



## **Fire Safety Policy & Procedures**

### **INTRODUCTION**

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, ensuring that staff, pupils and visitors do not add to the fire risk, and everyone can evacuate buildings safely if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at St Piran's are designed to help the School Community to respond calmly and effectively in the event of a fire.

### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Facilities Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors, SLT and SMT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- New staff are briefed on fire evacuation procedures as part of their induction.
- Records are kept of the fire drills and staff training.
- Fire Awareness training is given to all staff regularly either during INSET days or via the School's online training portal.
- Some members of staff are trained as Fire Marshals including the Facilities Manager, Deputy Heads, the Maintenance Team, some St Piran's Centre staff and some teaching staff.
- Fire Panel training is provided to the Headmaster, Deputy Heads, Head of Early Years, St Piran's Centre staff, the Facilities Manager and the Ground and Maintenance Team.
- Procedures and arrangements for emergency evacuation are regularly tested.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- The fire alarm system is tested weekly.
- Fire procedures and risk assessments are reviewed when a building is altered, extended or rebuilt.

- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- All lettings and activity leaders are briefed on their responsibilities for fire evacuation procedures by:
  - The St Piran’s Centre Manager or Deputy Manager during term-time. This includes training all Centre staff.
  - The On-Site Activities Co-ordinator/Point of Contact during school holidays.

## **EMERGENCY EVACUATION**

All new staff and pupils, all contractors and visitors are briefed on the Fire Evacuation Procedures.

## **FIRE EVACUATION PROCEDURES**

The master panel shows the location of all alarm call points on the networked alarm system in the School Buildings and is situated in the main school foyer opposite Matrons’ Office.

### **During the School Day (7.30am-5.30pm)**

1. When the Yodalarm sounds, all pupils and staff proceed to the Assembly Point on the path adjacent to the Upper Field opposite Tippet Hall.
2. The first EYFS staff member to open the pedestrian gate by the drive is to hook it open.
3. All visitors to the school, including hirers, contractors and activity leaders must muster at the Fire Assembly point.
4. Strict silence is observed as everyone walks briskly to the Upper Field in an orderly fashion.
5. If there is an individual pupil lesson taking place as the alarm sounds, the teacher responsible takes their charge to the Upper Field and escorts the child to their class line.
6. Children being taught in sets line up in their class.
7. A register is taken by the teacher responsible for each respective class. Each teacher reports to their respective Head of Year Group or Phase, who in turn advises the Headmaster whether or not all pupils have been accounted for. Pupils who are absent on the day are accounted for in the register. In the absence of the Headmaster, the Deputy Heads assume his responsibilities. The Deputy Head Academic supports the Headmaster, and directs available fire marshals as required.
8. Heads of Year check and report to the Headmaster on pupils within their Year Group.
9. When the alarm sounds, Facilities Manager and the Maintenance Team assemble at the fire panel in the main foyer to identify the potential location of the fire. The Facilities Manager dispatches one or two members of his team to the potential location of the fire

and they will report back to the Facilities Manager using walkie-talkies or mobile phone on their findings. The Facilities Manager makes the decision on whether to call the fire brigade and/or silence the alarm, and instructs a member of his team accordingly. The Facilities Manager briefs the Headmaster on events or gives the all-clear.

### **Activities and Prep sessions (3.30pm-5.30pm)**

1. When the Yodalarm sounds, all pupils and staff proceed to the Assembly Point on the Upper Field.
2. Pupils assemble in their prep and activity groups at the assembly point. The roll-calls are taken by the adult responsible for the activity and any absentees are reported to the Headmaster (or Deputy Head in his absence or duty SLT member).
3. The Headmaster/Deputy Heads/SLT Member then decides whether to (1) Dispatch the St Piran's Centre Duty Staff Member to the location (2) Silence the alarm (3) Call the Emergency Services.

### **Evening Arrangements (5.30pm-10pm)**

1. When the Yodalarm sounds, all visitors make their way to the Upper Field as quickly as possible, following the above procedures.
2. The St Piran's Centre Duty Staff member attends the fire panel in the main foyer and then goes to the Upper Field to advise the evacuated people.
3. Unless it can be quickly established that it is a false alarm, the Emergency Services are to be called by dialling 999.

