

St Joseph's College

FIRE SAFETY POLICY

Date of Latest Review:	February 2021
Next Review Date:	February 2022
Policy Available for Staff at:	Staff handbook
Policy Available for Parents at:	On Request
Headteacher:	Ms M Roberts

Background

This Fire Safety Policy has been prepared for the Headteacher as the responsible person for all the premises belonging to St Joseph's College.

This is to comply with The Regulatory Reform (Fire Safety) Order 2005 [FSO].

Purpose

- The purpose of this policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management necessary for fire safety arrangements.

Provision

- The deputy headteacher will be responsible for the provision of safety assistance to the responsible person in carrying out their duties under the FSO.
- Fire risk assessments (FRA) have been prepared for each building
- These risk assessments will be regularly reviewed (at least annually). Findings have been acted upon within the agreed timescales outlined in the FRA.
- All staff have been trained to satisfactorily carry out the Fire Evacuation Procedure (FEP) (See Appendix 1)
- The FEP will be regularly practised termly and evaluated including fire drills and any other necessary actions to comply with the FSO
- Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties on behalf of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- New building or maintenance will be carried out in accordance with the version of the local Planning, Building Regulations and Construction Design and Management.
- We will ensure that the maximum occupancy within any part of the building is not exceeded.

The site manager will ensure:

- Fire exits and proper exit signage will be supplied and maintained (e.g., exit signs pointing to them that can function in a power failure).
- Placing and maintaining the correct type of fire extinguishers in easily accessible places.
- Maintaining fire alarm systems for detection and the warning of fire.

- Ensuring that spray fireproofing remains undamaged.
- Regular weekly checks of Fire Alarm systems and Fire fighting equipment and monthly checks of Emergency Lighting.

Reporting

- Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.
- The Standards and Support committee will receive an annual review of fire safety at the spring term meeting

Appendix 1

FIRE EVACUATION PROCEDURE

RESPONSIBILITIES:

Main School Inc. DT Block, Music & Brothers' House, Fortiter and Olsen buildings.

NOTE: The Fideliter Building is not linked to the main site and has a separate alarm. The procedures for the Fideliter building are the same as for the main site and the assembly point is on the main school playground.

The college's fire alarm is monitored off site. If the fire alarm sounds during school hours the collector station will ring the school to ask if we need the Fire Service. If detection takes place, outside normal working school hours they will now call nominated site staff not the Fire Service to inform them to attend the school to investigate the fire panel.

Upon a possible activation of the college fire detection/alarm equipment, a pre alarm may sound at the main entrance, (PIP) on the Fire panel allowing approximately a 2 minute period in which an investigation for the cause of the activation can be undertaken. It is unlikely you will hear the preliminary alarm this is an intermittent buzzer. **You should not prepare to evacuate upon hearing this.**

If a false alarm cannot be confirmed or additional fire detection devices activate, the full alarm automatically activates. Once the system goes to full alarm it must not be re-set.

In the situation where it is confirmed that it is a false alarm a member of the site staff will call for the system to be silenced. The alarm must not be re-set until agreed with the evacuation co-ordinator or deputies.

Upon hearing the full alarm (a single tone alarm) you should evacuate the building immediately. If in doubt, evacuate.

Below is a summary of the responsibilities of the college staff, students, visitors and contractors.

Named Staff

Melissa Roberts	(MR) Responsible Person
Chris Capewell	(CCa) Evacuation Co-ordinator
Charlotte Slattery	(CS) Assembly Point Co-ordinator/ Safeguarding Officer
Caroline Cirino	(CC) Assembly Point Coordinator – Fideliter Building
Rick Christopherson	(RC) Deputy Assembly Point Co-ordinator
Charlotte Appleyard	(CA) 2 nd Deputy Assembly Point Co-ordinator
Ed Leighton / SLT	(EL / SLT) 3 rd Deputy Assembly Point Co-ordinator
Kevin Steele	(KS) Deputy Evacuation Co-ordinator
Geoff Gilford	(GG) Deputy Evacuation Co-ordinator
Sam Cleverley	(SC) Deputy Evacuation Co-ordinator

Responsible Person (Head teacher) MR

The Responsible Person for the College is the Head teacher. Their duties and Responsibilities relate to the management of the building and the ultimate responsibility (the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005) for all fire safety

matters for all persons in or about the building. The Head teacher has nominated the deputy headteacher as the Competent Person for the College.

