



## Fire Safety Policy

Person(s) Responsible:

Approval:	Governing Body
Headteacher:	Gary Edmunds
Policy Originator:	Gary Edmunds
Date Approved:	September 2020
Date of Review	September 2021

**To be read in conjunction with:** Health and Safety Policy

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### 1.0 Policy Statement

*Spring Hill High School* will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with Regulatory Reform (Fire Safety) Order 2005, Advice on Standards for Premises 2015 and best practice standards.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to students, staff, visitors, contractors and others who may be affected by the activities of the school.

In doing so, *Spring Hill High School* will ensure that:

- Fire safety risk assessments are carried out on all its premises
- The school's deputy headteachers to assist with implementing the requirements of legislation
- The school's arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented
- General fire precautions to ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises are implemented

### 2.0 The School's Responsibilities

The Headteacher will ensure that adequate resources are made available to enable *Spring Hill High School* to fulfil their duties under the Regulatory Reform (Fire Safety) Order.

**2.1 Headteacher** will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.

**2.2 Deputy headteachers** will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.

**2.3 Deputy headteachers** will ensure that these policies and procedures are implemented and adhered to in their area of operational responsibility.

**2.4 Deputy headteachers** will ensure that an appropriate system for carrying out fire risk assessments and developing emergency plans is in place and that suitable arrangements are implemented in all premises and for all activities within the premises.

**2.5 Deputy headteachers** will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.

**2.6 Deputy headteachers** will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.

**2.7 Deputy headteachers** will ensure that audits are carried out periodically to ensure the effectiveness of control measures.

**2.8 Staff members, visitors, contractors and others** will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

### **3.0 Arrangements**

#### **3.1 Risk Assessment**

A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventive controls carried out by a fire SNB Fire Safety Ltd annually.

#### **3.2 Fire Evacuations Procedures**

Clearly defined Fire Evacuation Procedures tailored to each site is maintained and kept up to date. Ensuring all persons with responsibilities to clearly understand their duties.

#### **3.3 Reporting System**

A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements

#### ***Fire Detection and Alarm System***

Fire detection systems are appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke. 100% of devices are tested annually.

Automatic detection devices actuated by either heat or smoke are installed in high risk areas such as kitchens. They are also installed in all classrooms, offices, store rooms, hallways and corridors.

The fire detection systems found on all school sites as by SNB Fire Safety Ltd is the mains hard-wired interlinked fire alarm system. The system is maintained and tested in accordance with BS 5839.

A maintenance contract is in place with UK Fires that provides a full check and service of the entire system in accordance with BS5839.

Fire alarms will be tested weekly by the deputy headteacher of the school site and any defects will be reported immediately to Lindale Home maintenance team.

#### ***Provision and Maintenance of Fire-fighting Equipment***

Fire fighting equipment will be sited as recommended by the SNB Fire Risk Assessment (2018). Deputy headteachers/site leaders will have a responsibility to ensure that the equipment is accessible at all times.

In line with the SNB Fire Risk Assessment( 2018) the School meets BS 5423, Specification for Portable Fire Extinguishers, which recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishing medium.

- Red = Water
- Cream = Foam
- Blue = Dry Powder
- Black = Carbon Dioxide (CO<sub>2</sub>)

Based on SNB Fire Risk Assessment (2018) the following extinguishers can be found on each school site.

- Orchard Road- One water extinguisher in the kitchen, one CO<sub>2</sub> extinguisher in the office can be found on the first floor.
- Hunton Road- One water extinguisher in the kitchen on the ground floor, one water extinguisher in the secure cupboard in the classroom closest to the road on the first floor and a CO<sub>2</sub> extinguisher in the office on the second floor.
- Slade Road- One water mist extinguisher in the store cupboard underneath the stairs(ground floor in the main building), one water mist extinguisher in the medical room (ground floor in the annex), one CO<sub>2</sub> extinguisher in the office in the main building.

The table below describes the type of fire extinguisher required to deal with the various classes of fire.

