

**CITY OF ROCHESTER SCHOOL**  
**FIRE PREVENTION AND EVACUATION POLICY**

*This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publically available on the school website*

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, being responsible for the day to day organisation of the curriculum, monitoring the weekly lesson plans for all staff, ensuring all planning is appropriately differentiated with relevant, appropriate learning objectives.
- The Headteacher along with the whole school teaching and therapy team review the long-term and medium-term planning and ensure that appropriate targets and strategies are in place. It is intended that the ongoing review and development of the curriculum will support enthusiastic and inspirational teaching. The process of review plays a key role in the continuing professional development of all staff at City of Rochester School.
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: July 2019  
Date of Next Review: July 2020  
Version No. 1  
Policy No 15:001



Alicja Emmett  
Headteacher



Claire Cooper  
Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than July 2020, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

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**1. Statement of Intent:** The person responsible for Fire Safety is the Headteacher; she appoints the Business and Facilities Manager in matters of Fire Safety. This Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire. Provision is made for a fire risk assessment to be carried out by a relevant body each year. It is formally recorded and reviewed by the Business and Facilities Manager on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. [There are currently no significant recommendations of the Fire Service outstanding]. The importance of raising awareness of Fire Safety is recognized and the school seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- carry out training of all staff on initial appointment, which will be repeated periodically
- ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- ensure fire drills are carried out in the first 2 weeks of each term to raise awareness and confidence in fire procedure across the whole school.
- ensure the Business and Facilities Manager and Site Team are confident in contacting the Fire Services in the event of a fire
- ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- provide staff and those working on the site with a copy of this policy. It is school requirement that all those working on school site are provided with information about fire safety at the school.
- maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require, by the Business and Facilities Manager. This policy should be read in conjunction with:

- Health and Safety Policy
- Emergency and Continuity Policy
- First Aid Policy

**2. Fire Procedure:** All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are by the evacuation point in each room and on health and safety notice boards.

In the event of any member of the school community finding a fire they must:

- manually break the call point glass
- contact the Fire Services directly by dialling 999.

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure:

- Close all windows
- Switch off appliances such as D & T machinery; Bunsen burners etc. (do not wait to shut down your computer but lock the screen for data protection purposes).
- Evacuate via the appropriate published route from the area of the school, closing the door behind them.
- All pupils and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.

### **3. Roles and Responsibilities**

**3.1 Business and Facilities Manager and site team:** The Business and Facilities Manager and/or Lead Fire Warden will check the fire panel to establish the area of the fire. Fire panels are situated in the reception lobby. The Lead Fire Warden will then establish if there is a fire. The Lead Fire Warden or a member of staff will then telephone the Fire Services and notify them on arrival of the position of the fire.

**3.2 School office:** The administration staff are responsible for taking the registers, and Grab bag (including First Aid supplies) to the muster point. The hazardous substance and information for Fire Service files are kept in the fire information folders in reception and will also be given to the Fire Service. Designated staff will register staff and students. If students are missing the member of staff taking the register should cross check with sign in/sign out sheet held by the School Office. The Headteacher will then inform the Fire Services of any missing students.

**3.3 Headteacher:** Once the ALL CLEAR has been given to the Headteacher by the Lead Fire Warden or the Fire Service the Headteacher will dismiss students back into the building.

**3.4 Business and Facilities Manager:** In line with the Emergency and Continuity Plan, in the event of an emergency that requires the school to close a message will be sent via SMS to all parents, requesting that they collect their child from a designated location.

**4. Out of school hours:** If the alarm sounds before 9am students and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of Senior Management Team, the Business and Facilities Manager or a member of the Site Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for. After 3pm all pupils must gather at the assembly point. The member of the School Office in charge will then register the students using the sign in/out sheet as a register. Any other member of staff running an event or club after school should also have an accurate register of attendance which will be used. The member of the Site Team in charge will update the School Office either by phone or in person as to whether the fire brigade has been called or if the alarm can be silenced and the pupils allowed back into the building. At all times there is a trained Fire Marshall on the Premises.

**5. Visitors:** All visitors sign in and out of the School Office. This book is used to register visitors at the assembly point. All visitors are given a hand-out with details of the fire procedures and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school, which visitors should follow.

**6. Contractors:** Any contractors working on site must sign in at reception and wear a visitors badge at all times. The contractor's host must ensure that they are briefed on the schools fire procedure including the no smoking policy. Any 'hot works' must be authorised by the Business and Facilities Manager before work begins, and will only be allowed on receipt of a completed risk assessment and method statement.