Evacuation Co-ordinator (CCa) or deputies (GG, KS, SC)

The Evacuation Co-ordinator or deputies will take control of the main fire panel. They are responsible along with the Head Teacher and Deputy Head Teacher for taking control of the fire evacuation and liaising with the fire service. The Evacuation Co-ordinator or deputies (acting upon advice from the fire service, as appropriate) are the only persons who can make the decision for staff and students to re-enter the building. They will also be responsible for silencing and resetting the alarm. Afterwards they will give the signal to the assembly point co-ordinators that it is safe to re-enter the building. **The silencing of the alarm after the building has been evacuated is NOT a signal for anyone to re-enter. This may have been done so that site staff or fire and rescue can communicate with each other. Re-entry to the Building should only occur following instruction from the Evacuation Co-ordinator.**

Assembly Point Co-ordinators (CS / CC) or deputy

The Assembly Point Co-ordinators are responsible for ensuring all relevant information regarding accounting for all Staff and students is available. The name of any missing students, staff or visitors are then fed back to the Evacuation Co-ordinator. The base of operation for the assembly point coordinator is on the front playground facing London Road. All relevant parties must report to them at this location.

Site staff (GG, KS,SC)

When instructed by reception, that there is a pre alarm, site staff should immediately check the panel to determine the problem. If the panel is reporting that a sensor is about to go to full alarm they should communicate with other team members to try and locate the problem from the panel information, and zone map. If the alarm goes to full alarm they should continue to try and locate the location of the fire or problem if safe to do so.

Once the location of the fire or problem has been established, the site staff will then respond to this and investigate the area (see above for further details of cancellation of the fire alarm). If confirmation is not given, all site staff should evacuate the building.

Receptionists (CB or JA)

Fideliter Building (MP or MW)

Each receptionist will be allocated the responsibility of notifying the Evacuation Coordinator or nominated deputy via the radios of a pre-alarm activation at the main panel and also informing St Joseph's Preparatory School if full alarm activation occurs on the main site.

Upon activation to full alarm, the monitoring service will contact reception to ascertain the reason for the alarm. If no response is forthcoming the alarm is assumed to be real and the monitoring company will inform the fire service. If the alarm is known to be false the receptionist will remain on duty, and inform the collector station of the false alarm.

Receptionists are responsible for printing the evacuation list for visitors from the inventory system, taking the signing in/out books of staff and students and also the paper registers for that day to enable a full roll call. The emergency bag should contain the loud hailer device, first aid kit and a two way radio.

Teachers

Teachers are responsible for isolating power or the gas shut-off, if it is safe to do so, in teaching areas

and accompanying students from their current lesson out of the building. Both staff and students should proceed directly to their assembly points quickly and quietly. Each form teacher will receive, from a receptionist, the paper register which will form the basis of the roll call for years 7-11, they will then undertake a roll call of their students within their group. If all are accounted for the teacher will hold the register aloft indicating a completed roll call to their Head of Year. The HOY in turn reports to the assembly point coordinator.

For Years 12-13, the teacher of any class should complete a head count of students evacuating. This should be repeated upon arrival at the main car park where students assemble in subject classes. There will be no paper registers. Any suspected unknown absences should be reported to the Assembly Point Coordinator. Once attendance has been confirmed or absences reported, teachers who are form tutors for years 7-11 should proceed to registering their form group as per above.

Known amendments must be taken into account. Teachers should report, to their assembly point coordinator, the name and possible location (last lesson location) of any student missing from the roll call, this information should be relayed via the radio to site staff who will try to locate the missing person if safe to do so.

Any form groups where the form tutor is absent or teaching in the Fideliter building at the time of the fire alarm, will be registered by the closest HOY. Any HOY absent or teaching in the Fideliter building will be replaced by the next HOY.

Fideliter Building:

When exiting the Fideliter building, the teacher of any class should complete a head count of students evacuating. This should be repeated upon arrival at the main car park where students assemble in subject classes. There will be no paper registers. Any suspected unknown absences should be reported to the Assembly Point Coordinator.

