



FIRE SAFETY MANAGEMENT POLICY

Version 1.0 **DRAFT**

Review by Resources Committee: 18th January 2021

Adopted by Governing Body: TBA

Next Committee Review Due: Spring 2022

Reviewer: Helen Chamberlain

Governor Link: Health and Safety Link Governor

Fire Safety Management Policy

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

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Introduction

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition, it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention.

The fire safety management policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors. The arrangements allow for routine meetings with the fire and rescue service and additional meetings where a change in the building or its occupancy is proposed.

Fire Safety Statement

The school's primary focus is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Governors and Headteacher are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day to day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff. Please see fire management responsibilities and the organisation chart for details.

Fire Management System

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the

impact of any proposed changes. The management of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of a secondary school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The most recent fire risk assessment was completed on 29th September 2020. This will be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

The Headteacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The Headteacher will assign an appropriate member of his/her team the responsibility to complete each improvement action.

The premises team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

Fire Management Responsibilities

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition, the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

Headteacher

The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The Headteacher is responsible for ensuring:

- The school has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book
- That the school emergency plan and evacuation procedures are regularly reviewed
- The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff
- All pupils, employees, visitors and others who use the building are made aware

of the fire safety precautions and the fire evacuation procedures

- The provision of fire awareness training to all staff
- The provision of fire warden training for designated staff
- That an emergency fire drill is undertaken every term
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting
- The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment
- Any fire prevention officer's recommendations and or enforcement notices are complied with.

Controller

The Controller (usually the Headteacher) is responsible for:

- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- Implementing the major incident site evacuation plan if required.

School Business Leader

The School Business Leader is responsible for:

- During a practice noting escape times and general observations for improvement
- Liaising with the Premises staff and Controller, confirming when it is safe for re-entry into the building
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service

Premises Team

The Premises Team are responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of

responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

The Premises Team are responsible for:

- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Providing the fire and rescue service with a detailed (laminated) plan of the building
- The formal maintenance and regular testing of the fire alarm
- The formal maintenance and regular testing of the emergency lighting
- The formal maintenance and organising of testing for the automatic detection system
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained
- Reporting any hazards (which cannot be dealt with) to the Headteacher
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

School Office

The School Office Staff are responsible for:

- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

Teachers

The Teachers are responsible for:

- Acting as fire wardens when evacuating their class from the school
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes
- Reporting any hazards (which cannot be dealt with) to the Premises Team
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Following school evacuation procedures including reporting to the Heads of Year with the results of the register check
- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the Headteacher announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site
- Taking part in any fire safety training provided by the school.

Fire Wardens

The Fire Wardens / Support Staff (given responsibility) are responsible for:

- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors (not on automatic closers) before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting

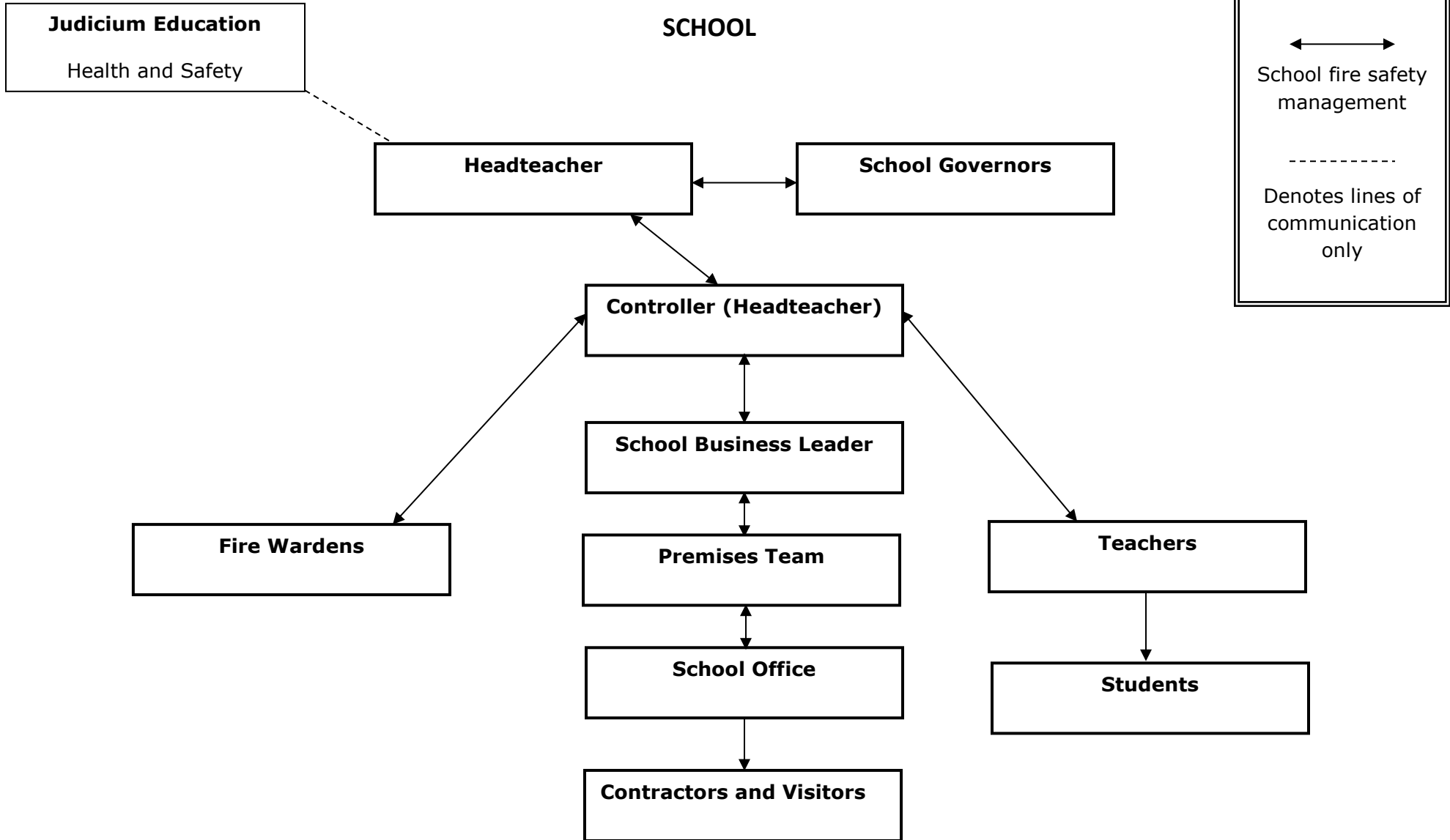
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Reporting any hazards (which cannot be dealt with) to the Premises Team
- Ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