Class of Fire	Water	Foam	CO <sub>2</sub>	Dry Powder
Wood, paper, cloth, etc	Most suitable	Only suitable on small surface fires	Only suitable on small surface fires	Only suitable on small surface fires
Liquids, fats, petrol, oil, etc	unsuitable	Most suitable, especially for fats	Suitable where contamination must be avoided	Most suitable
Electrical	Unsuitable and dangerous	Unsuitable and dangerous	Suitable	Suitable

An annual service contract is in force with UK Fires for maintaining the fire extinguishers

### ***Fire Blankets***

Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire.

Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Blankets are positioned on the walls in the kitchen on all school sites.

### ***Provision and Maintenance of Fire Escape Routes***

Emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors(FD30) are in place on all school sites.

Emergency lighting is installed in all premises to the current British Standard.

A system of monthly testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power. The emergency lighting is under a maintenance contract with UK Fires.

Emergency lighting will be tested weekly by deputy headteacher/ site leaders and any defects should be reported immediately to Lindale Homes maintenance team.

### ***Provisions for Fire Risk Prevention***

The schools have a no smoking policy on the premises to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking.

Students are discouraged from bringing lighters and matches to school. Where students bring lighters to school these are collected by a member of staff at the door and stored in the office. They are returned to students at the end of the school day. Where students are found smoking on school sites in areas that are not designated for smoking or where they refuse to comply with the school's rules in relation to the handing in of lighters they will be disciplined according to the school's behaviour policy.

A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults is carried out annually by an approved appointed contractor. The testing of portable electrical appliances is under a maintenance contract with UK Fires.

Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches is undertaken every 5 years and whenever a new installation is added. The maintenance of the school's electrical distribution system is under a maintenance contract with Bolt Electricals.

A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated locked store to prevent arson to the building. The school's waste management is contracted to Birmingham City Council.

The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable.

The school will ensure that all hazardous activities are risk assessed and control measures put in place before the activity commences.

The school will ensure that there is a culture of safety awareness among the staff and students.

### ***Fire Drills***

Emergency fire drills will be carried out at least once a term and, in particular, at the beginning of the academic year, so that all new teachers, non-teaching staff, and students are aware of the procedures. An emergency drill will be carried out in the first week of each term. When new members of staff arrive at school they will be instructed in the emergency procedure by the deputy headteacher of each site.

The deputy headteacher, who will not normally inform other members of staff, will instigate emergency drills. However, the site leader is the person who is responsible for calling the emergency services will always be aware that an emergency drill is to take place. This is so that the emergency services are not alerted unnecessarily. Emergency drills will be carried out at different times of the day.

The time taken to evacuate the building is recorded for all drills along with the "Total Evacuation Time", which is the time from the sounding of the alarm until all persons are accounted for. These times are evaluated following each drill and measures are taken to address the reasons for any delay.

The Fire Log is completed following each evacuation. The "Action Taken or Required" column is used in conjunction with the school's maintenance programme to record those faults which are discovered during the emergency drill. Alternatively, a full report of the drill together with any recommendation is kept with the Fire Log.

### ***Evacuation Notices***

Fire Evacuation Notice is strategically positioned to aid in an emergency evacuation. All notices are checked as part of any health and safety check. It is the responsibility of the deputy headteacher to maintain these notices.

### ***Suspected Gas leaks***

Anyone who smells gas or believes that there is a gas leak on any of the school sites, or in the near vicinity, should report this fact immediately to one of the school's deputy headteachers or to the headteacher.

### **Do (if safe to do so)**

- extinguish all naked flames

- turn off all gas appliances and sources
- open all windows

**Do not**

- operate any electrical switches or mobile phones
- use a naked flame to search

The Deputy headteacher or site leader, if safe to do so, will shut off the gas supply at the incoming meter.

***Provision of Training and Information***

Before commencing employment all new members of staff must complete the online training course, In the Line of Fire. This course will deal with all basic aspects of fire safety and fire equipment. Within every 2-3 years all staff will receive refresher training.

Additionally, all staff are trained in the basics of fire prevention and precautions either through the school's own internal training system or by arrangement through a competent external organisation. Annually, records are kept by the school's deputy headteacher and by the headteacher's PA.

There is an induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide. Fire tours showing them escape routes and final exit doors.

