



Simul autem et crescere luceat
Together we grow and shine

Fountain Head House School Fire Safety and Evacuation Policy and Procedures

Review due	September 2024
Last review	September 2023
Reviewed by	Margaret Simpson Business Manager
Approved by	Julie Smith Chair of the Board

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Aims

The aims of this Fire Safety and Evacuation Policy and Procedures are

- To ensure the safety of all people who use the school's premises
- To ensure that there is due regard to related legislation and that the school is compliant with required measures
- To ensure that there are specific arrangements for Fire and Emergency Evacuation which takes into account the needs of the pupils at the school, especially regarding the possible sensory overload that pupils might experience

Legislation

- [Regulatory Reform \(Fire Safety\) Order 2005: guidance notes](#)
- [Fire Safety Act 2021](#)
- [Fire safety risk assessment: offices and shops](#)
- [Fire Safety \(England\) Regulations 2022](#)

Roles and Responsibilities

Responsible Person

The appointed 'Responsible Person' for organising the school's fire precautions is Margaret Simpson – Business Manager who is responsible for

- Ensure that the fire risk assessment (FRA) of the premises is carried out and reviewed yearly
- Tell staff or their representatives about the risks identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training
- Appoint, provide training and supervise the Fire Marshalls in the school
- Set up and maintain an yearly schedule termly of Fire Evacuation drills, keep records of each drill, identify and implement actions if required
- Monitor and review the Fire Log to ensure that it is kept up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks as required, etc.)
- Lead on implementation of any actions identified in Fire Evacuation Drills

Fire Officer

The appointed Fire Officer is Paul Simpson – Facilities Manager who is responsible for

- Oversee the implementation of Fire Drills enrolling staff for support as applicable
- Keep records of each Fire Evacuation Drill, identify actions if required and communicate this to the Responsible Person who will lead on implementation
- Ensure that the Fire Log is kept up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks as required, etc.)
- Implementing fire alarm tests every week, emergency lighting every month, fire extinguisher checks as required, etc.
- Monitor and check that fire extinguishers are in appropriate locations and accessible to staff.
- Routinely check that fire exits are free from obstructions.

Fire Marshals

Fire Marshals are responsible to assist the evacuation of specific areas allocated to them. Each area has two identified Fire Marshals to ensure that if one is absent there is a second Fire Marshal to take their place. Fire Marshals are responsible to report to the Responsible Person or any other person overseeing an evacuation with clear information the evacuation process.

All Staff

All staff are responsible for following this policy and procedures.

All staff are responsible for keeping fire evacuation routes clear.

All staff are responsible for reporting any possible fire hazards to the Responsible Person.

Procedures for fire evacuations

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Action when the fire alarm sounds

- Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area. Ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

People with mobility needs

All pupils and staff with mobility needs must have a Personal Emergency Evacuation Plan (PEEP) written with them as part of the admissions/induction process.

If the situation occurs where a member of staff, pupil or visitor with mobility needs requires help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school. However, if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point, from where they can join the rest of the school at the assembly point if safe to do so.

Action on discovering a fire

- Raise the alarm without delay. There are emergency call points throughout the building.
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire.
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

Summoning the fire and rescue service

Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Headteacher, or in their absence the person in charge will do so or be instructed to do so from the assembly point.

Upon their arrival, the Headteacher, or in their absence the person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder).

Roll-call

Each teacher will call/check the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived on the field.

Fire Marshals

Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles

Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.

If you encounter any person/s present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one. Do not delay your own evacuation if you encounter somebody who refuses to leave

Brief the Headteacher, and in their absence the person in charge, upon your arrival at the assembly area.

Visitors and contractors

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

Procedures for Fire Safety

Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

Fire Alarm Test

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire logbook. All call points are manual to avoid pupils setting them off when no fire is present. All doors leading to external areas are mag locked and release upon activation of the fire alarm. Staff have a key that will manually release all external fire doors if required.

Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer. Fire extinguishers are placed and stored in cupboards in all teaching areas to avoid them being used to cause harm to others. All staff have keys to access them at all times.

Links to other policies

FHHS - Health and Safety Policy

Fountain Head House School



Fire Team Guidance

Roles and Responsibilities

Anyone discovering a fire has the responsibility to raise the alarm

Fire Responsible Person

Margaret Simpson

Responsibilities

1. Managing all PAPERWORK AND THE LOGBOOK. Legislation requires that all fire safety activities are accurately documented.
2. Owning your FIRE RISK ASSESSMENT. Alongside your 'Responsible Person', your Fire Marshals can help deliver the recommendations in your Fire Risk Assessment.
3. Ensuring required testing and maintenance is undertaken according to regulatory schedule.