**7. Fire Risk Policy and Procedures:** All records relating to Fire Safety are kept and maintained by the Business and Facilities Manager. They are reviewed in consultation with the Headteacher and the Business and Facilities Manager actions and records any matters arising. The following records are kept, maintained and reviewed:

- the Fire Risk Assessment and its review
- the Fire Prevention and Evacuation Plan
- training records of Fire Wardens and other staff training
- the fire practice drill log
- certificates for the installation and maintenance of fire-fighting systems and equipment.

The Site Team carries out regular checks, walking the site and weekly checklists are completed and checked/signed by the Business and Facilities Manager. Regular checks by the Site Team include:

- fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
- fire exits and emergency routes are kept clear
- checks on all fire doors to ensure they remain closed
- required exit bolts, panic bars and other fire door hardware should be functioning properly
- necessary exit signs, exit directional signs and lights should be functional and in good condition
- all fire extinguishers are in their proper locations, available and in good condition
- proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders
- an approved contractor carries out annual maintenance of fire extinguishers in August each year.
- ADT service and test fire alarms and emergency lighting six monthly

- the Business and Facilities Manager and/or site team test the call points in each building weekly and record the results in the logbook
- local testing of alarms will occur monthly. This testing will identify and record any deficiencies, which must be rectified as soon as possible. An announcement will be made prior to the test that occupants of the building are not required to evacuate. If staff cannot hear the alarm clearly from any location they should advise the site team as soon as possible so that steps can be taken to rectify the problem
- the site team 'flick tests' the emergency lighting in every holiday period.

High Risk departments/lessons such as Design and Technology, Food Technology, Sports and Science have policies in place which include fire precautions and dangerous substances and clear instructions on what to do in the event of fire. Hazardous substances are kept in lockable storerooms/containers and COSHH sheets are kept for these substances. A register of dangerous substances is kept by the Business and Facilities Manager and a copy is kept in the School Office. This is made available to the Fire Brigade on arrival. All employees should:

- familiarise themselves with the fire procedures and escape routes on display in all rooms
- report to the Business and Facilities Manager any concerns regarding fire safety
- ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
- in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
- not attempt to extinguish a fire unless they have been specifically trained to do so
- comply with the school no smoking rule
- ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings
- ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
- remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use they should be kept in a designated storage area. Hallways, entrances and exits should be kept clear and free of combustible materials. Hallways should always be kept clear
- use recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
- the site team will ensure the boiler and plant rooms must be kept clean, clear and locked
- have a responsibility towards ensuring electrical equipment must be used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly. All portable mains-powered equipment that enters the school must be checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the relevant maintenance contractors (Kelleher) for checking and labeling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing)
- it is the responsibility of all teachers to give the Business and Facilities Manager a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within their locations. In the event of a major fire the fire brigade will require this information.

**8. Risk Assessment on People with Disabilities:** A risk assessment will be carried out on staff and students depending on their needs and a risk assessment carried out. Staff will be made aware of the procedure to follow for these individuals.

**9. Fire Warden Training:** All employees receive training and instruction on all of the fire and emergency procedures on an annual basis. All training is recorded. All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis. New staff are provided a health and safety induction by the Business and Facilities Manager and asked to sign the induction upon completion. The staff training as Fire Wardens are listed on Health and Safety notice boards.

**10. Fire Drills:** Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills. Fire drills will be both scheduled and unannounced. There will be at least three per

academic year. All fire alarm activations should be treated with importance and the Business and Facilities Manager will keep a record of all drills.

**11. Monitoring:** Compliance with the policies and procedures laid down in this document will be monitored by the trustees. The trustees are responsible for the monitoring, revision and updating of this document on a 1 yearly basis or sooner if the need arises.

**12. Equality Impact Assessment:** This document forms part of City of Rochester School commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.

### 13. Appendix 1 – Assembly Arrangements

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- \* Fire Evacuation Point:  
Near main school car park entrance. Will be marked by fire marshal when fire alarm raised.



### 14. Appendix 2 – List of Fire Wardens

Name	Class	Mobile No	Course	Expiry
Brian Obray (Lead Fire Warden)			Fire Warden Training – Fire Training Company	September 2020
Sandra Pilcher	Office		Fire Warden Training – Fire Training Company	September 2020
Kieran Yates (Business and Facilities Manager)	Finance Office		Fire Warden Training – Fire Training Company	September 2020
Michelle Homer	Deputy Head		Fire Warden Training – Fire Training Company	September 2020
Cameron MacDonald			Fire Warden Training – Fire Training Company	September 2020
Becci Dunn			Fire Warden Training – Fire Training Company	September 2020
Natalie Grant			Fire Warden Training – Fire Training Company	September 2020
Sheila Humphrey	Office		Fire Warden Training – Fire Training Company	September 2020