Training in the safe and speedy emergency evacuation procedures is given to all staff and students of Spring Hill High School through regular fire drills. Further information and guidance can be obtained from the school's deputy headteachers.

All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, students and other employees. They also have a duty to visitors, parents, helpers and contractors.

***Provisions for Visitors and Contractors***

A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide. Visitors and contractors will be informed that by signing the visitors book they are agreeing to abide by the rules relating to fire safety.

***Provisions for Record Keeping***

A file of relevant information including plans and details of the locations of hazardous substance areas etc. is kept on individual sites in the deputy headteacher's office for use by the Fire Brigade and other emergency services.

**Appendix 1****Fire Safety Inspection**

Site /location of inspection		Date of Inspection	

Question	Y/N/ NA	Area of Concern/Comments	Action Required	Date Action Taken
Are floor surfaces on escape routes free from tripping and slipping hazards?				
Have quantities of flammable or combustible materials/waste been allowed to accumulate in escape routes?				
Are final exit doors free from obstruction both internally and externally?				
Are final exits kept unlocked when the premises are in use?				
Can the devices securing final exits be immediately and easily opened without the use of a key?				
Are assembly points accessible and clearly marked?				

Are fire escape notices located in appropriate places, unobstructed and clearly visible?			
Do fire doors open and close freely?			
Are fire doors wedged open?			
Are fire doors marked with appropriate signs?			
Are self closing devices working effectively?			
Are magnetic fire door release catches (where fitted) working correctly?			
Do items of equipment; waste materials or other items block fire doors?			
Are fire doors in good condition (e.g. seals in place and free from defects)?			
Are fire escape signs clearly outline the escape route.			
Is the fire escape plan visible in all rooms on the escape route.			

Do refuge points have the appropriate signage, communication and (where necessary) evacuation equipment?			
Are all call points visible and accessible, with adjacent Fire Action notices displayed?			
Is the Fire Panel showing a normal condition?			
Has the fire alarm has been tested in the last seven days?			
Is the alarm difficult to hear in any areas?			
Is fire fighting equipment visible and free from obstruction?			
Are fire extinguishers free from obvious defects?			
Have extinguishers been serviced in the last 12 months?			
Are flammable and combustible materials or substances stored away from sources of ignition?			

Have waste materials been allowed to accumulate externally against walls or buildings?				
Are there any signs of illicit smoking taking place?				
Has the fire manual and/or log book kept up-to-date (e.g testing, inspection and maintenance records)				
Have staff received training and are they aware of the emergency procedures to be followed?				

Additional Comments

Inspection completed by	Signature
Date of next inspection	

## **Appendix 2 -Fire Safety Procedures for Hunton Road (Staff and Students)**

The following procedure is in line with the “Regulatory Reform (Fire Safety) Order 2005. It is also in line with the Fire Risk Assessment carried out on the 14 August 2018 by SNB Fire Safety Ltd. These procedures should be read in line with the school’s Fire Safety Policy 2018.

### **Fire Detection and Warning Systems**

- All occupied areas are sufficiently staffed to enable early warning to be given
- Smoke detection with battery backup linked into the existing fire alarm system is installed in; All classrooms, Office/Staff Room, Storerooms
- Smoke detection on the escape route
- Heat detection in the kitchen

### **Fire Fighting Equipment**

‘Due to the vulnerability of the client group extinguishers can be located in staff controlled areas provided that all staff have keys for immediate access’ SNB Fire Safety Ltd Risk Assessment 2018

- **2nd Floor:** CO2 extinguisher ----Location- In the office
  - **1st Floor:** Water mist extinguisher, Location -small cupboard in the classroom that overlooks the main road. Padlock code on First Gate 1111. Padlock Code on Second Gate -0000
  - **Ground Floor:** Water mist extinguisher-Location-behind the door in the kitchen that leads to the student toilets.
  - a wall mounted fire blanket in the kitchen on the wall over the sink
  - Fire extinguishers are serviced annually
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### **Emergency Routes-Means of Escape**

