

FINBOROUGH SCHOOL FIRE PROCEDURE

Risk Assessments

The school contracts an external professional company to carry out an annual Fire Audit and Risk Assessment which assesses the schools compliance of the most recent regulations and legislation and reviews the locations, condition and suitability of signs, lighting and exits.

Training

The school contracts an external professional company to provide the duty staff/co-ordinators with Fire Marshall training on an annual basis. The school also holds annual training for all staff detailing the contents of this policy.

Maintenance

The school contracts an external professional company to service and maintain the fire detection and alarm system and to service all fire extinguishers. The fire alarm system is tested every Monday morning and details recorded in the Fire folder, which is kept next to the fire alarm panel.

Fire Drills

The school holds regular fire drills, at least 1 per half term, including times when boarders may be asleep and times when lessons are not taking place. These drills are recorded in the Fire folder, which is kept next to the fire alarm panel.

Visitors: All visitors must sign in and out using the Visitors Book in the school office. The school provides details of the fire procedure on the reverse of the visitors badge and visitors are advised of the fire assembly point.

Fire Bell: When the fire bell sounds the first priority is to evacuate all parts of the school buildings and for all staff, pupils and visitors to assemble for roll call outside the main school office.

The following procedures must be adhered to every time the fire bell rings. Once the bell rings staff must not silence it until evacuation and roll call are completed even if they know what has set it off.

Science Laboratories When the fire alarm sounds the Gas Shut Off valve must be operated before evacuation.

Duty Staff: These are staff who have direct responsibility for a group of pupils when the alarm sounds e.g. teachers for the class they are teaching, house staff for pupils in sick bay/surgery, staff running activities, staff supervising meals or on break time duty.

Duty staff are responsible for the evacuation of pupils in their care. Such evacuation must be swift and orderly ensuring pupils evacuate the building in a calm and quiet manner using the closest available exit. They must hand pupils to their form tutors who will ensure pupils line up in silence in form lines on the grass beside the front car park outside the school reception and remain with the pupils unless otherwise instructed by the co-ordinator.

Other Staff: Staff who are not responsible for a form group should immediately report to the co-ordinator.

Admin staff: Admin staff must collect the register file and visitor book and distribute the hard copy registers to form tutors, the remaining staff must report to the fire co-ordinator.

Co-ordinators:

1. 8.30am to 6.00pm weekday: Members of the SLT (who are not responsible for a form group) and the Caretaker
2. Other hours and weekends: Boarding House Staff

All co-ordinators must report to the fire alarm area in reception.

The first co-ordinator to arrive must put on the Orange Fire Marshal vest, the remaining Yellow Fire Marshal vests are given to the next co-ordinators to arrive.

The first co-ordinator must check the alarm system and organise the remaining co-ordinators, duty and admin staff to:

- Locate source of the alarm.
- Ensure **both** the main entrance doors are open
- Supervise pupils lining up in silence.
- Arrange distribution of registers to staff (during the school day form teachers will account directly for the pupils in their form) on duty and ensure they are checked.
- Ensure all visitors are accounted for.
- Await information from staff checking the school.
- If necessary summon the emergency services. **When satisfied that all pupils are accounted for- silence the alarm. The first co-ordinator has sole responsibility for silencing the alarm.**

When satisfied that it is safe to enter the building, the first co-ordinator provides permission to dismiss the pupils in an orderly manner. No pupil is to enter the building unless authorised by the first co-ordinator.

The first co-ordinator is responsible for recording the proceedings in the Fire Logbook in the school office.

During the school day all areas of the school buildings – including boarding houses, dining hall, Art department etc must be checked and all pupils sent to the assembly area. At other times only the pupils and staff who should be in the main building need be evacuated and accounted for.

Reason for Review/Amendments	Annual review August 2018
Details of changes	<ul style="list-style-type: none"> • Procedure reviewed to ensure current legislation and practices are included. • Procedure updated with changes to staffing and responsibilities.
Date of next review	Annual review August 2019 (H+S, F+S Governance)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic staff)		