



Fire Safety Policy/ Procedures

December 2021

Introduction

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the fire safety order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy forms part of an overall Health and Safety policy. Our priority at all times is the safety of individuals.

To assist us in achieving the highest level of fire safety, we have contracted the services of Southalls. As part of this Service Level Agreement, staff access training on Fire Safety Awareness and Fire Marshal training as appropriate. The appointed Health and Safety Officer from Safety Cloud undertakes annual fire risk assessment reviews and provides advice and guidance around fire safety. Cromwell Fire are contracted to service and maintain the fire alarm and emergency lighting, and New Flame provide the annual fire extinguisher service to ensure the fire extinguishers are in working order. We invite Cambridgeshire Fire and Rescue to PHS for an annual Fire Safety Compliance visit, ensuring we meet regulations and that all precautions are taken and all procedures are followed with regard to Park House School (PHS).

All new staff must sign a fire safety document which outlines what to do in the event of a fire, highlighting important fire safety points and informing them of the fire exits in the building.

Health and Safety Officer (HSO): Simon Edmond, on behalf of Southalls

Employee Duties

All employees have a duty to take responsible steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of employees, pupils and visitors.

Communication

All employees will be kept informed either directly or via the Senior Leadership Team (SLT) of any relevant changes to fire safety procedures or fire risk assessments.

Procedures – the following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly, however, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the appointed HSO.
- The fire evacuation procedure will be practiced at least 4 times a year. A record will be kept of the date and the time taken to evacuate buildings.

- It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly during break time and after school when the students are in transition. Evacuation procedures will be practiced for both scenarios.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes will be clearly signed and kept free from obstructions at all times. Escape routes will be checked weekly by the SBM'.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If an employee notices defective or missing equipment they must report it to the SBM.
- Alarms are checked every year by a suitable contractor and arrangements are made for it to be tested weekly by the SBM.
- Emergency lighting is checked annually by a suitable contractor and arrangements are made for it to be checked monthly by the SBM.
- All visitors must be logged into the visitor's book on arrival on site.

Please see the fire safety management files for all records of checks, certificates, and remedial works.

Emergency Evacuation Plan

If you discover a fire:

1. Raise the alarm immediately. This can be done verbally by shouting "FIRE" or by the nearest fire alarm (press and hold the button).
2. Evacuate immediately using the nearest available fire exit. Instructing and supporting students.
3. Do not stop to pick up possessions.
4. Do not stop to shut windows, but the last one out of the room should ensure the door is shut.
5. Any member of staff evacuating past the signing in/out book should collect it and give it to a member of the SLT at the assembly point. Administration staff will bring the register.
6. IF you know the location of the fire inform a Fire Mashal as soon as safely possible.
7. Report to the assembly point (which is in the Park behind the barrier by the footpath).
8. IF you are with a visitor or student, make sure they accompany you.

If you hear the fire alarm:

1. Leave the building immediately using the nearest available fire exit.
2. Encourage everyone around you to evacuate as soon as possible (safely and calmly).
3. Check rooms are all empty and doors are closed behind you.
4. Procedures are in place regarding Fire Marshals checking the building for missing people.
5. If you are with a pupil or visitor, make sure that they accompany you.

Persons responsible for taking roll calls are:

1. A member of the SLT an/or the Administration Officer.
2. The person taking the roll call will report to a Fire Marshall.

Fire alarm status:

1. In the event that the fire alarm is for a genuine fire, then all members of staff have the responsibility to call the fire service as soon as possible (too many phone calls is better than none).
2. The staff of PHS are to clearly give the address off the school to the fire service.
3. In the event that the fire alarm is a false alarm, then the Fire Marshals will establish the cause before letting anyone re-enter the building.

Before the Fire Service arrives:

If there is a fire AND members of staff have received appropriate training AND the situation does not place them at risk, they may make use of the fire extinguishers located on every floor. If at any time staff feel that the situation places them at any risk at all, they MUST NOT proceed but EVACUATE the building and wait for the fire service to arrive.

Liaising with the Fire Service:

The persons designated to liaise with the Fire Service on its arrival are the Fire Marshals and a member of the SLT. These people will on the arrival of Fire Service ensure that they give the Fire Service as much information as possible regarding the evacuation, roll call and must give them the Visitors log book. It is also their responsibility to declare any dangers within the building to the Fire Service such as gas cylinders and/or chemicals.