



Sussex Road School **Fire Policy and Procedures**

Legislation

Prior to 2006, schools were rarely considered in fire safety legislation. Most were maintained by Local Authorities and as a result assumed to be of good fire safety standard. The Regulatory Reform (Fire Safety) Order 2005 – ‘Fire Safety Order’ or, ‘RRO’, was in 2006. This order, enforced by the local Fire and Rescue Authority, applies to all business premises including educational settings. It covers general fire precautions which are needed to protect relevant persons (i.e. anyone with access to the site) in case of fire in and around the premises.

In the event of a Fire

The School’s primary aim, in the event of a fire, is to maintain the integrity of the building for sufficient time to allow a full safe evaluation of stakeholders to place of safety. Fire extinguishers should only be used where they offer the only means to secure a safe exit from a buildings. No staff member is expected to place their own life at risk in the event of a fire. The school provides Fire Warden training to support staff to assist with the evacuation of the building including pupils who may be outside the direct care of the class teacher i.e. using the toilets, changing books etc. Currently the 4 members of Admin/Site staff have accessed the most recent training (June 2021).

Responsibilities

KCC

As part of its responsibility as landlord the Local Authority undertake to arrange regular checks on the School’s:-

- Fire Alarm System
- Call Points
- Emergency Lighting
- Smoke Detectors (where fitted)

A full electrical check is completed by the LA every 5 years. Reports are made available to the school to action.

The Headteacher

Under the RRO the School’s Headteacher is named as the ‘Responsible Person’ with oversight of all fire obligations, although in real terms the responsibility for checks and maintenance may be delegated.

- Commissions an external provider to carry out an annual Fire Risk Assessment and Fire-fighting equipment checks- and acts on the recommendations of these reports.
- Ensure Fire Evacuation routes are displayed in every main room
- Carry out regular Fire Evacuation Drills – not less than once a term and records the outcomes on School Site 365.

The Caretaker

The Caretaker undertakes regular Fire Warden Training

Undertakes the following checks:-

- Weekly call point checks
- Daily fire escape route and door checks
- Regular checks on external waste bins

All checks are recorded on School Site 365 and any concerns

All School Staff

All school staff are expected to:-

- Be aware of and act upon issues they note around the school, including restricted or blocked access to Fire escapes.
- Ensure Evacuation instruction are not removed from display around the school
- Ensure they are always signed in when on the school site – this produces our adult fire register
- Ensure Fire Doors around the site are closed. In the event of a Fire this will enable Fire protection strips to be triggered and so help to contain a fire, reduce the spread of smoke and support the evacuation of the site.

Written November 2022	Delegation SBM	Review Annually
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- Ensure class registers are accurate and all pupils arriving or leaving outside of normal times are recorded at the school Office
- Know how to raise the alarm in the event of a fire.
- Follow all the instructions as detailed in the Fire Evacuations procedures, regardless of whether it is a drill or a real fire.
- Be familiar with any Personal Emergency Evacuations Plans (PEEPs) for pupils in their class
- Be aware of alternative fire escape routes in the event their normal route is blocked by fire or smoke

Administration Team

The team including the School Business Manager will facilitate the roll call of all stakeholders on site.

- Ensure visitors are aware of Fire Evacuation procedures
- Registration list will be pass to each class teacher/ Adult in charge
- Note children who have arrived late or left the site using the Inventory system
- The Administration Ipad will be used to check all adults on site including visitors and contractors using the Inventory system
- Liaise with members SLT and the Caretaker in the event of a missing stakeholder.
- Call the Fire Brigade in the event of a real fire
- Report back to all staff following the evacuation noting issues or areas of concern

Fire Marshalls

Nominated staff members will undergo Fire Awareness Training In order to support the safe evacuation of the building, including a sweep of the site as the children leave each area.

Fire Evacuation

Procedure

THE FIRE BELL IS A CONTINUOUS ALARM SOUND

- Always take and record a pupil head count at each registration.
- Be aware of children who are working away from the class/have left to use the toilets.
- Classroom windows and doors must be closed this indicates to fire wardens that the room has been cleared and helps to contain any fire, restrict the movement of smoke.
Where Evacuation Drills are planned during COVID19 restriction this requirements is suspended, as the requirements to ventilate will be maintained wherever possible.
- **No one** may remain in the building - even if the alarm sounds for a planned drill.
- Children must be silent and walk to their designated assembly point – in the main playground
- The adult in charge of the class must carry out a headcount as soon as the children class are lined up, check this against registration headcount and record on evacuation register. This is vital to quickly ensure no one is missing, report any discrepancy immediately. ******
- Complete the fire register roll call and raise fire register in the air to indicate your class is fully accounted for.
- Children working outside of the classroom with another adult will be brought to you for normal roll call.
- TAs should stand at back of pupil line to ensure they can be quickly accounted for.
- All non-class based adults on site must report to a member of the Administration Team - outside the main entrance door.
- No one may re-enter any school building until advised by the Headteacher or the Fire Brigade that it is safe to do so

******In certain circumstances the whole school will be moved to the lower playground at this point. In extreme emergency a further move to our designated places of safety may be required. These are Judd School, Hayesbrook School or if a further distance is required St Stephen’s Church. In Waterloo Road.

See Appendix A for fire Evacuation Record Pro Forma

Written	Delegation	Review
November 2022	SBM	Annually

Appendix A

Date		Evacuation Time		Building Clear Confirmed time	
Trigger Please tick one					
Planned Drill Staff Notified		Planned Drill Staff not Notified		Triggered by Another	
				False alarm System Fault	
					Fire
Additional Factors Please tick one					
First Annual run through		During Lunchtime time		During assembly time	
				Escape routes blocked for drill	
					Also registered at 2 nd assembly point
Escape via Chichester Road		Fire Brigade called		Pupils in lower playground	
				Evacuation to Place of Safety	
Feedback and Comments Please complete with Y/N – if N add comments below for feedback					
Headcount taken by all		Register taken by all		All staff signed in/out	
				All visitors signed in/out	
					All pupils signed in/out
All room doors closed		Pupils silent		Pupils walking	
				All adults evacuated	
					Fire Warden checks complete
Grab Bag taken					
Feedback after completion of Drill:					