



Fire Risk Management Policy

Objectives

The objectives of this policy are:

- To ensure that staff, pupils, parents, Governors, contractors and visitors on the school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure the school complies with relevant fire legislation and standards.

Responsibilities

- **The School Governors** are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher and in his/her absence the Deputy Head Teacher.
- **The Headteacher is** responsible for: ensuring that an up-to-date fire risk assessment is in place for the school buildings; the installation and maintenance of fire detection and warning systems; firefighting equipment; emergency signage and lighting; periodic fire evacuation drills; adequate means of escape from buildings; ensuring means of access for emergency services is provided at all school buildings in the event of fire; consulting with the Governing Body on major changes to use of space or work which may compromise the fire integrity of buildings.
- **The Health and Safety Officer** has day-to-day responsibility for the fire protection and fire response arrangements in the school, and ensures that fire evacuation drills are carried out. In addition to this, it is the responsibility of The Health and safety Officer to ensure that fire issues are included in workplace inspections and risk assessments carried out in the school; making their staff and pupils aware of fire hazards and local emergency procedures and delegating sufficient staff to carry out Fire Warden Functions.
- **Facilities Managers** for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on school premises by following safe working procedures and any particular precautions and procedures required.



- **Staff** are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the room immediately and proceed to the designated Assembly Point following the evacuation routes. Staff should report to the Headteacher at the Assembly Point and report that the room has been cleared.
- **In the absence of the Headteacher, the Head of secondary** is responsible for taking charge at the Fire Assembly Point, receiving reports from staff and others, noting any missing people by staff, undertaking a roll call using the school registers and reporting these to the Health and Safety Officer. The Headteacher is also responsible for establishing control and communications at the Assembly Point, gathering information and liaising with the emergency services.
- **The Head Teacher all staff, pupils and visitors** must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety.

Arrangements

Fire Risk Assessment of Buildings

- Fire risk assessments are carried out by the external designated risk-prevention agency.
- Emergency plans for the school buildings are drawn up by the Group Health and Safety Specialist in liaison with the designated risk-prevention agency. Copies of these plans are held in the school office and prominently displayed around the school.
- Fire risk assessments and emergency plans are reviewed at least annually and updated as necessary.

Fire Detection & Alarm Installations and Fire Fighting Equipment

- Arrangements for the maintenance, inspection, examination and testing of firefighting fire detection & alarm installations and firefighting equipment are made by designated risk-prevention agency.
- Visual checks on firefighting equipment are carried out during Health and Safety walks by the Health and Safety Officer.

Training and Instruction

- New staff and pupil induction training for action in the event of a fire is given by the Headteacher.
- Staff training is organised by the Headteacher
- Fire Wardens are trained in the use of fire extinguishers.



- Appropriate information on fire hazards, precautions and emergency arrangements are provided by the Headteacher to Contractors, visitors and relevant organisations.
- Information on fire evacuation procedures are given to pupils by the Headteacher
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all buildings.

Monitoring by Inspections

- The Health and Safety Officer carries out Health and Safety walks regularly which include fire issues.
- Required remedial actions are raised with the Health and Safety Specialist by the HS officer and the Headteacher. A summary of actions are included in the Fire Risk Assessment.

Monitoring by Fire Evacuation Drills

- The Headteacher arranges fire evacuation drills at least once per term, and at different times of the day and week for relevant groups of staff and pupils.
- Fire drill reports and recommendations are recorded in full in terms of action taken following an issue arising. The fire bell and fire alarms are tested weekly by the maintenance staff in liaison with the Health and Safety Specialist.

Emergency Evacuation

- Emergency evacuation procedures are in place for the school building.
- In the event of fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the Headteacher.

Reporting Fire Incidents

- Fire incidents are reported to the Head Teacher.

Created by : Dawn Akyurek/Elena Arroyo Sept 2017	Policy Category: Health & Safety
Approved by Elena Benito	Next Review: September 2018
Approved by KGB: November 2017	



Annex 1

PROCEDURES FOR EVACUATION

On hearing the fire alarm sound ALL persons within the building must evacuate immediately with the exception of the Zone Managers. In case the Zone Manager will have a group of pupils, they will evacuate with the teacher or any other member of the staff closest by.

Discovery of Fire

- Upon discovery of a fire activate the nearest fire alarm.
- If you have children in your care, ensure that they are safely evacuated.

