



Fire Policy and Procedures Policy

This policy is produced with due regard to the Independent
School Standards Regulations

FIRE MARSHALLS

Brad Slater

Lyn Harvey

Anthony Majilton

FIRE SAFETY MANAGER

Lyn Harvey

- Governors are kept informed of pertinent legislation changes and ISI updates through the Fabric sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

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See also - Safeguarding Policy	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2015) and **Keeping Children Safe in Education** (www.gov.uk 2015)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



This policy is relevant to the whole school including the EYFS

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Runnymede St Edwards are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. Our alarm is linked to St Edward's College and when Runnymede pupils are on the College premises we have due regard to their procedures until returning to Runnymede.

Swimming pool- move through any 5 nearest exit points

Sports hall- move through any 3 nearest exit points

Food technology- 3 member of staff to 12 children. Children are supervised out the building via the nearest exit.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The appointed Fire Officer, Mr. B.Slater, is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- An appointed person is available at all times in the absence of the designated Fire Safety Officer
- The appointed people are Mr Mijilton and Mrs Harvey

The Fire Manager and fire officers received appropriate training on 21st January 2015

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors read the following notice on their visitor's badge:

1. Your safety and well- being is important to us. As a visitor you have a legal duty to care for |Health and Safety of yourself and others.
2. If the fire alarm should sound please leave the building by the nearest safe exit and proceed to the Assembly point. Do not re-enter the building until you are told it is safe to do so.

PART 2: FIRE SAFETY PROCEDURES



BRIEFING STAFF AND PUPILS

All our staff (teaching and non-teaching alike) and all pupils are given a briefing on the school's emergency evacuation procedures. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point.(see appendix 1). Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. 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. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Staff all received Level 1 fire awareness training on the 6th June 2016.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.30 a.m. and 4.00 p.m. during weekdays in term-time and in case of a fire, the School Secretary/Headteacher, Bursar, responsibility of calling the Fire Brigade. The master panel that shows the location in the main door lobby. As two schools operate on the same site, we are linked to the fire brigade at St Edwards College. The school office at Runnymede and the College always given warning of fire alarm practices. If the alarm goes off from the college our display board will indicate a warning buzzing sound. We contact the college, if contact is unavailable we then sound our own fire alarm.

The College site manager is on duty 24 hours a day, 7 days a week and 365 days a year including public holidays.

VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms 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. We do not have a lift so the Support worker or a member of staff will assist the child or adult down the stairs or fire escape.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff and Nursery Nurses 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, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Safety Manager.

On no account should anyone return to a burning building.



Fire Prevention- maintenance

- i. Keeping fire routes and exits clear (with doors opening in the direction of the escape) signs and notices- the Financial Administrator, who in turn has delegated day to day management to the Site Manager.
- ii. Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – the Financial Administrator and Site Manager.
- iii. Regular portable appliance testing – the Financial Administrator and Site Manager.
- iv. Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Financial Administrator and Site Manager.
- v. Lightning protection is in place for all buildings.
- vi. All gas appliances (boilers) are regularly maintained and serviced by Gas Safe Registered Engineers – the Financial Administrator and Site Manager.
- vii. Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Site Manager
- viii. Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff in every building help to ensure that the school can be safely evacuated in the event of a fire.
- ix. Checking that all DT equipment is switched off at the end of the school day – the staff using DT equipment.
- x. Turning all computers, projectors, printers and electronic whiteboards to off every evening and during holidays and weekends – the staff using them.
- xi. Securing flammable materials used in maintenance in locked areas – Site Manager and Housekeeper.
- xii. Records of all tests are kept in Mrs Harvey's Office

Training

The school has a policy in place for the training and induction of new staff in health and safety related issues. First Aid training and Fire Training are provided to all member of the teaching staff and to support staff.

Training is provided for the Fire Safety Lead and Fire Marshalls- January 2015

All teaching and support staff received their level 1 certificate in fire safety- 6th June 2016

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures.

PART 3: 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

Runnymede St Edwards has a fire risk assessment which is updated every 3 years by an external agent.

Copies of St. Ambrose Preparatory School's fire risk assessments are held in the Health and Safety section of the School Shared Drive.

Appendix 1- Emergency Plan

Appendix 2- Site Map and Evacuation Route

Appendix 1

1 Emergency Plan Sections

- **Fire Procedures**
- **Action in the Event of a Fire** - **School Time & Wet Plays**
- **Action in the Event of a Fire** - **Lunchtime**
- **Action in the Event of a Fire** - **Breakfast / After Care**
- **Action in the Event of a Fire** - **School Holiday**
- **Appendix 1 - Site Plan** - **Evacuation Routes & Assembly Point**



2 ACTION IN THE EVENT OF A FIRE - SCHOOL TIME (Incl. WET BREAKS & WET LUNCHTIMES).

2.1 On Hearing the Fire Alarm:

The Administration Team are to:

- 1) Liaise with the Fire Safety Manager or Appointed person over the alarm status and if instructed, ring the Fire Brigade
- 2) Collect all Registers, other signing in and out books
- 3) Take out swimming blankets to the Assembly Point (if required).

