Rook's Nest Academy

"RESPECT, BELIEVE, ACHIEVE"

Health and Safety / Fire Safety Policy

Introduction

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher. Between them, these parties must ensure that fire precautions at the school comply with all relevant **fire safety legislation.**

The safety of all children, visitors and staff at Rooks Nest Academy is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers.
- Inspection Procedures/ Good Housekeeping Practices.
- Unexpected Explosions.
- Raising the alarm.
- Action to be taken on hearing the alarm.
- The assembly points around the building and roll-call procedures.
- The procedure for re-entry to the building.

An electronic copy is available on the Academy website.

Protective Equipment - Fire Extinguishers

Fire fighting equipment is provided throughout the building and is regularly maintained by CHUBB. All staff have received training in the use of extinguishers. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk or to ensure safe evacuation from the building.

Inspection Procedures/Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out by the contractors CHUBB in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Site Manager who will ensure the arrangements for replacement or replenishment.

The Headteacher and Governing Body are responsible for health and safety in the Academy. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually.
The Academy Fire alarm System splits the academy into different zones with heat and smoke detectors present in the Staff Room and Library – It has a programme of regular maintenance from an outside firm POWER PLUS.
The Site Manager will test out the Fire alarm weekly. An evacuation exercise will take place at **least** once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results.

The Academy fire alarm is linked to Sandal Security Systems who will alert the Fire Service if the alarm was to sound both in and out of school hours.

The Site Manager will have responsibility to undertake regular visual inspections of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. Feedback will be given during weekly Department Heads meetings.

All Staff and children will be involved in regular fire alarm drills throughout the school year. As part of general induction to school new staff, visitors and contractors will be made aware of fire evacuation procedures.

Daily visual checks will be carried out by Site Manager as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Business Manager, who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the Contractors (*CHUBB*) and will be recorded on each extinguisher.

Good Housekeeping within the School:

- **Extension Leads with various outlets (reel) are fully unwound.**
- **Fire doors/fire exits not obstructed and closed at all times.**
- **No locks to be placed on any fire exits.**
- **Boiler rooms - no flammable items to be stored there.**
- **Site Manager aware of mix of items (especially cleaning equipment) stored together.**
- **Storage to be secure, ensure no risk of anyone setting fire to it.**
- **Storage of all "back up" software in fire protective cabinets.**

Unexpected Explosions

In the event of an unexpected explosion The Academy Office will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by The Academy Office. In addition the scene of the explosion will be cordoned off. The Academy will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby.

The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

1) Raise the alarm.
2) Evacuation of premises via nearest clear exit point – sweeping and closing doors behind us.
3) Academy will telephone the Fire Brigade.
4) Report to the Assembly Point. (Furthest end of playground facing down the school field)
5) Duties of employees with key responsibilities should be followed.

Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Location of all fire alarms will be found on the site plan in the entrance hall. The alarm is tested weekly by the Site Manager who will activate a different call point each week and log any faults. These faults need to be reporting to contractors POWER PLUS.

Calling the fire brigade – All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Site Manager, Academy Admin staff or SLT to make the call.

Evacuation of premises – on hearing the alarm pupils will exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises. The evacuation should take place in a quiet and orderly manner so that instructions can be heard.
The Academy Secretary should collect the Academy grab bag and evacuate. Fire Marshals should sweep designated areas as they evacuate.

Report to Assembly Point – (Playground facing field). At the assembly point classes will line up in class order to enable a headcount of each class.
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Call the roll – Class teachers/member of staff in charge will immediately count the children in the class and check that any other adults assigned to them (visitors/Tas etc) are present then they will then show that 'all are present' by raising a hand in the air.

The Headteacher/SLT will check to make sure all hands are raised and then liaise with Fire Marshals who will have made a sweep of the building before exiting - making sure that the school is clear.

The Academy Administration Team will bring the Visitors register and grab bag with them.

Re-entering Building
When Headteacher/SLT receives notification of all clear they will notify staff to re-enter the building.

4. **Duties and Responsibilities of Delegated Members of Staff:**

Responsible Person (HT/SM/BM/SLT) – Create policy, ensure up to date Fire Risk Register, Evacuation Plan, oversee evacuation on alarm being activated, contact Fire Brigade in case of actual fire or SSS in case of accidental activation and meet with Fire Brigade at front of building.