Evacuation Procedure from the Classroom

- Upon hearing the fire alarm, instruct your class to stand quietly and wait for you to assist in their evacuation.
- All personal belongings and equipment should be left in the classroom.
- Close the windows.
- In an orderly, supervised manner, students should follow the evacuation route from the classroom.
- Green fire exit signs point the way to the nearest exit
- Close (but do not lock) classroom and fire doors behind you as you leave the building. Leave a book on the floor outside of the room to indicate the room is empty.
- If any part of your evacuation route is blocked, then proceed by the safest alternative route to the assembly point.
- Please do not run.
- Under no circumstances should the lifts be used to evacuate the building.
- Wait at the fire assembly point with your tutor group. Collect register from Admin
- Coordinators, take register, report any absences to Admin staff. Control tutor group until instructed to return to the building.

People with Disabilities or Injuries

- Nominated Fire Wardens and other staff will check the point in the event of an evacuation and assist the disabled/injured person/s to leave the building. They should be assisted down the stairs once the main body of pupils has cleared to avoid danger or the slowing down of the evacuation process.
- Secondary permanently disabled students will be identified and a designated person will be assigned to assist them. For Primary/EYFS the classroom assistant will prioritise helping the disabled child to leave the building.

On Arrival at the Designated Assembly Point

- Students must line up quietly, at their tutor group point so that a register can be taken. The Admin staff will bring registers to tutors for this purpose.
- Staff to ensure that no one leaves the premises.
- Tutors will remain with students, keeping them calm, until further instructions are received.



- Each Pastoral Coordinator will collect completed registers for their tutors and report to the Headteacher and H&S officer, highlighting any absences.
- Visitors should be accompanied to the assembly area so that they can be checked off against the Visitors' Book.
- Under no circumstances enter the building until the “**ALL CLEAR**” has been given.

Examination Hall

See separate evacuation procedures for examination hall.

FIRE ALARM

During the Change Of Lesson

- If a fire alarm sounds during a change of lesson staff must ensure that their classrooms are empty and then assist the students to the nearest fire exit and the assembly point.

During Break/Lunchtime

- If the fire alarm sounds during break or lunch, students should make their way to the assembly point area, managed by the Duty Staff. Duty Staff, lunchtime supervisors or staff running a club or activity should ensure their areas are empty and then assist the students to the nearest fire exit and route them to the assembly point.
- Please, ensure that all doors are closed (not locked) upon exit. At the assembly point students should line up in tutor groups to aid the checking of registers.

At After School Clubs/Activities

- At the start of the after school activity a register must be taken.
- If you discover a fire, or the alarm sounds, after the normal school day (because you are running a detention, after school club or activity) please follow the above procedures and ensure that students leave the building in an orderly way by the nearest exit to assembly area

Fire Alarm Tests and Evacuations.

- Alarm will be tested twice per month. The H&S officer will be responsible for maintaining a log of all fire alarm tests. A full evacuation will be held at least once every term, after which a report will be compiled and recommendations made.

Sports Pitches

- Teachers lead children to assembly area.

Annex 2

Fire Warden Members, Zones and Duties

Duties

Fire Wardens sweep their designated area, checking that all teaching rooms in their zones are empty and all windows are closed. They should check that toilets and stairwells are empty. They should check for disabled people at the disabled meeting point in their zone and help with their evacuation. On reaching the assembly point they should report directly to the H&S officer, where they will be redirected.



Members and Zones

Zone	Zone Manager	Substitute (in case of absence)	Notes
Early Years block	Zoe Daniels	Julie Port	All classrooms and toilets (N and R); Staff Room
Infant Block + MPH	Helen Saxon	Miriam Torres	All classrooms and toilets (Y1 and 2)
Primary Ground floor	Jose Santamaria	Ana Isabel Ruiz	All classrooms, support rooms, sick room, toilets & Staff Workroom
Primary Middle floor incl. Music	Panagiota Aloizou	Steve Escott	All classrooms, support room, Primary office, toilets & Music Room.
Primary Top Floor	Sarah Robinson	Tom Charman (deputise for SWI if absent)	All classrooms, toilets, teachers workroom, gym, changing rooms, work room
Secondary 1 st floor	David Panter	Cath Stevens	Toilets, all classrooms
Secondary top floor	Cristina González	Suzanne Manners	Toilets, all classrooms
Laboratory area	Gustavo Garcia	Isabel Vila	Labs, prep room, careers office
Lower Secondary	Inma Morris	Dani Esteban	Lower Secondary Corridor
Library, Former ISC	Carrie Castro	Debby Verkijk	S130 and S131 as well as library
Admin Area	Karen Laidlaw	Simon Wicks	Offices and toilets, School Shop and Reception
PE areas	PE or class teacher taking the lesson	PE teacher	Changing rooms if used
Kitchen Areas	Tomas Declara	Ana Justicia	All associated Kitchen áreas / Common Room / Staff Room