The Financial Administrator is to:

- 1) close over heavy doors
- 2) take the Walkie Talkie and mobile phone
- 3) liaise as directed with SEC

The Fire Marshalls are to:

Quickly sweep each floor to check building is clear if it is safe to do so:

- Lyn Harvey – Ground Floor
- Brad Slater – 1st Floor
- Anthony Majilton – 2nd Floor

The Teachers with NNEB/Classroom Assistants support (where applicable) will:

- 1) Lead their class (including those using SEC sports facilities) out in an orderly manner by the nearest escape route, closing classroom doors and checking the immediate area for stray pupils.
- 2) On arrival at the assembly point
 - collect their register
 - check their class
 - if necessary, consult the signing out book
 - report to the Administrative staff whilst returning the register
 - return to their class and maintain discipline
 - do not re-enter the building until instructed.

Note – If children are in Assembly, Hymn Practice etc. staff should go straight to the appropriate room to collect class and follow above procedures.

All Peripatetic staff will:

- 1) lead children in their care to the assembly point and to the class teacher
- 2) report to the Admissions Officer

All other Staff not with a class will:

- 1) report to the Admin staff

All other Administrative Staff will:

- 1) report to the Fire Safety Manager or Appointed person on all checks.

The Fire Safety Manager or Appointed Person will:



1. liaise with St. Edwards College and the Fire Brigade.
2. make a decision over further necessary actions.

3 ACTION IN THE EVENT OF A FIRE – LUNCHTIME

3.1 On Hearing the Fire Alarm:

All STAFF AT THE LEY HALL DINING ROOM will:

- 1) line up the children as soon as possible.
- 2) lead all children round to the Runnymede assembly point.

All SENIOR MANAGEMENT will:

- 1) go directly to the Ley Hall to assist with the move to our assembly point.

All LUNCHTIME SUPERVISORS not in the Ley Hall will:

- 1) line up all Junior children in registration groups
- 2) evacuate all Infant classes from the rear playground to the assembly point and hand over to class teachers

All NURSERY STAFF will:

- 1) go directly to assist Nursery groups

All CLASS TEACHERS and NNEB/Classroom Assistants support will:

- 1) go to the assembly point and meet their class and follow the school time procedures.
- 2) report to the Admin Staff

All PERIPATETIC STAFF & STAFF DOING EXTRA CURRICULAR will:

- 1) lead the children in their care to the assembly point
- 2) return the children to the care of the class teacher.
- 3) report to the Admin Staff

All OTHER STAFF NOT WITH A CLASS will:

- 1) go to the assembly point and report to the Admin Staff

All SODEXO STAFF and other VISITORS will:

- 1) go to the assembly point and report to the Admin Staff

The ADMIN STAFF will:

- 1) follow the procedures as in School time.
- 2) report to the Fire Safety Marshall or Appointed person on all checks.

The FIRE SAFETY MANAGER OR APPOINTED PERSON will:

- 1) liaise with the Principal of SEC and the Fire Brigade.
- 2) make a decision over further necessary actions.

4 ACTION IN THE EVENT OF A FIRE - BREAKFAST/AFTER CARE/ EXTRA CURRICULAR

4.1 On Hearing the Fire Alarm:

All STAFF LEADING EXTRA CURRICULAR CLUBS will:

- 1) take current up to date activity register for the club or activity



- 2) lead their group (including those using SEC sports facilities) by the nearest escape route to the assembly point
- 3) use the activity register to check pupils are present.
- 4) report to the most Senior member of staff available (Not the FSM or Appointed Person)

CATHEDRAL CHOIR, BREAKFAST/AFTER CARE CLUB, PERIPATETIC & DRAMA CLUB STAFF will:

- 1) evacuate using the nearest escape route to the assembly point.
- 2) check the register for your group and report to the most senior member of staff (not the FSM or Appointed Person)

All OTHER STAFF, VISITORS ETC will:

- 1) evacuate to the assembly point and report to the most senior member of staff (not the FSM or Appointed Person)

The MOST SENIOR MEMBER OF STAFF will:

- 1) liaise with all the above groups
- 2) report to the Fire Safety Manager or Appointed person on all checks.

The FIRE SAFETY MANAGER OR APPOINTED PERSON (FSM) will:

- 1) check the alarm status and if appropriate ring the Fire Brigade.
- 2) take walkie-talkie, swim blankets, plans and signing in and out books to the assembly point.
- 3) liaise with SEC and the Fire Brigade.
- 4) make a decision over further necessary actions.
- 5) inform the FSM if not present.



5 ACTION IN THE EVENT OF A FIRE - SCHOOL HOLIDAYS

5.1 On Hearing the Fire Alarm

All STAFF, VISITORS, ETC will:

- 1) evacuate to the Assembly point and report a staff member/Fire Safety Manager or Appointed person

The FIRE SAFETY MANAGER OR APPOINTED PERSON will:

- 1) check the alarm status and if appropriate ring the Fire Brigade
- 2) take walkie talkie, plans and signing in and out books to the Assembly
- 3) Point.
- 4) conduct a register of all staff, visitors etc
- 5) liaise with SEC and the Fire Brigade.
- 6) make a decision over further necessary actions.
- 7) inform the FSM if not present.

ALL STAFF, VISITORS, ETC MUST SIGN IN AND OUT SO THAT THE SCHOOL IS AWARE OF WHO IS IN THE BUILDING.

6 EMERGENCY PROCEDURE FOR ACTS OF TERRORISM OR VIOLENCE

- 6.1 The school bell will ring intermittently and staff will ensure that the children in their care are safe and within the classroom.
- 6.2 **Circumstances may cause you to follow a different course of action that you feel at the time will maximise the safety of the pupils.**

B. Slater - Headteacher

January 2016

Appendix 2

Site Map and Evacuation Route

Runnymede St Edward's School

Site Plan with SEC shared facilities.





