** – Lantern - as per SET Contract
– Site Staff – regular tests as per checklist