



**Mission Statement**

“A Caring Christian Family Where We Grow Together”

**FIRE SAFETY PROCEDURE**

**Effective Date:** 01/04/2017

**Review Date:** Sept 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
08/09/2018	<i>A. L. J. J. J.</i>	<i>P. B. B.</i>
11/09/2019	<i>A. L. J. J. J.</i>	<i>P. B. B.</i>
25/09/2020	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B.</i>
23/05/2022	<i>J. M. Badger</i>	<i>P. B. B.</i>
05/09/2022	<i>J. M. Badger</i>	<i>P. B. B.</i>
07/09/2023	<i>J. M. Badger</i>	<i>P. B. B.</i>
07/09/2024	<i>J. M. Badger</i>	<i>P. B. B.</i>
Persons Responsible for Policy:	Executive Headteacher RCSAT	
Approval Date	01/04/2017	
Signed:	Director RCSAT	



Signed:	Executive Headteacher RCSAT
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### 1. Introduction

- 1.1. Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use.
- 1.2. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

### 2. Legislation

- 2.1. It is the duty of each RCSAT School to have in place and to test a procedure regularly to evacuate the school in the event of fire, explosion or other serious events.
- 2.2. The school shall ensure that appropriate procedures are established and that all staff understand their roles and responsibilities.
- 2.3. A separate procedure is in place to deal with “**Invacuation**”, a response to an emergency situation where the school needs to be locked down with pupils and staff secured inside the buildings. This procedure is RCSAT-PR-009-10.

### 3. Responsibilities for the Procedure

- 3.1. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 3.2. To facilitate this, the Executive Headteacher has designated named staff, directors and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and routine checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- 3.3. The named persons are detailed in Appendix 1 of the procedure.

### 4. Fire Drill Notices

- 4.1. Each RCSAT school shall establish and maintain a plan of the school, which details the safe means of escape from each room in the building.
- 4.2. Notices shall be displayed prominently in every room. These shall detail:
  - 4.2.1. All the means of escape from that room,
  - 4.2.2. The actions to be taken by Staff to evacuate the children,
  - 4.2.3. Daily Fire Register of Pupils in School, showing the Total number of children in attendance,
  - 4.2.4. The requirement to raise the alarm for others in the building,
  - 4.2.5. The actions to contain the fire, as far as possible,
  - 4.2.6. The overall need to preserve life first.
- 4.3. Staff shall be responsible for notifying the Site Maintenance Officer if the notice in their classroom or any other room that they may use has for whatever reason been removed and keep notifying the Site Maintenance Officer until the notice is replaced.
- 4.4. Staff shall also be expected to check from time to time that the information is understood by their pupils.
- 4.5. Besides knowing the procedure for a class to leave a room under the charge of a teacher/member of staff, pupils shall be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves independent of an adult when the alarm sounds.
- 4.6. The Site Maintenance Officer shall be responsible for checking that Fire Drill notices are prominently displayed in every room.

### 5. Fire Prevention and Equipment

- 5.1. The Site Maintenance Officer shall ensure that **Fire Fighting Equipment** is inspected annually by a contractor appointed by the school.
- 5.2. **FIRE EXIT** doors shall never be locked, bolted or obstructed while the room is in use.



- 5.3. **Exit doors and door furniture** shall be kept in good repair and tested for smooth operation regularly by Site Maintenance Officer. Faults shall be reported to the school office. All doors shall be kept free of obstruction as shall the approaches to them.
- 5.4. Internal **FIRE DOORS** shall be labelled as such, and where possible, be kept closed. They shall under no circumstances be hooked or wedged open.
- 5.5. Rubbish and combustible waste shall not be allowed to accumulate. Staff shall be responsible for checking their own classrooms and store rooms.
- 5.6. The Site Maintenance Officer shall carry out an inspection each half term to ensure that the details above are correct. A check list shall be completed and retained in the school office (see Appendix 2).

## 6. Fire Drills and System Tests

- 6.1. A **FIRE PRACTICE** shall be held once each term. Arrangements for practices shall be made by the Site Maintenance Officer in consultation with the Principal.
- 6.2. Notice will not be given for a fire practice. At least one practice during the year shall be during a play time or during the midday break.
- 6.3. The most senior member of staff on site shall be Incident Co-ordinator and shall take charge of the evacuation and roll call.
- 6.4. When the practice and roll call has been completed, the Incident Co-ordinator shall signal that the drill is ended and staff and children may return to school.
- 6.5. The drill shall be timed & recorded.
- 6.6. The school **FIRE ALARM SHALL BE TESTED** by the Site Maintenance Officer or Administration Staff weekly