- Elisa Pascual will take the registers from the office. (Victoria will substitute)
- Inmaculada Estrada will open the car gate and go to the crossing for secondary pupils (Derek will substitute)
- Ana (Nursery Staff) will open the top gate and stop the traffic to enable the road to be crossed safely to get to the roundabout. No teacher can cross the road without first making sure that the traffic has been stopped.
- Once Fulgencio, Julio or Sergio arrives, they will block the traffic.
- Jose will shut off all electrical power then report to the Nursery gate to help with traffic control.
- Ana Isabel will help with supervision of Nursery pupils at their meeting point.
- Kseniia will take sign in/out and visitor books to check at the meeting point

Annex 3

EXAMINATIONS FIRE EVACUATION PROCEDURE

In the event of a fire alarm, the following procedure applies:

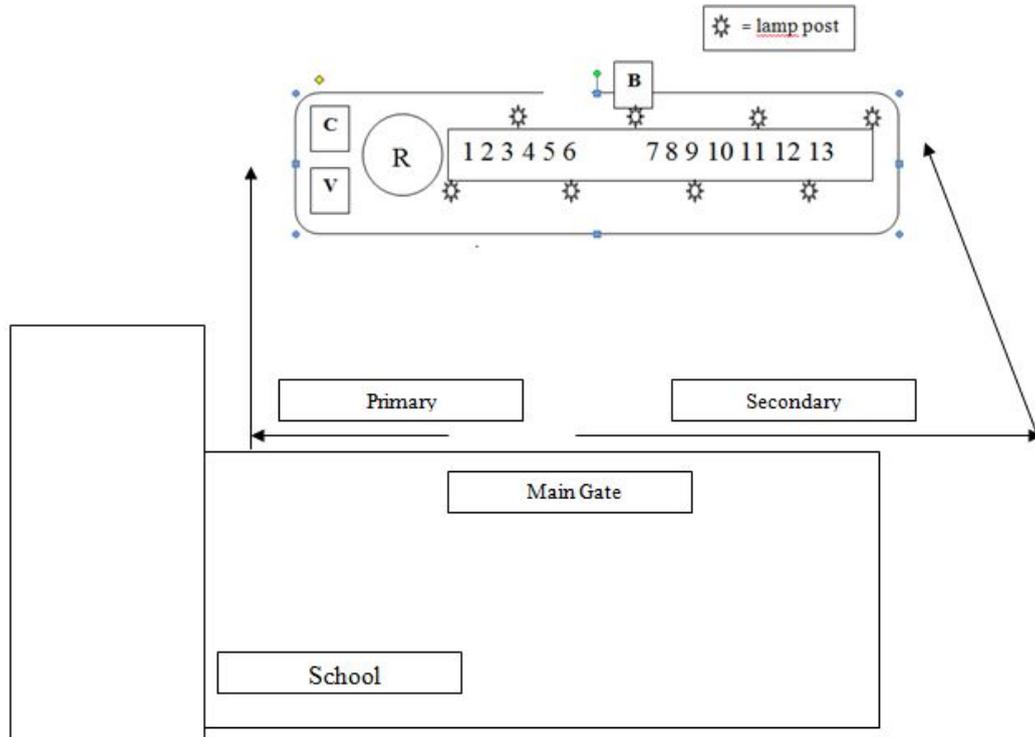
- Candidates are to stop writing and put down their pens.
- If evacuation is decided, Invigilators will note the time that the fire alarm went off, how long the interruption lasted and how long the examination had been going on for.
- Before the Candidates exit, the invigilators will remind them that they are still under examination board conditions and **UNDER NO CIRCUMSTANCES** should they talk to each other. A breach of regulations could mean disqualification from their examination.
- The Candidates should remain calm and leave their papers on their desks and leave by their corresponding fire exit.
- Candidates will be escorted by invigilators. The Examination Officer will stay in between both the staff and meeting point, helping invigilators to keep candidates in silence when assembled there and will also take the examination register to ensure that all candidates are present.
- At the end of the emergency the Examination Officer will inform the candidates when to return to the examination room. The invigilators will remind them that they are still under examination board conditions and **UNDER NO CIRCUMSTANCES** should they talk to each other whilst returning to the examination room.
- On return to the examination room the candidates will return to their seats quietly and resume the exam when told to do so, still receiving the full working time set for the examination.



