



Registered Charity 1171812

Fire Safety and Emergency Evacuation Policy and Procedure

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Aims

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of Connie Rothman School, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at the school are designed to help our community to respond calmly and effectively should fire break out in our building.

Fire Safety

Fire Safety Management

The Chief Executive holds overall responsibility for Fire Safety in the Trust. The Business Manager is the designated School Fire Safety Manager (supported by the Chief Executive, Headteacher and Fire Officer), and is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Trustees
- 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.
- Records are kept of the fire safety training given to staff.
- Procedures and arrangements for emergency evacuation are regularly tested, including the maintenance of escape routes, signage and emergency lighting.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when new buildings are acquired or when there has been a significant incident
- Records are kept of all fire evacuation practices.
- Records for the installation and maintenance of fire prevention systems and equipment are kept.

Fire Safety Training

We will provide regular fire safety training according to regulatory guidance. As a minimum we will deliver training in the following manner.

New Members of Staff – Fire Safety Training as part of the Induction plus 1 fire drill per term

Existing staff – Yearly refresher and 1 fire drill per term

Fire Officer – Fire Warden Training – 3 year refresher

All members of staff – Refresher training in September and information throughout the year regarding any fire safety issues at staff meetings briefings.

It is an ongoing agenda item in our weekly staff meeting under the Health and Safety section.

Fire Safety Procedures

Emergency Evacuation

- If you discover a fire, activate the fire alarm by pushing the red button on the nearest fire alarm call point.
- As soon as the alarm is sounded, leave the building in an orderly manner, walk, do not run.
- If you are responsible for a class or students, ensure they leave quietly with you.
- Follow the designated fire evacuation route to the nearest available safe exit.
- Do NOT attempt to fight the fire unless you have had specific training in fire- fighting.
- If possible, assist anyone on a landing or elsewhere if they need your support to continue the evacuation.
- If you are trapped in smoke, stay close to the floor where the air may be cleaner and cover your nose and mouth with a wet cloth if possible.
- If a door feels hot, do not open it, as it probably means that there is a fire on the other side. Do not touch the door handle, always first check for heat on the handle by quickly brushing the back of your hand against it.
- Never go back for any possessions or for any reason.
- Assemble at the Fire Assembly Point, which is inside the perimeter wall in Millhams Road in the far corner by the tree

Once outside

- Stay outside and do not allow anyone to re-enter the building.
- A register is immediately taken by the senior staff member in charge.
- Account for all occupants of the building; relay names and information about the possible location of anyone missing to the emergency on call staff/Fire Services as soon as possible.
- Fire Officer or other responsible staff to:
 - Call 999 Fire Services (and Ambulance Services as appropriate)
 - Inform Senior Leadership Team

Your response is vital

- Remain quiet and support Senior Staff in carrying out an accurate register as quickly as possible. Stay together and do not wander off
- Move calmly to a further place of safety if instructed to do so.

The Fire Evacuation Exit Routes are at the bottom of this policy.

Briefing New Staff and Pupils

All new staff to Connie Rothman School are instructed on the school's emergency evacuation procedures as part of their Health & Safety Induction. They are shown where the emergency exits, escape routes and outside assembly points are located.

All new students to Connie Rothman School are instructed on the school's emergency evacuation procedures. All students participate in a fire safety evacuation walk through as part of their induction within their first week.

Fire action notices are displayed on the walls of classrooms, sleeping and in all escape routes. All new staff are shown how to activate the fire alarms if they discover a fire and regular refresher training is also carried out.

No one should attempt to use a fire extinguisher unless they have been trained in its use.

Visitors and Contractors

All visitors are required to sign in and out of the school. They are made aware of the emergency evacuation procedure and the assembly point relevant to their visit. When large numbers of visitors are at the school (for open days, plays, concerts, exhibitions etc) a brief announcement is to be made prior to the event advising visitors of the location of the emergency exits that they should use in the event the fire alarm should sound during the event.

Personal Emergency Evacuation Plan (PEEP)

In the event that either staff, pupils or visitors have specific access needs, then a one to one PEEP assessment is carried out and recorded. For pupils, the PEEP is completed by the Business Manager with the assistance of the SENDCO.

The PEEP should be reviewed at least every term or after a significant change to ensure it captures all relevant details.

Staff PEEPs are to be completed by the Line Manager of the member of staff concerned and are to be reviewed every term or after a significant change.

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. The SLT are responsible for ensuring that all staff are aware of the fire evacuation procedures and that fire evacuation practices are carried out termly.

Fire Officer

The Fire Officer is competent in the use of fire extinguishers, are capable of extinguishing small fires, receive regular refresher training and staff new to the role receive training as part of their induction. They have some knowledge of fire prevention and are able to identify possible fire hazards to prevent fire from occurring.