### **Silent Hours (10pm-7.00am)**

If the Headmaster is alerted by the School Fire Alarm, he is to attend the School Fire Panel adjacent to Matrons' Office after advising another adult of his intention and arrange with them 5 minute update checks. At the panel, the Headmaster decides whether to silence the alarm, undertake further investigation and/or call the Fire Brigade and/or call a member of the Maintenance Team.

## **BRIEFING NEW STAFF AND PUPILS**

All new teaching and non-teaching staff are briefed as part of their induction on fire evacuation. New pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures on their first day at St Piran's School. They are shown where the emergency exits and escape routes are located. All staff are kept up-to-date on Fire Evacuation Procedures and 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. Staff are trained and know not to attempt to fight a fire at the expense of their own, or anyone else's safety. Fire Awareness training is delivered regularly to all staff at INSET training, including the basic use of fire extinguishers.

## **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor badge, which is worn at all times during their visit. They are made aware of the emergency evacuation procedures, including the location of the Assembly Point.

When large numbers of visitors are at the school for Open Days and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarm 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 or visitors. Reasonable special arrangements are put in place on an individual basis as and when required. These include arrangements for guide dogs.

## **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 for those pupils for whom they are responsible, and for ensuring that the name of any pupil who cannot be accounted for (and, if possible, their likely location) is passed immediately to the relevant Head of Year, who in turn reports to the Headmaster. It is the responsibility of the Headmaster to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

## **FIRE PRACTICES**

The School practices a fire evacuation every term. This, combined with a programme of inducting new staff and pupils with emergency evacuation procedures and the presence of trained Fire Marshals on site, helps to ensure that the School can be safely evacuated in the event of a fire.

## **FIRE PREVENTION AND EVACUATION MEASURES**

- Evacuation signs are displayed throughout the School
- Fire extinguishers and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- Break glass fire points can be manually activated by breaking a glass panel.
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in the Reception building corridor, Year 3 classrooms, Year 4 classrooms, Year 4 library, Laundry Room door, Nursery doors and main access to the kitchens.
- The master panel for the alarm system is located in the main school foyer and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the School and, in the Nursery, are supplemented by visual alarms (red flashing lights).

## **CLEAR ROUTES TO EXITS**

- The Maintenance & Grounds Supervisor is responsible for unlocking the buildings in the mornings when he removes bolts and padlocks from all emergency exits and checks that escape routes are not obstructed.
- All staff undertake regular fire awareness training, and are briefed on the importance of keeping escape routes clear.

## **FIRE ALARMS, TESTING AND RECORD KEEPING**

The fire alarms are tested weekly when tests and defects are recorded and managed through the 'We Are Every' Facilities Management System.

The Facilities Manager arranges an ISO9001 certified/BAFE approved contractor to carry out:

- Regular checks of fire doors, automatic monthly door closures and emergency lighting,
- Regular professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems, and fire extinguishers and hoses.
- Results and defects are managed through the 'We Are Every' Facilities Management System.

## **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.

- Annual PAT testing takes place by a qualified electrician.
- Records of all tests are kept on the 'We Are Every' Facilities Management System.

- The teachers check all electrical equipment is switched off at the end of the school day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

### **Lightning Protection**

All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept on the 'We Are Every' Facilities Management System.

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept on the 'We Are Every' Facilities Management System.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- The Science Lab is checked daily to ensure that the central gas supply is turned off.

### **Safe Storage**

Flammable materials used in teaching or maintenance are locked in purpose made, flameproof containers at the end of every day.

### **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **LETTING OR HIRING THE SCHOOL**

Our standard contractual terms that is used for letting and hiring the School cover fire safety, and specifies that the hirer should certify that he/she has read and understood the school's Fire Safety Policy and Procedures. The St Piran's Centre Manager hold the records.

## **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.

St Piran's School has a professional Fire Risk Assessment which is updated every 3 years, and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Staff are always welcome to make comments or suggestions for improvement on this policy and are encouraged to do so. All Staff should ensure that they read the sections that are relevant to them.

**Reviewed by:**                **Headmaster**  
**Date:**                         **Aug 2023**  
**Next Review Date:**       **Aug 2024**