'Reactive' duties to be carried out in case of fire

1. CONTACTING THE FIRE BRIGADE, if you're business isn't automatically linked to the services.
2. Carrying out NEW STAFF SAFETY INDUCTIONS. Did you know that all new starters must have fire safety awareness training, and all staff should have an annual refresher?
3. Organising FIRE DRILLS at half termly. Your team should know how to exit the building in case of fire and the evacuation procedure should be assessed to make sure it works.

Fire Officer

Paul Simpson

Responsibilities

1. Checking the EMERGENCY EXITS. They should be free from obstruction at all times, inside and out, and able to be opened.
2. Checking the FIRE EXTINGUISHERS. Are they in the right position, have they been serviced, and are they indicated by signs?
3. Checking FIRE DOORS weekly. Are they in good working order and are they being kept closed?
4. Checking 'BREAK GLASS CALL POINTS'. These are the devices fixed to the wall where you can manually sound the fire alarm by breaking the glass. They should always be visible and indicated by signs.
5. Checking the EMERGENCY LIGHTING every month. All the lights should be in working order and if they aren't, an electrician or fire safety company should be contacted.
6. Testing the FIRE ALARM weekly.
7. Checking the FIRE SAFETY SIGNS. Are the right signs in the right places and happily and securely stuck?
8. Checking the GENERAL HOUSEKEEPING. Are combustible materials stored away from sources of heat? And are exit routes kept clear and free of clutter?
9. Checking SMOKING AREAS. Are they kept clean and ashtrays emptied regularly?
10. Controlling your HAZARDOUS MATERIALS. Are flammable liquids and other dangerous substances kept correctly?
11. Making sure electrical devices are PAT TESTED. Faulty electrical devices are one of the most common causes of workplaces fires.