## 7. Actions in the Event of Fire

- 7.1. The Fire Brigade will be called by the Fire Alarm receiving company automatically.
- 7.2. In the event of a fire being suspected or reported, the Administration staff shall call the Fire Brigade on 999 as soon as the alarm is raised to alert them there is a real fire.
- 7.3. The first and overriding duty of all Staff shall be to look after the children near to them at the time, to raise the alarm and to evacuate those children to the Assembly Point.
- 7.4. Teachers shall evacuate all pupils in their sight, taking the Daily Fire Register with them.
- 7.5. No attempt shall be made to fight the fire until all children are safely out and it is safe to do so.
- 7.6. The duty of Support Staff shall be to support the evacuation of children from toilet and communal areas to the Assembly Point.
- 7.7. Evacuation of the building shall be through the nearest available Emergency Exit from the room in which people are located. Staff and children shall not use the main internal corridors, whenever possible.
- 7.8. The duty of Administration Staff shall be to bring to the Assembly Point, if safe to do so:
  - 7.8.1. Pupil Sick book
  - 7.8.2. Visitors book
  - 7.8.3. Staff signing in book
  - 7.8.4. Pupil sign in/out book
  - 7.8.5. Asbestos File
- 7.9. The Admin Staff shall bring the office walkie-talkie or mobile phone to the Assembly Point.
- 7.10. The main Assembly Point is on the hard surface playground at the rear of the school. A secondary Assembly Point is at the front of the school when it is impossible to reach the main Assembly Point.
- 7.11. A headcount shall be taken by each class teacher once their class has reached the Assembly Point, followed by a full roll call of each class, all staff and visitors to ensure that everyone is safe. Hands will be raised by each class teacher to show all pupils are present. Any missing children must be reported to the Incident co-ordinator immediately.
- 7.12. If there are any persons unaccounted for, the Incident Co-ordinator shall be advised rapidly and shall report to the Fire Brigade upon arrival.



- 7.13.** In the event that both Assembly points are used, the roll call shall identify which staff, visitors and children are at the secondary Assembly Point to ensure that all are accounted for, using the walkie-talkie or communication system by senior persons present, where possible, between the Assembly Points.
- 7.14.** No staff, children or visitors shall re-enter school until the Fire Brigade have given the all clear.

## **8. Specific room requirements**

### **8.1 Bunbury School Hall**

**8.1.1** Due to the limited number of unique exit points in the Hall, (The double doors and sliding door constitute a single exit), fire officers have instructed the school to have a procedure in place if the capacity of the Hall exceeds 100. This would become effective during worship, lunchtime, school plays and concerts where the occupancy exceeds 100.

**8.1.2** The large front door is to be used as a fire exit. As this is a secure perimeter boundary for the children it is always locked, therefore in order to utilise this exit, the door has to be monitored by an adult during any over-capacity situations. For example, in the case of the lunchtime period, one of the lunchtime staff should be nominated as a door monitor. So, if the fire alarm did sound, the monitor is responsible for unlocking and opening the front door. Another example may be during assembly, in this case the presenter, who would be nearest the door, would be the monitor.

**8.1.3** This situation would only arise if the primary exit double doors are compromised by the effects of the fire.

## **9. Record Keeping**

- 9.1.** The following records shall be kept in the school office in such a way as to be collected easily in the event of an emergency:
- 9.1.1.** Pupil Sick book
  - 9.1.2.** Visitors book
  - 9.1.3.** Staff signing in book
  - 9.1.4.** Pupil sign in/out book
  - 9.1.5.** Asbestos File
- 9.2.** The results of all Fire Drill Practices shall be recorded.
- 9.3.** The routine checks by the Site Maintenance Officer shall be held in the school office.

## Appendix 1

### RESPONSIBILITIES

Area of Responsibility	Responsible Person's
Overall responsibility	Executive Headteacher
Co-ordinator in School	Principal Bunbury Principal St Oswald's Principal Warmingham
Incident Co-ordinator	Senior Staff on site
Governor	Estates Director
Routine Fire Safety checks	Site Maintenance Officer Bunbury Site Maintenance Officer St.Oswald's Site Maintenance Officer Warmingham
Daily checks	All Staff



**APPENDIX 2**

**Rural Church Schools Academy Trust**

**FIRE SAFETY INSPECTION REPORT**

**SCHOOL:**

**DATE:**

**INSPECTED BY:**

Please tick each box if OK or write comment and add details at the bottom

Area	Fire notice correct	Exits unlocked	Exits clear	Fire extinguishers	Fire risks observed
Entrance					
Main hall					
Main Kitchens					
Store room					
Small kitchen					
Common area					
Main passages					
Reception					
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					
Library					
IT room					
Staff room					
Child Toilets					
Staff Toilets					
Administration					
Principal's office					
Mobile					

**Comments:**