Nominated Senior Staff

The nominated senior staff are responsible for undertaking a roll call of staff not associated with the College and also the support staff. The nominated senior staff should be given a list of all support staff, this list should form the basis of the roll call, with any known amendments taken into account. On completion of the roll call, the nominated administration support should report, directly to the assembly point co-ordinator, with either a correct roll or the name and possible location of any staff missing from the roll call.

First Aiders

A nominated first aider from the PIP (or Fideliter reception) should take their first aid kit with them to the assembly points, if safe to do so.

Fire Marshalls

Nominated Fire Marshalls will ensure that designated areas are cleared by completing a 'sweep' of the school and the toilet areas before exiting the building, unless escorting a class from the building:

Main building:	CA, EL, MW, HR
Brothers' House:	CK, RL, AP, SH, RG
Fortiter:	JC, DB, ML, RC,
Music:	CG, CB, IH
DT:	SG, LP, LC, GG, AB, JB
Olsen:	HH, LMc, PL, MS, PH, SA
Fideliter:	CC, JL, CB, LS, MS, MW, MP

Visitors and Contractors

Visitors and contractors should follow the fire evacuation procedure or special instruction given by a member of staff or their host. Any member of SJC staff who has a visitor is responsible for ensuring that person's safe evacuation and making sure they have signed in.

Gate Duties (CA) or Others

Fideliter Building (JL)

The front drive gates and pedestrian gate are monitored to stop anyone entering the site during an alarm evacuation. The rear gates (Rookery Lane) will be monitored by the science technician and cover supervisor, (MW / MP Fideliter procedures) they will effectively stop anyone entering the rear exits of the school. When the all clear has been given to them they will allow people to re-occupy the school.

OUT OF HOURS (MON-FRI 16:45-23.30) (SAT-SUN 8.00-16.00)

Upon activation of the fire alarm all personnel in the College will evacuate to the Visitors' Assembly Point which is the Front Playground facing London Road.

Visitors

1. All visitors will evacuate to the assembly point.
2. Event Organisers and contractors should have signed in at reception and taken a register of their delegates prior to commencing their activity.
3. At the assembly point they should be in possession of an accurate delegate list or register and carry out a role call; any discrepancies must be reported to the person in charge of the event and the Fire Service when it arrives.

Other Staff and SLT

1. In the event of a college wide event like a parents' evening all staff will be responsible for clearing their areas and ushering members of the public, parents and students to the exits.
2. Any SLT staff present should take charge at the assembly point, and contact the acting evacuation coordinator to liaise with Fire Service until other site staff arrives.
3. No-one should re-enter the building until given the all clear by the fire service through the nominated evacuation coordinator.
4. In the event of no site staff being present, eg: exam revision, the staff member who is running the event will be responsible to evacuate in the normal way and then meet with the fire officer and account for their charges.

Appendix 2

Sports Pavilion

The pavilion does not have an alarm and anyone discovering a fire should shout "FIRE" and dial 999.

After hours in the Fortiter Sports Hall

Clubs who purchase block bookings are inducted in evacuation and will take their own register of members. SJC have a person at the reception during these hours to check the status of an alarm activation and respond accordingly.

Evacuation for Disabled People

All reduced ability or disabled staff, students and visitors shall report directly to reception on their first visit to the college to receive additional instruction regarding emergency evacuation.

The safeguarding Officer (CS) must be made aware of all reduced ability or disabled staff students and visitors so that a PEEP can be prepared for them.

FIRE ACTION

Evacuation in a Fire

If you discover fire or smoke:

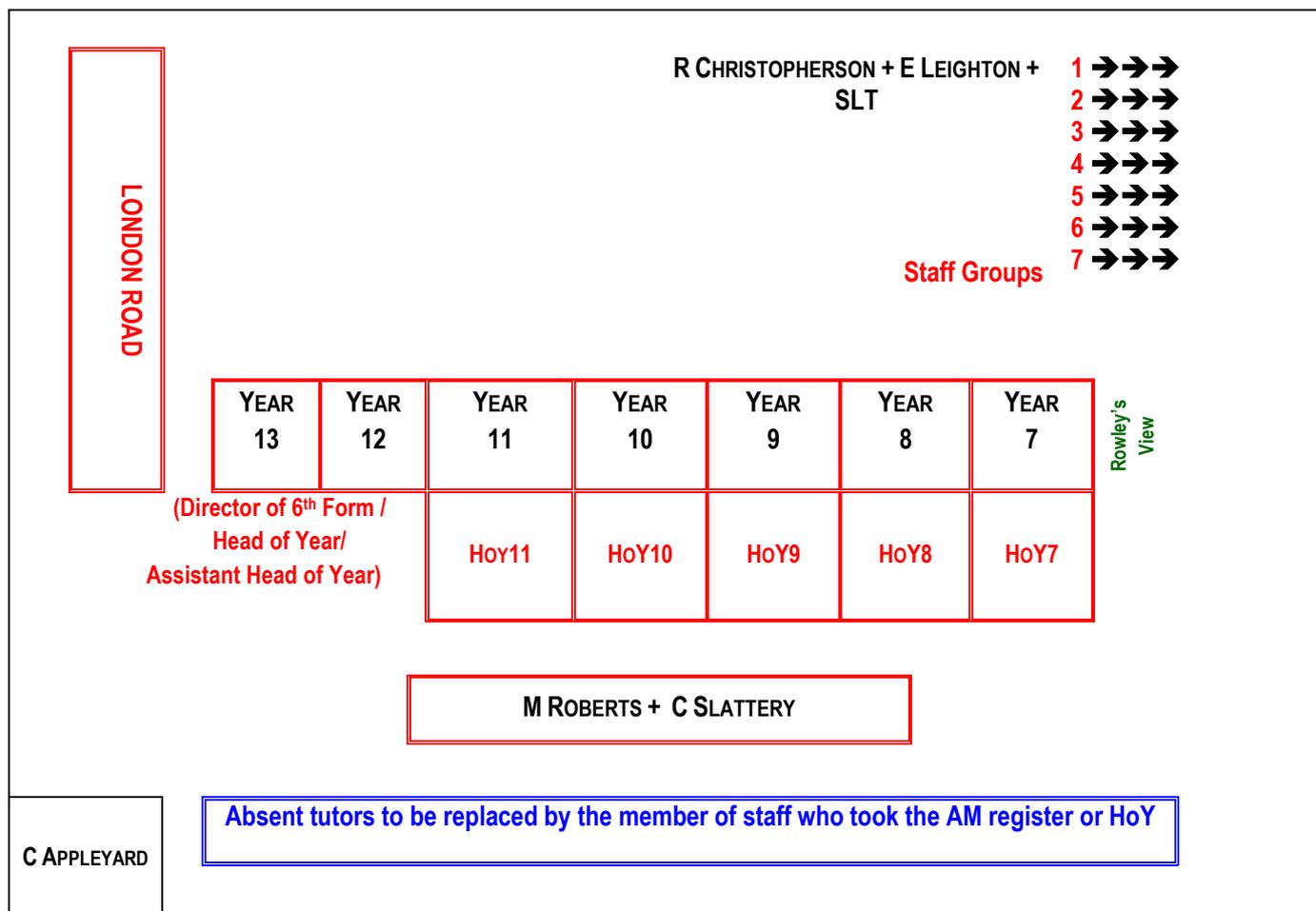
- Operate the nearest fire alarm point
 - Leave the building by the nearest fire exit
 - Ring 999 for the Fire and Rescue service
 - Report to the assembly point
 - Do not use the lifts
 - Do not stop to collect your personal belongings
 - Do not re-enter the building until authorised to do so
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FIRE EVACUATION PROCEDURES – INCLUDING FORTITER, OLSEN, FIDELITER BUILDINGS (reviewed 01/11/19)

- Carry out the instructions displayed in the room you are occupying.
- Bags etc are to be left in the classrooms. The last person out should close the door.
- Members of staff should ensure that doors are closed behind their group, especially fire doors.
- All movement along corridors etc should be carried out in silence and in single file with no running.
- The barriers on the drive will lift automatically as soon as the Fire Alarm sounds
- The first member(s) of staff to arrive should unlock the yellow gates on the front playground to allow student access – this can be done with a classroom key
- Students must assemble on the front playground in silence.