Fire Marshals

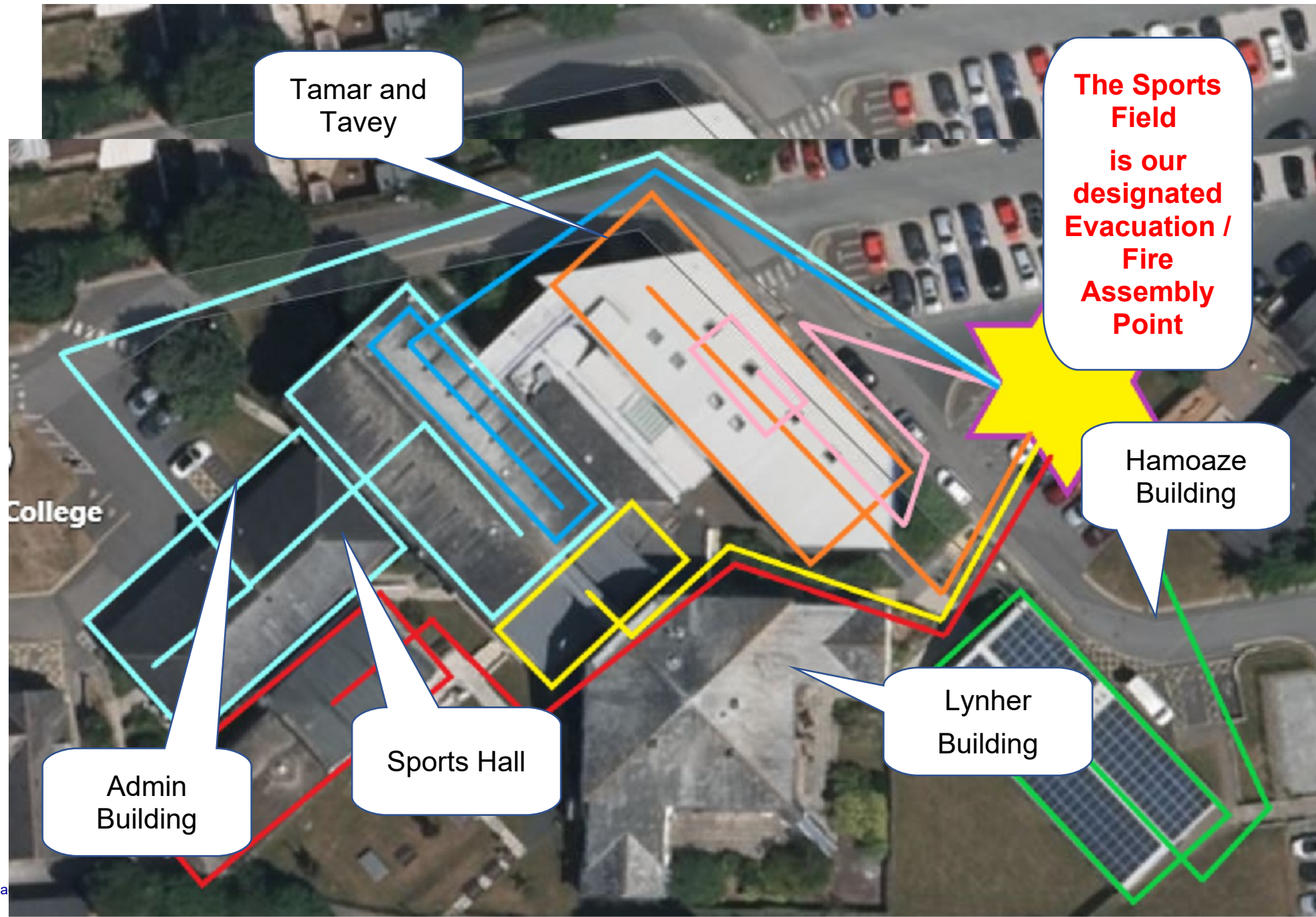
Responsibilities

During an Alarm:

1. Closing DOORS AND FIRE DOORS to help prevent fire spreading.
2. Pointing people towards the EMERGENCY EXITS. Does everyone know where to go and how to proceed?
3. Assisting DISABLED OR PREGNANT team members. Fire Marshals should have a 'buddy' or 'PEEP' system ('Personal Emergency Evacuation Plan') in place for more vulnerable colleagues.
4. Conducting a FLOOR SWEEP. Has everyone left the premises? The sweep should include toilets and walk-in storage areas.
5. Tackling small blazes with FIRE EXTINGUISHERS. Your Fire Marshals should know how to use an extinguisher and be confident using one to fight a small fire safely.
6. Helping with the ROLL CALL at the assembly point. Has everyone exited safely and are absences accounted for?

Weekly:

1. Checking your EMERGENCY EXITS. They should be free from obstruction at all times, inside and out, and able to be opened.
2. Checking your FIRE EXTINGUISHERS. Are they in the right position, have they been serviced, and are they indicated by signs?
3. Checking your FIRE DOORS weekly. Are they in good working order and are they being kept closed?
4. Checking your 'BREAK GLASS CALL POINTS'. These are the devices fixed to the wall where you can manually sound the fire alarm by using a key. They should always be visible and indicated by signs.
5. Checking your FIRE SAFETY SIGNS. Are the right signs in the right places and happily and securely stuck?
6. Checking your GENERAL HOUSEKEEPING. Are combustible materials stored away from sources of heat? And are exit routes kept clear and free of clutter?
7. Ensure the teachers in your team/area always have a fire register on them.



Tamar and Tavey

The Sports Field is our designated Evacuation / Fire Assembly Point

Hamoaze Building

Admin Building

Sports Hall

Lynher Building

College



Hamoaze Building

Exit along the corridor to the back of the building and out through the fire exit.

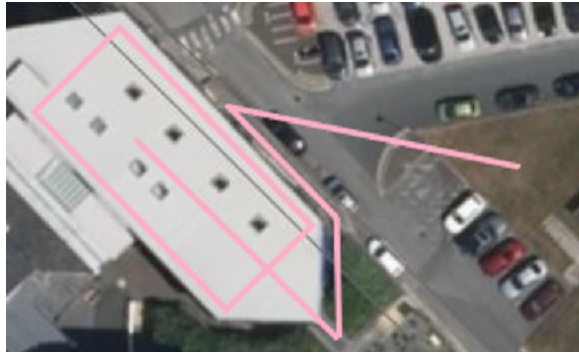
Move around the side of the building following around the edge of the car park to the assembly point – THE SPORTS FIELD.



Tamar - KS2 Corridor

Exit along the corridor towards the bridge.

Move through the gate following around the edge of the car park to the assembly point – THE SPORTS FIELD.



The Lake

Exit through the fire exit between the two classrooms.

Turn left and follow the path around the building.

Cross the road and follow around the edge of the car park to the assembly point – THE SPORTS FIELD.



Tavey – KS3 and 4 Corridor

Move down the corridor to the stairs.

Exit through the door on the stairs.

Follow the route around the school and across the edge of the car park to the assembly point – THE SPORTS FIELD.



Sports Hall

Exit across the grassed area.

Move around the school following the path around the edge of the car park to the assembly point – THE SPORTS FIELD.



Canteen and Workshop

Exit through the door at the back of the canteen if in the canteen and through the rear door if in the workshop.

Follow the route indicated following around the edge of the car park to the assembly point – THE SPORTS FIELD.