In the event of a fire alarm sounding, they are to conduct a basic internal building search/sweep of their area of responsibility to ensure, as far as is practical, that all occupants have evacuated and are accounted for.

Staff/Visitors/Students

Staff must co-operate with the employer or other authorised persons to enable legal obligations to be fulfilled in respect of fire safety measures.

No one should maliciously interfere or knowingly allow others to interfere with a fire alarm system, fire extinguisher or equipment (in either school premises or in school vehicles) or block escape routes and/or fire exits.

Other than in respect of notified tests, all staff, students and visitors must follow the fire evacuation procedures.

Fire Practices

One termly fire evacuation practice is to be carried out. These practices, combined with a programme of inducting new staff and pupils with emergency escape procedures help to ensure that the school is safely evacuated in the event of a fire.

Fire Safety and Prevention Measures

The following measures are in place:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in classrooms, corridors, and stairwells.
- Smoke/heat detectors are in every classroom and areas in accordance with the Fire Service recommendations.
- Fire Alarm systems can be manually activated by pressing the red button on the fire alarm call point cover of a Manual Call Point and the alarm systems are automatically activated when smoke/heat builds up beyond safe levels
- Stairs, passages and emergency exits are illuminated by emergency lighting.
- The Fire Alarm Master Panel for the alarm system is located in the Main Entrance.
- Alarms sound in all parts of the building.
- It is the responsibility of all staff to keep fire routes and exits clear at all times.
- The Business Manager carries out regular inspections of escape routes.
- The alarm system is tested weekly and serviced annually by an approved contractor.
- Emergency lighting is tested at three monthly intervals and a three hour discharge test is carried out annually.
- Fire extinguishers are serviced annually by an approved contractor.
- Records of all tests are kept by the Business Manager.
- The electricity shut off point is in the main entrance to the building.
- The kitchens and is fitted with heat/smoke detectors

Electrical Safety

- The School has a current electrical test certificate. It uses NAPIT qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing is undertaken by trained school staff. Records of all tests are kept by the Business Manager
- Non-essential electronic equipment should be switched off at the end of every day.

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 by the church
- All kitchen equipment should be switched off at the end of the day.

Safe Storage

- Dangerous substances, including flammable materials, used in teaching, maintenance or other operations are locked in flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings and disposed of appropriately.
- Combustible materials used in teaching, maintenance or other operations are stored in flame-proof cupboards.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO).

The most recent visit was carried out August 2024.

Fire Safety Inspections are carried out annually in all buildings by a registered fire safety inspection company.

Fire Risk assessments are reviewed annually or more frequently if significant changes are made to the interior of buildings, if new buildings are added to the School's portfolio or there has been a significant incident.

Security Searches -Procedure

The aim of the search is to seek potential hazards, such as fire risks, suspicious packages etc, and also to ensure that the site has been fully secured i.e. windows and doors closed and locked.

- Any search performed should include all work rooms and offices, toilet facilities and cloakrooms, staff rest rooms, reception areas, stairs.
- Where the location of the threat is not known, then the responsibility for area searches needs to be agreed with the managers and safety representatives for all areas. Where contractors are on site, then they must be included.
- If a suspicious item is found, then the Business Manager must be informed immediately.
- Suspicious items must not be touched or moved by search staff and the immediate area must be cleared of all personnel. As the location may be the scene of a crime, any witnesses or staff who worked in the area must be identified and this information given to the emergency services. Nothing in the area should be disturbed, as vital evidence may be lost.
- Any advice or directions given by the police, fire brigade or others in a position of authority must be followed.

Emergency Escape Routes

From 1st Floor Classrooms:

Route 1

Classrooms to corridor, turn right to main staircase leading directly out of the main entrance. (The door is quickly released by pressing the green button on the fire alarm call point next to the door). Proceed to the evacuation point

Route 2

Classrooms to corridor, turn left at end of corridor and proceed out of door to sanctuary balcony.

Staying along wall, walk to front stairwell and down to sanctuary door and out to Millhams Road, proceed to evacuation point

From Ground Floor Hall/Kitchen/Sanctuary:

Route 1

Exit from rear door adjacent to kitchen. (The door is quickly released by pressing the green button on the fire alarm call point next to the door). Proceed round the side of the church to Millhams Room evacuation point

Route 2

Exit from main entrance. (The door is quickly released by pressing the green button on the fire alarm call point next to the door). Proceed to the evacuation point

Route 3

Go through the sanctuary to the front of the church and exit the door at the front and proceed to the evacuation point.

Admin Office:

Route 1

Follow the stairs leading from the office down to the staff door and exit. The door is quickly released by pressing the green button on the fire alarm call point next to the door). Proceed to the evacuation point.

Route 2

Exit to the balcony and proceed to stairwell at the front left hand side, down to sanctuary door and out to Millhams Road, proceed to evacuation point.