THEY MUST STAND IN STRAIGHT LINES IN REGISTER ORDER, FACING THE DRIVEWAY

- Staff should assemble in groups as illustrated below



- Heads of Year collect their year's form registers from the receptionist on the front yard and distribute them to form tutors.
- All other staff should line up at the back of the students in the groups identified overleaf to supervise
- Form Tutors complete a roll call and write the names of any students unaccounted for on their paper register. The Head of Year collects the completed registers back in from the form tutors and checks the names of those unaccounted for with the receptionist. This will include checking that pupils signing in after morning registration have been accounted for. The Head of Year then reports to the deputy head either:
 - All students in their year are accounted for
 - Or, the names of any students not accounted for
 The deputy head then uses the radio to inform the Evacuation Co-ordinator that either:
 - everyone is accounted for
 - or the names of those not accounted for
- The deputy head should dismiss forms when given the 'all clear' by the Evacuation Co-ordinator.
- Staff need to keep the students **SILENT** on the yard

NOTES:

1. The Receptionist will lift the barriers and bring out Form Registers, signing in and out books, Visitor list, the 'Grab Bag, with selection timetables included', Radio and Megaphone. The Office Staff will also ensure that the main entrance doors are opened.
2. The first person to arrive at the old main entrance doors by MFL2 should open the bolts.
3. Mr M Pointon should supervise pupils leaving via the rear gate, then go to the back gate (by the Prep School) and stop any students/visitors coming onto the site. They will only allow vehicles entry to the building when given the 'all clear' by the Evacuation Co-ordinator.
4. Students coming out of the school via the old main entrance should walk down the drive to the playground.
5. C Appleyard will stop any traffic arriving onto the site though the main gate.

ALL CLASSROOMS HAVE A PLAN WHICH IDENTIFIES THE EXIT AND ROUTE TO BE USED.

Please follow these instructions unless there is an "obstruction".

PEEPS:

If personal emergency evacuation plans have been allocated to anyone, they must strictly be adhered to. Sanctuary areas are only in Olsen, Fideliter and Fortiter buildings, if required.

Staff / Visitors:

C Capewell and Site Maintenance Staff will attempt to locate the seat of the fire via the fire panel in order to report to the fire brigade when they arrive on site

C Capewell will contact all site staff to ensure they have vacated the building and all staff are present on their checkpoints

Staff should line up in the following Groups - in alphabetical order of surname:

1	2	3	4	5	6	7
IF NAMED GROUP LEADER IS ABSENT NEXT ON THE LIST SHOULD TAKE THE REGISTER AND REPORT TO:						
R CHRISTOPHERSON / E LEIGHTON						
F USCHMANN	A PEARSON	K CLEVERLEY	K WOOLLISCROFT	C BORASINSKI	R CHRISTOPHERSON	E LEIGHTON
J Adams J Clarkson A Davies D Hewitt J Johnson B Jones H Robinson N Smith M West	B Barnett E Edwards P Keever C Knowles C Loo R Lane C Machin D Uschmann	J Beeby S Brierley M Cooke M Eyden S Harrison J Jones J Smith	J Carter T Baskeyfield S Bettany M Braid K Dabbs D Getley V Hammond A Scott A Taylor L Taylor	Visitors Contractors	E Acosta de Dale S Birchall M Bowers A Brooks R Eaves G Gordon R Gradwell J Platt M Pointon (back gate)	SCITT Trainees SCITT Visitors C Bedford

NO MEMBER OF STAFF/STUDENT(S) SHOULD RETURN TO THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE HEADTEACHER OR DEPUTY HEADTEACHER

FIDELITER FIRE PROCEDURE:

- The Fideliter fire alarm system is separate from the main school fire alarm system.
- When the fire alarm sounds, staff should immediately instruct everyone to leave the building. Bags etc should be left behind in classrooms.
- Each classroom should leave at their nearest exit if safe to do so and make their way to the main site playground for roll calls.
- The Receptionists should call the Evacuation Co-ordinator: **C Capewell**, to inform him that the alarm has sounded.
- The Receptionists and other nominated staff (see fire marshals in Fire Safety Policy) should sweep the toilets to see if they are clear if safe to do so and make their way to safety at the main site.
- The Study Room Supervisor should evacuate his / her charges and make their way to the fire assembly point on the main site playground.
- All staff should keep all students at the fire assembly point until given the 'all clear' by the evacuation coordinator to re-enter the building when safe to do so. Otherwise, they will be relocated at the main building.