Hirers and Extended School Providers

All hirers and contracted users of the premises will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

Fire Management Organisational Chart

SCHOOL



Fire Safety Management Policy

Member of Staff Acknowledgement

All members of staff with fire safety responsibilities (all staff) should be issued a copy of the policy and be required to sign the staff acknowledgement slip.

I have read the school Fire safety management policy and agree to follow the procedures outlined in the policy.

Employees Position: _____

Employees Name: _____

Employees Signature: _____

Date of Signature: _____

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- **The fire alarm is the continuous sounding of the alarm.**
- In the case of a fire, the alarm will be activated by using a Fire Alarm break-glass unit and the Fire Brigade will be contacted immediately by the Premises Manager or Assistant
For a Fire Evacuation Drill, the alarm will be activated by the Premises Manager or Assistant.
- Only trained staff will use fire extinguishers, evacuation is the safest action for everyone else.
- The lift must not be used in a Fire Evacuation.
- Students and teachers must not re-enter the building until they have been given instructions to do so from a senior member of staff.
- Should an evacuation take place outside of lessons, all staff will be required to assist in guiding students via the correct evacuation routes. Registers must be taken if the evacuation is during break or lunch.
- Should a route be blocked because of fire, staff should guide students via the most suitable alternative route to the assembly point.
- If you are in a room with a gas supply, please make sure that you hit the Medem/control button as you leave.
- No door should be held open with a doorstop.
- All students, staff and visitors must assemble on the Astro-turf in their designated area.
- Staff and visitors will be designated an area just inside the Astro-turf gate to the left.
- No one will leave the site during a fire evacuation unless authorised to do so.

Instructions for Staff with Classes

Remind students of the seriousness of a Fire Evacuation and that it needs to be undertaken calmly, efficiently and in silence. Always assume that it could be the real thing and not just a Drill.

The Assembly Point is the Astro-turf at the rear of the school building.

When the fire alarm sounds:

Instruct students to:

- **Stop talking** and **listen** to instructions;
- Line up at the door;
- Leave bags or equipment in the room;
- Follow the route indicated in the classroom which will take them out of the building and onto the Assembly Point;
- **Remain silent** as they follow their exit route and when at the Assembly Point.

On leaving the classroom:

- Select a responsible student to lead the group out, teacher follows as last person;
- Check that the room is empty;
- Close all windows if possible;
- Close the door behind you but please do not lock them;
- Make sure that your students maintain a silence

At the Assembly Point:

- Students should **line up silently** in their class group at the back of the Astro-turf;
- Students should face the school in their group along with their group teacher who will then register the form;
- Any missing students must be reported to the senior supervising staff near the main entrance to the astro-turf;
- Students and Staff must remain with their group and await further instructions.

Instructions for Staff Without Classes

On hearing the Alarm: please make yourself available to assist and supervise the orderly evacuation and the organised re-entry. Please ensure you register with the Office Manager Assemble on the Astro-Turf and assist with the assembly and supervision of students.

Instructions for Support Staff

Assemble on the Astro-Turf at the marked assembly point to the left of the gate. Please ensure that you register with the Office Manager.

Instructions for Caretaking Staff

On hearing the Alarm: Go to Control Panel to check location of incident. If a real emergency one caretaker must go to main gate to give the fire brigade access and provide fire officers with as much information as possible, together with a copy of the building fire strategy plans.

Check status of emergency call points and inform Fire Warden or Senior Member of staff asap.

Instructions for Visitors & Contractors

On hearing the Alarm: Leave the premises through the nearest fire exit and assemble on the Astro Turf assembly point. Follow instructions given by any member of staff. Please ensure you register with the school receptionist.

