



STELLA MARIS SCHOOL

FIRE RISK POLICY

The School's Fire Risk Policy is as follows:

- To reduce the risk of fire as far as is reasonably practical.
- To implement a system of early warning of the outbreak of fire.
- To eliminate or reduce risks from dangerous substances
- To develop fire procedures and provide staff training, repeated periodically where appropriate
- To ensure the safety of staff or anyone else legally on the School's premises
- To carry out fire drills and contact emergency services when necessary
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation)
- To have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and to employ a competent contractor to carry out such equipment.
- The activation of the fire alarm will result in a full evacuation of the School.

The competent persons are:

- The School Secretary who acts as fire officer
- The Head Teacher
- Trustee responsible for H&S

Training:

- Training given by authorised contractors
- New staff are provided with an induction which covers fire safety and evacuation
- All staff participate in the regular fire evacuation drills

Records:

- Records of training, including fire evacuation drills, are held in the school office
- Records of emergency equipment and its maintenance are held by the school office and Trustee body

FIRE / EVACUATION PROCEDURES

INTRODUCTION TO PROCEDURES

- The Fire / Emergency Evacuation Procedure – Code of Practice is a statutory requirement needed to ensure the safety of all users of the School premises.
- The bulk of the Code of Practice refers to evacuation in the event of fire. However, the same Evacuation Procedures will be applied in the event of any other emergency requiring an evacuation of the premises.
- The Code of Practice applies equally to the whole school.
- This document comprises:
 - Evacuation Procedures – in all classrooms
 - Instructions for staff involved in the Procedures
- The Procedures apply to all staff and students of the School, all visitors, guests, lettings and contractors – **there are no exceptions**. All the foregoing must take part in evacuations, whether drill, real incident or false alarm.
- The Procedures are the same for ALL evacuations, whether a real incident or a false alarm.

FIRE ALARM SYSTEM

- The School has implemented a fully comprehensive system of fire detection and audible warning.
- Smoke and/or heat detectors are installed throughout the premises.
- Break glasses are provided to enable an alarm to be raised manually should the need arise.
- Audible warnings are provided in the form of a continuous siren throughout the premises.
- In the event of alarm activation (whether automatic or manual):
 - All School sirens sound
 - Any alarm – Fire Brigade central monitoring station automatically informed

ASSEMBLY POINTS

The rear school playground in normal circumstances

In other circumstances in front of the school in the church yard

INSTRUCTION SHEET 1

THIS INSTRUCTION SHEET APPLIES TO EVERYONE

ACTION TO BE TAKEN ON DISCOVERING A FIRE

- **DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU CAN DO SO WITHOUT ENDANGERING YOURSELF**
- Activate the alarm by means of the nearest alarm call point
- Leave the building following the procedure below

ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

- If you are the Fire Officer, follow the procedures in Instruction Sheet 2.
- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated Assembly Point. Check the students' toilets on the exit route if time and circumstances allow.
- Otherwise, leave the building by the nearest available exit
 - o Assist disabled persons
 - o Do not delay in leaving the building
- Take only personal belongings readily to hand
- Do not switch off computer equipment
- Do not lock any doors
- Do not return to check for missing persons
- **Walk, don't run**
- Report to the Assembly Point
- Report directly to the Assembly Point
- Do not return to your vehicle and attempt to drive off unless authorised to do so
- Await further instructions
- Do not re-enter the building until authorised to do so by the Fire Officer

INSTRUCTION SHEET 2

FIRE OFFICER INSTRUCTIONS

The purpose of the Fire Officer role is to “sweep” the school as part of their own evacuation of the building and report to the Playground with all school registers so that Data can be collected. This ‘sweep’ so far as practicably possible is to ensure that nobody is unaware of, or ignoring, the alarms. The Fire Officer role is an important one.

The first question the Fire Brigade will ask on arrival is whether we believe the building is occupied or empty. If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside and potentially put their own lives at risk rather than containing the fire from outside. If the fire officer does not report, we have to tell the Brigade that we have no information. The Fire Officer is not expected to put him or herself at risk, but it is important that he or she reports the outcome of the sweep.

In the event of an emergency evacuation the Fire Officer should act as follows:

- In conducting your duties as a Fire Officer, health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of an alarm is clear and that all staff and students leave the building.
- Tell staff and students that they must leave the building – do not enter into an argument with any who refuse, but note their location and, where possible, their name and report this in the data Log.
- Go directly to the Main Playground and report/collect the Data.
- Note down in the Data Log any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.
- Note down in the Data Log the name and location of any person who has refused to leave the premises.