Admin Area and Ground Floor Rooms

Follow the corridor to the front entrance of the school.

Exit through the main doors.

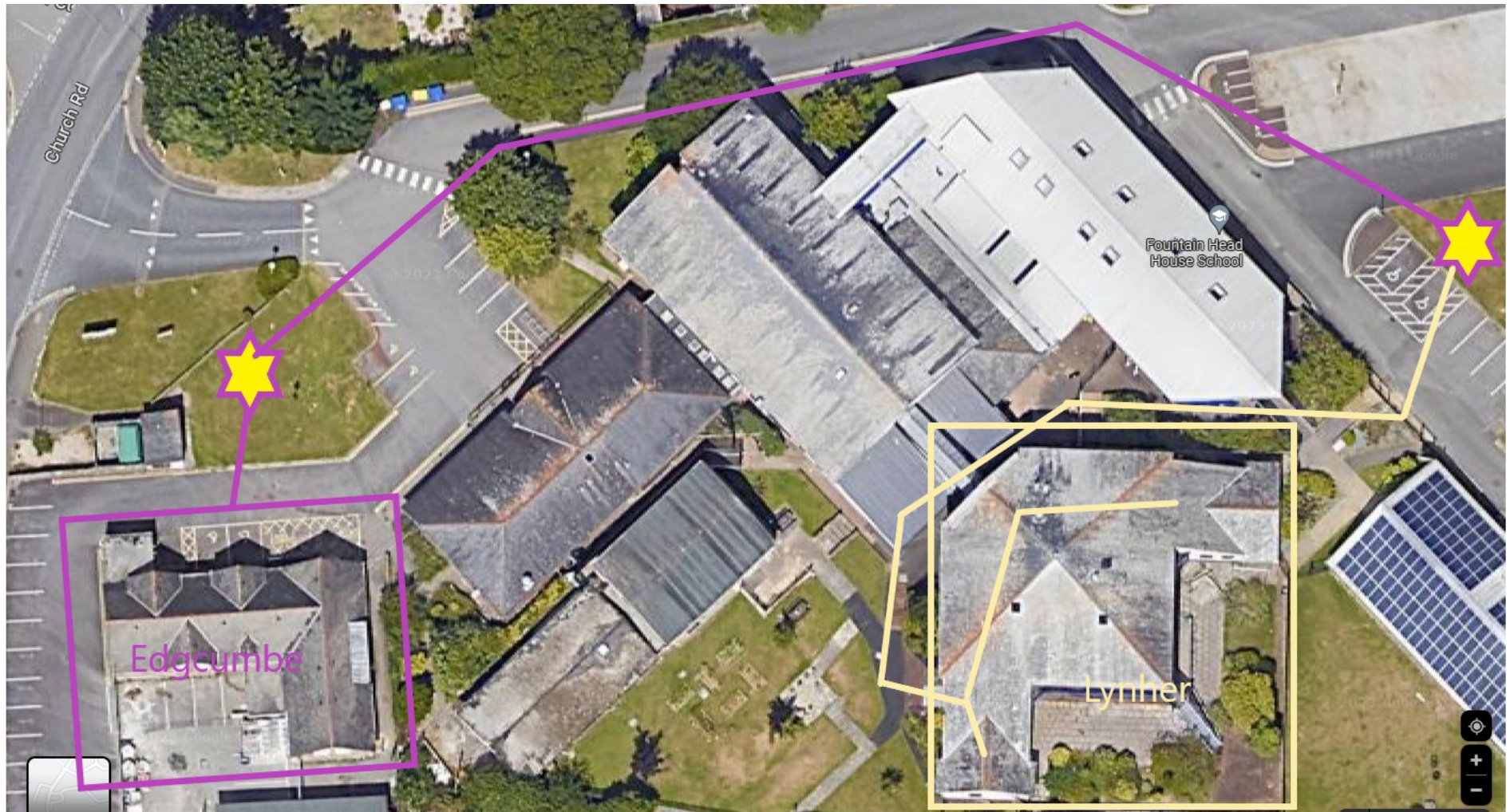
Follow the route around the outside of the school following around the edge of the car park to the assembly point – THE SPORTS FIELD.

Staffroom

Exit through fire door.

Follow the route around the outside of the school to the assembly point.

Edgcumbe and Lynher



Edgcumbe – exit building, gather on the front lawn, radio to let marshals know all pupils and staff have evacuated. When ready proceed to whole school meeting point – THE SPORTS FIELD.

Lynher exit onto school garden move around building between canteen and Lynher to whole school assembly point.– THE SPORTS FIELD.