Annex 4

FIRE EXIT AND ALARM BUTTON - SEE SEPARATE PLANS

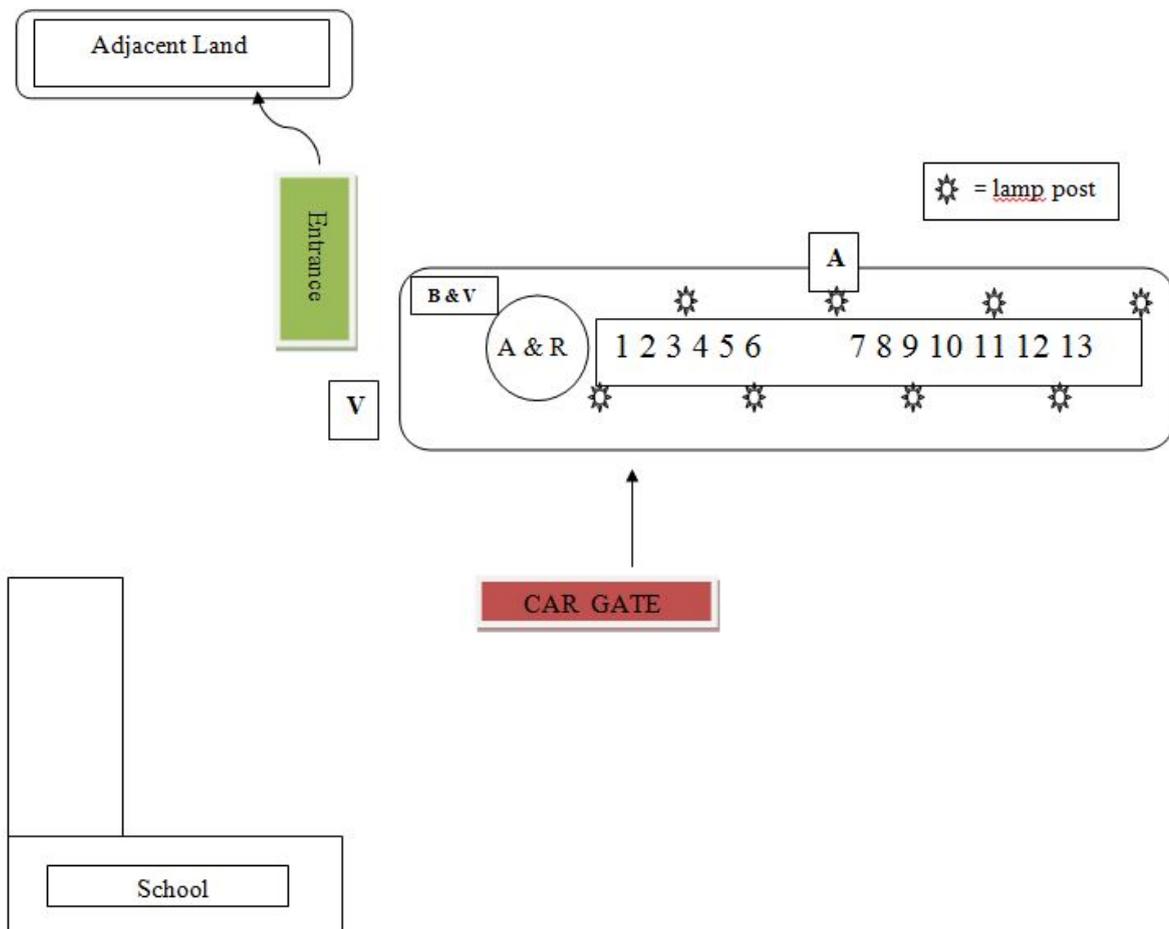
EVACUATION ROUTES





Meeting Points

- A. Nursery and Reception will be taken into the circular area. Year 1 – Year 13 classes will line up in class/ form classes on the centre island across from the main school car gate. They are to line up alphabetically facing the school in a single line. The class/form tutor should stand at the head of the line.
- B. Admin. staff, teachers without a form class and visitors (V) are to assemble at the small shelter at the top end of the centre island and assist the reception classes.





Main Evacuation Routes from the school buildings
to the Meeting Point

