



## **FIRE SAFETY POLICY**

### **PART 1: FIRE SAFETY**

#### **AIM**

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 Our Lady's Abingdon Junior and Senior Schools are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### **1.1 ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

- 1.2** The Bursar and Facilities Manager are the designated School Fire Safety Managers, who are responsible for ensuring that:
- The fire safety policy is kept under regular review.
  - 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.
  - Fire induction training is given to new staff and pupils.
  - Procedures for emergency evacuation are regularly tested and lessons absorbed.
  - 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, or when new buildings are built.

#### **2.1 EMERGENCY EVACUATION NOTICE**

All new staff and pupils, all contractors and visitors are given the following instructions:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the tennis courts for the Senior School; the playground for the Junior School.
3. If you are teaching a class, do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Headteacher (Junior School) or Principal or Leadership Team (LT) or the Caretaker will summon the Emergency Services or ask the Front Office to do so if the alarm sounds. The Headteacher/Principal and LT will be aware when fire drills take place.
5. If you have a disabled pupil in your class, you with a trained user should move him or her downstairs, using the special evacuation chairs (the staff in Appendix A have been trained in its use – a chair is located on the stairs near the Senior School's Sports Hall).
6. The Front Offices will take the registers of each class to the assembly point.

7. Report anyone who is missing immediately to the Headteacher/Principal or School Fire Safety Managers who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
8. Remain at the assembly point with your pupils until the all clear is given.

## **PART 2: FIRE SAFETY PROCEDURES**

### **3.1 BRIEFING NEW STAFF AND PUPILS**

- 3.2 The School carries out fire drills each term and in order to brief new staff and pupils and aims to carry out a fire drill in the first two weeks of the Michaelmas term (in September) so that all new staff (teaching and non-teaching alike) and all new pupils follow the School's emergency evacuation procedures. Fire action notices are displayed on the walls of all rooms and in all corridors and tell people where they should go on hearing the fire alarm. New staff and new pupils who join the school at other times in the year are shown where the emergency exits and escape routes and assembly points are located by their line manager or the relevant Year Tutor.
- 3.3 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. We offer fire awareness training, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **4.1 SUMMONING THE FIRE BRIGADE**

- 4.2 The Senior School Office is usually staffed between 8.30am and 5.00pm during weekdays in term-time and between 9.15am and 4.30pm during half terms and holidays apart from the Christmas and Easter closedowns. When the office is shut the Fire Brigade will be summoned by the Bursar, the Facilities Manager, the Caretaker or other member of the Maintenance Department. The Fire Panel that shows the location of all the alarm call points on the networked alarm system in the School buildings is physically located near the former Front Entrance which is now in the Textiles Department on the Radley Road elevation of the building. If the alarm goes off for any other reason than a drill, the Headteacher/Principal, LT, Facilities Manager or Caretaker as appropriate will summon the Fire and Emergency Service at once.
- 4.3 The Caretaker has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

### **5.1 VISITORS AND CONTRACTORS**

- 5.2 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 procedures by way of a visitors' card given to them on arrival or by verbal information given by the Receptionist.
- 5.3 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.

### **6.1 RESPONSIBILITIES OF TEACHING STAFF**

- 6.2 Teaching staff 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 is

passed immediately to the School Fire Safety Manager, member of LT or Caretaker (if outside normal school hours). It is the responsibility of the School Fire Safety Manager, member of LT or Caretaker (if outside normal school hours) to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to a burning building.***

## **7.1 FIRE PRACTICES**

**7.2** We hold one fire drill practice every term. We also practise an out of hours fire drill at least every year. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the School can be safely evacuated in the event of a fire.

## **8.1 FIRE PREVENTION MEASURES**

**8.2** We have the following fire prevention measures in place:

### **Escape Routes and Emergency Exits**

- Fire notices and evacuation signs are displayed throughout the building.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in the building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on a number of doors as advised by our fire prevention advisors.
- The master panel for the alarm system is located in the Textiles Department and shows the location of a fire.
- Alarms sound in all parts of the building. In the Clare Moore Auditorium they are supplemented by visual alarms (red flashing lights).
- Keeping fire routes and exits clear at all times. The Facilities Manager is responsible for unlocking the buildings in the morning and checks that escape routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Facilities Manager who also arranges for an approved contractor to carry out the necessary checks on the system.
- Records of all tests are kept in the Fire Folder in the Senior School Front Office.

### **Electrical Safety**

- The School has current electrical test certificates for the building.
- Regular portable appliance testing takes place by an outside contractor.
- Records of all tests are kept in the Facility Manager's office.

### **Lightning Protection**

- All lightning protection is tested annually by a specialist contractor. Records of all tests are kept in the Facilities Manager's Workshop or the Bursar's Workshop.

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment, etc) are regularly maintained and serviced by Gas Safe Registered Engineers.

## **9.1 LETTING OR HIRING THE SCHOOL**

**9.2** 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. A school caretaker, or member of LT, is always on duty when the School is let, hired or used by the either Parents' Association for an outside function or event.

### 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

Copies of the School's fire risk assessment and this document are located on the school Admin Network on T:Health & Safety/Fire Risk Assessment and will also be available on the Curriculum Network together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

#### APPENDIX A

The following staff have been trained in using the evacu chair:

Teresa Barrett  
Mike Bogue  
Anna-Marie Edwards  
Simon Hughes  
Chris Probets  
Gill Reedman  
Jimmy Rowe

The following staff have completed 'hands on' training in the use of portable fire protection equipment *Fire Warden Training* in April 2014 or earlier:

Brian Austin	Alison Moran
Teresa Barrett	Jo Murphy
Paterson Brown	Brendan O'Neill
Helen Black	Chris Probets
Mike Bogue	Gill Reedman
Anna-Marie Edwards	Jim Rowe
Richard Ford	Colin Sephton
Neil Hathaway	Philippa Strange
Simon Hughes	Sue Wales
Alison Knight	Karen Walters

## APPENDIX B

### Leadership Team responsibilities during Fire Practices

Principal: Supervises pupils at the assembly point and keeps order.

Brendan: Supervises pupils at the assembly point in Junior School and keeps order.

Deputy Head: Sweeps the middle floor of the Senior School (including Music, Science Labs and PE/RS areas).

Assistant Head Curriculum: Sweeps the top floor of the Senior School (including all Sixth Form areas).

Assistant Head T&L: Sweeps the ground floor (including chapel and canteen areas).

Bursar: Liaises with Maintenance staff to advise Deputy Head when the building is safe for re-entry.

Member of Junior School staff (BON or MH) liaises personally or by phone with SH or CP to get all clear to re-enter the building.

The Deputy Head liaises with the Bursar and the office staff registering all staff at the assembly point before giving an "all clear" signal to the Principal before pupils and staff are dismissed in an orderly fashion.

MH ensures all staff are accounted for and advises BON accordingly.

MH or SS use key in keysafe adjacent to locked gates and barrier to open and allow Nursery and Sixth form to access Junior School playground.

Members of the Leadership Team alert each other as to when they are absent so that arrangements can be made to cover all roles should there be an un-scheduled fire alarm.



Mr D Heavens  
*Governor & Chair of Health & Safety Committee*



Mr E McCabe  
*Chair of Governors*