



Aims

It is the overall aim of The Manor to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Responsibility for Fire Safety Matters

The Business Manager is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and student training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

Fire Risk Assessment

The school will ensure that a fire risk assessment is carried out annually or when something changes, i.e. a new extension. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. There will also be notices in all classrooms and offices.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that students for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist in appendix B. The Fire Safety Manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The Fire Safety Manager will provide a written report to the head teacher each term, which he will include in his termly report to the Governing Body.

In the event of fire the most **important** procedure is for the building to be evacuated as quickly and safely as possible.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits. These checks will be carried out by the site team under the supervision of the Business Manager.

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching or administrative staff as fire wardens one of which will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire warden in charge of the evacuation (see appendix a).

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school Receptionist is responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the Receptionist will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them. The designated staff member is Sue Denman.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Fire Safety Manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix C).

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the Fire Safety Manager following regular checks by the site team:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Appendix A

Roles and Responsibilities

Role Person Responsible In case of absence:	Ben Slade/or appropriate member of SLT
Fire Safety Manager:	John Moloney
Fire Marshals:	
	Lucy Crebo
	Liz Carson
	Sue Newstead
	Rachael White
	Michael Walters
	Tom McGinty
	Gillian Christelow
	Jac Charko
Calling the fire brigade:	Carole Oakes/Clair Summerlee
Meeting the fire brigade:	Sue Denman

Appendix B

Checklist for First Day Fire Safety Instruction

The Business Manager to take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- ◆ Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- ◆ Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any students for which the staff member is responsible and going to the assembly point.
- ◆ Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix C

Checklist for persons hiring the school premises

The Business Manager or a member of the Site Team to take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- ◆ Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- ◆ Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- ◆ Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- ◆ Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Appendix D

Fire Wardens

Name	Location
James Utting	Music and Practice Rooms
David Omitowoju	Science 3 + 2
Liz Butter	Science 5
Gavin Baker	Science 1
Lois Clarke	Science Prep
Lois Clarke	Scantek + Science 4
Wendy Jackson	Kitchen + Dining Hall
Sue Curtis	Food Technology + Girls Toilets
Jackie King	Art 1
Naila Din	Art 2
Rob Maltas	Technology + Boys Toilets
Claudine Le Moal	Classrooms
PE Staff	Changing Rooms/PE1/Sports Hall
Daniel Langley	English 1
Sue Heath	English 2
Joy Sinclair/Danni Risley	English 3
Tom Kennedy	English 4
Julie Batchelor	SEN + Girls Library Toilets
Marina Popel	Classroom + Adjacent Toilets
Andrew Butcher	Classroom
Jo Arbon	Classroom + Toilets
Nick Bedford	Humanities Classrooms
Lisa Jones	IT1 + IT2
Kevin Castens	IT Office

Rachel White	Tracking Room and Behaviour Support Base
Lee Parry	JJ Hall + Boys Library Toilets
Natasha Gray/Sincru	Dance Studio/Brickworks
Rob Maltas (when teaching there)	Brickworks
Teresa Benson	Main Office + JD Hall
Christine Jackson/Sue Denman	Finance Office + Directing Fire Brigade
Lucy Crebo	Meeting Room + Corridor + Disabled Toilet + Sick Bay
Sue Newstead	Welfare Office
Adult Ed	Adult Ed
Member of staff	JD Hall
Paul Edwards	Gym area
Liz Carson	Data Office + Staffroom + Staffroom Toilets
Site Team Member	Pavilion
CRC Students	CRC Staff Member

Notes

1. In the event of an emergency everyone has a role to play.
2. If your normal place of work is an office or a classroom and you're elsewhere when the alarm activates you do not return to your office or classroom.
3. Wherever you are on site at the time of alarm activation you evacuate from that location.
4. If usual assembly point is unavailable you will be instructed of alternative.

Appendix E

Fire Evacuation

Fire Evacuation

1. Discover a fire!

If you discover a fire activate a call point immediately (**Red Box**).

2. Fire Alarm Activation

If the fire alarm is activated you will hear a continuous high pitched sound and a voice will inform you to **evacuate the building**.

3. Evacuation

Follow emergency signage **closely** it will guide you to your **nearest exit**.

4. Assembly Point

Once safely out of the building make your way to the **tennis courts** which are located next to the playing fields.

Appendix F

Fire / Emergency Evacuation Procedure

FIRE/EMERGENCY EVACUATION PROCEDURE

ACTION/DUTIES OF CLASSROOM TEACHERS

1. Each classroom teacher has a duty to ensure that their classroom/area is properly evacuated in the event of an emergency.
2. When the alarm sounds evacuate the building immediately by the nearest emergency exit and make your way to the Assembly Point. (Emergency lighting will direct you to your nearest exit)
3. Do not stop to lock doors, windows or to pick up personal belongings.
4. Escort students to the Assembly Point and report to the Fire Marshall that your classroom/area has been fully evacuated.
5. If normal Assembly Point unusable you will be told what to do.

DUTIES OF CLASSROOM TEACHER

1. Reporting to the Fire Marshall any suspected deficiencies in fire extinguishers/equipment.
2. Reporting to the Fire Marshall any major change of use within the classroom/area that may necessitate different or additional fire extinguishers or equipment.
3. Reporting immediately to the appropriate Head of Department and the Chief Evacuation Officer any suspected dangers or dangerous practices.
4. Checking all fire corridors, exits and fire extinguishers/equipment are kept clear of obstruction.
5. Carrying out the fire/emergency evacuation procedure.

DUTIES OF VISITING LECTURER

1. All visiting lecturers must explain the fire evacuation procedure to all persons in their area.
2. It is the responsibility of the visiting lecturer to ensure that their area is evacuated.

DUTIES OF CONTRACTORS

1. When contractors sign the hazard's register they will be informed as to what to do in the event of an emergency.

They will be told what to do if they discover a fire or if they cause a fire in the performance of their duties.