Instructions for Disabled Students or Disabled Visitors

Disabled also refers to temporarily disabled or injured students and visitors who would have difficulty with stairs.

Fire evacuation procedure for persons requiring assistance. (Evac-chair).

Level 4 Evacuation

- Make your way, if safe, to the North East stairwell, the North West stairwell or the South West stairwell.
- The evac-chair is located on the wall, only trained staff can operate.
- If you are with someone who is trained to use the evac-chair, evacuate from Level 4.
- If a safe exit is possible on Level 3, proceed to exit the building via the main entrance.
- On arrival at main entrance a Fire Warden will be there, they will contact the SBL (or a LT member) and support your exit from the building.
- If there is no safe exit on Level 3, carry on down the stairs and exit at Level 2.
- If there is no-one to assist PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 3 Evacuation

- Make your way if safe to the main entrance.
- If it is not safe to leave by the main entrance; make your way, if safe, to the North East, North West or South West stairwell.
- On arrival, PRESS the silver button on the assistance panel to inform the front office that assistance is required in that stairwell.

Level 2 Evacuation

- Make your way if safe to either North East stairwell and leave by the canteen fire door or North West stairwell and leave by the fire door.
- There is a third fire exit in near the main stairs, on the north corridor between D&T (228) and Food which can be used.

Level 1 Evacuation

- Fire exits are available at the end of corridor and some classrooms. Leave by the nearest available fire exit.

| Responsible Person | Duty |
|--|---|
| Headteacher or member of SLT on duty | Controller of the assembled School on the Astro. Completes checksheet following the evacuation |
| Premises staff | Source the location of the alarm point and liaise with the fire brigade and the Senior Fire Warden/School Business Manager, confirming when it is safe for re-entry into the building |
| School Business Leader/ Senior Fire Warden | Liaises with the Premises staff and the Controller, notifying the Controller when it is safe for re-entry into the building. Times the evacuation with stopwatch |
| Front Office Receptionist | Prints visitor information and checks attendance Collects cleaners register and checks attendance, and reports to Controller. Passes radio to HC. |
| Attendance Officer/Office Manager | Prints student registers and distributes them to Heads of Year Collates information and reports to Controller |
| Group Teachers | Calls register and report any missing students to Heads of Year |
| Heads of Year | Checks attendance for all form groups in year and tutors, completes checklist and passes to Controller |
| Office Manager | Gives Controller checklist to sign off. Gives radio to School Business Leader |
| Office Manager and Senior Finance Officer | Checks remaining staff presence (half) and reports anyone missing to the Controller immediately. |
| Sixth form Administrator | Prints 6 th form register and passes to Head of Sixth Form. Assists with checking |

Fire Wardens

| | | | | | |
|------------------|--------------------|------------------|-------------|-------------|--------------------|
| Level 1 | L. Cofill | C. Christodoulou | D. Boast | J. Zourdani | |
| Astroturf | M. Fry | J. Watson | M. DeMaria | | |
| Mugas | J. Smith | B. Saleh | | | |
| Level 2 | H. Kennedy | B. Pankhania | S. Sadler | L. Miles | K. Locke (Mon/Tue) |
| Level 3 | K. Locke (Thu/Fri) | N. Bain | S. Robinson | N. Sutton | |
| Level 4 | T. Turner | S. Patel | D. Francis | T. Kothari | S. Donald** |
| | M. Ambihaipahan | | | | |

** SD remains on level 3 at the front doors to ensure no one enters the building.

During this period Fire Wardens will ensure that students and staff follow the correct evacuation route. Fire Wardens have been allocated a floor. They should ensure safe exit from the classrooms and stairwells on the floor they have been allocated. Level 1 staff should also ensure safe exit out of the building and onto the Astro. Staff and students should evacuate from the nearest fire exit point **not necessarily** following the one-way system set up. Safe exit from the building is the priority.

Fire wardens are to assist any students waiting at the stairwell for evacuation.

No-one is to re-enter the building until they have received instructions to do so from either a senior member of staff or the senior Fire Brigade officer in attendance.

Note:

- It is essential that staff and students evacuate and assemble in SILENCE. This will ensure that everyone concerned hears any important instructions given.
- Staff and students should leave any personal belongings, including coats.
- Any teachers not attached to a class at the time the alarm sounds should position themselves along the evacuation routes and monitor student behaviour, A personal emergency evacuation plan will be developed whenever necessary.
It should not take more than 4 minutes to evacuate the building and assemble
- Health & Safety regulations require the school to keep a log of all fire drills.
- In the event of a real fire which makes at least one of the buildings unusable for a while, parents will be notified at the earliest possible moment of new arrangements and of the future plan of action.
- In the event of a bomb warning or gas leak, the premises will be evacuated under the direction of the Police or the Gas Board.

Main responsibilities of the Fire Warden

- To prevent the use of the elevator
- To ensure an orderly and safe evacuation
- To ensure students and staff are walking quickly and purposefully **in silence**
- To direct, where necessary to the assembly point
- To sweep areas, where safe to do so, particularly toilets
- To ensure doors are closed