Academy Office- On hearing the alarm should collect grab bag, staff register and visitors book from reception on way out.

Fire Marshals (Teaching assistants and staff not responsible for a class or individual) - to 'sweep' toilets, class rooms, shared areas etc as part of their designated area.

Lead Lunchtime Supervisor - will be responsible to ensure all SMSA's are accounted for and lunch hall is swiftly vacated.

Catering Team (Catering manager/catering staff) – will be responsible to ensure all catering staff are accounted for and gas emergency off switch is activated.

Contract Cleaners Responsible Person - will be responsibility to ensure all cleaning staff are accounted for and any absences to be reported.

Rook's Nest Flyers Lead Staff member on duty – will be responsible to ensure all Flyers staff and children are accounted for (register to be taken with staff on evacuation).

Evacuation of disabled persons (SEND pupils) – pupil, staff or visitor:
Pupil (SEND) – The class teacher (or one to one support) is familiar with any additional needs. They have responsibility to ensure the pupil is escorted to the assembly point. See individuals PEEP

Staff Member – It would be the responsibility of the line manager to ensure the member of staff is escorted to the assembly point. See Individual PEEP

Visitor – It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point. Generic Emergency Evacuation Plan shared on arrival.

Procedures for liaison with the Fire Brigade –The Responsible Person will meet the Fire Brigade on the driveway of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building.

Visitors in large numbers.

During the school year there will be occasions when the school population will be increased due to a special event. These events can be: school performances, music concerts, Parents evenings, coffee mornings, Summer Fayres etc.
The Headteacher or host teacher will indicate to visitors as part of a welcoming address the whereabouts of fire doors & emergency exits.
Clear signage and emergency lighting throughout the school indicates emergency exits and escape routes.

Rooks Nest Academy
Fire Safety & Emergency Plan

In case of a fire in the building the following procedures must be adhered to.
(*NB Fire assembly point for all staff and pupils is the far end of the playground facing the field)*

1) On alarm sounding Evacuation procedures must begin. Responsible Person will contact Fire Brigade in case of a visible fire.

2) **Academy Administration Team** will gather grab bag, staff signing in sheet and visitors book and will make way to Fire assembly point.

3) Staff responsible for a class will instruct their children to quietly exit through the nearest, safe exit. They will then be quickly and safely guided to the Fire Assembly Point.

Appropriate Fire Exits…

- Main classroom doors
- Classroom Music Annex main or Fire door
- Foundation stage which is regularly free flow over 3 interconnected rooms will use most appropriate of 4 fire doors.
- Children using Hall will use main fire doors (following the path to the rear of the building to the school playground)..
- Those using the library & ICT suite will use Library fire exit to rear of library.
- Those using the Staff Room will use rear fire exit off library corridor.
- Those staff working in the Thrive Room or Hub will be responsible for escorting the children with them to main rear doors.

(NB In the case of fire blocking an exit the nearest Fire Exit is to be used)

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4) At assembly point the Teaching staff will commence head count and check relevant adults are accounted for and raise hand to signal that all are present and correct.

5) Responsible Person will check that all departments have safely evacuated and liase with Fire Brigade at the front of school.

6) Once all clear has been given it will be safe to return to the building.

(If a greater distance from the building is required then children should walked to the carpark at Cheers to remarshal)

OUT OF HOURS FIRE PROCEDURE

1. If fire is discovered raise the alarm (fire alarm should sound).

2. If the fire alarm sounds all children and adults must leave the building immediately via the nearest exit and assemble at the assembly point for roll call. The nearest fire exits are THE MAIN ENTRANCE TO EARLYBIRDS. If using the library use the DOOR IN THE LIBRARY BOTTOM RIGHT. If using the hall use HALL DOOR. If using the Hub the MAIN FRONT DOOR OF SCHOOL will be used and then through the coded gate to the school playground.

3. All personal belongings must be left and everyone should evacuate the building quickly and calmly.

4. The assembly point is the far end of the playground opposite the main playground entrance.

5. Everyone assembles at the assembly point and roll call will be taken by the member of staff on duty that day. If anyone is injured or missing the child's parents will be informed immediately

6. Lead Member of staff to call 999 and ask for the fire brigade. No-one must re-enter the building until the Fire Brigade says it is safe to do so.