- The escape route in Hunton Road is a single direction route and it MUST be kept clear at all times.
- **Escape from the 2nd Floor:** From office ---Down the staircase to the first floor---along the corridor on first floor----descend staircase to the ground floor---- Exit the front door
- **Escape from the 1st Floor:** From classrooms and medical room----along the corridor on first floor----descend staircase to the ground floor---- Exit the front door
- **Escape from the ground Floor:** From 1st and 2nd classroom---Along the corridor----- Exit the front door.
- Kitchen, boys and girls toilet ----Exit back door-----Exit side gate.
- **Alternate Route 1** (in the event the front door is compromised by fire)----- Along the corridor on first floor----- through the kitchen-----Exit back door-----Exit side gate
- **Alternate Route 2** ground floor second classroom----Exit door that leads to the garden-----Along the corridor on first floor-----Exit side gate

All doors leading onto the internal means of escape are designed to protect the escape route.  
They are fitted to :-

- To provide 30 minutes fire resistance(Once closed it takes 30 minutes for fire to get into the room)
- Be fitted with intumescent strips and cold smoke seals.
- Be fitted with one and a half pairs of metal hinges (Three) with a melting point of not less than 800oc.
- Have fitted a positive self-closing device which must overcome the resistance of any lock or latch so the door closes firmly

Under no circumstance should these doors be pried open with chairs or any other object.

- The escape route **MUST** always be clear.
- Papers on notice boards should be kept to a minimum, old papers should be disposed of on a regular basis.
- Notice boards should be kept free from paper build up.
- Notice boards **must not** be used on the means of escape route unless covered with clear Perspex. (Hallway, Stairs and Landing)
- All doors must be left closed overnight.

The emergency route has emergency lighting.

### **Final Exits**

- Final exits are the front exit, rear exit and exit from the second classroom on the ground floor, exit through side gate onto the road.
- All exits from the building requires a key to escape. **All staff MUST have a key to these exits.**
- The side gate that provides an exit form the garden has a digital padlock. Padlock code 1111. All staff **MUST** have the code to this padlock.

### **Fire Assembly Point**

- By the green fence on the opposite side of the road to the building.

### **Fire Evacuation**

Fire drills will take place once a term.

### **ACTION ON HEARING ALARM**

- Leave the building by the nearest exit. Staff should remain calm and reassure students of their safety in order to help them remain calm. Do not stop to retrieve any personal possessions. **MOVE IMMEDIATELY** on the sound of the alarm.
- Staff to ensure the safe evacuation of student/s that they are assigned to for that lesson/session/lunch/break
- Do not re-enter the building
- Report to the assembly point
- The site leader or a designated person to call the fire brigade
- The site leader to liaise with the Fire Brigade on their arrival
- Do not put yourself at risk

**Visitors-** Where visitors are onsite, the staff that the visitor is meeting with is responsible for the visitors safe evacuation.

### **Maintenance**

The 2005 Fire Safety Order is very explicit in stating that the maintenance of fire detection equipment, fire fighting equipment and emergency exits is of the greatest importance.  
 Guidance from SNB Fire Safety Ltd (2018) on checks to be carried out:-

<p><b>Daily Checks</b></p> <ul style="list-style-type: none"> <li>• Check fire alarm panel is working</li> <li>• Check corridors and staircases are kept clear</li> <li>• Check waste paper bins have been emptied</li> <li>• Check that any electrical equipment not in use is switched off, especially if the premises are to be left empty.</li> </ul>	<p><b>Weekly Checks</b></p> <ul style="list-style-type: none"> <li>• Check fire alarm call points on a rotational basis (i.e. one each week). If you have hold open devices on fire doors, these will need to be checked at the same time as the fire alarm.</li> <li>• Check all fire doors are in good repair and that they close into their rebates by the action of their self-closing device.</li> <li>• Check that all emergency exit doors are easily openable and that all exit routes are clear and unobstructed.</li> <li>• Check that all fire-fighting equipment is in the correct place and is in good order and that it has the plastic seal fitted.</li> <li>• Check primary lighting and replace defective lights as required</li> </ul>
<p><b>Monthly Checks</b></p> <ul style="list-style-type: none"> <li>• Check the emergency lighting, all emergency lighting units must be tested to ensure they operate.</li> </ul>	

### Appendix 3 -Fire Safety Procedures for Orchard Road

The following procedure is in line with the “Regulatory Reform (Fire Safety) Order 2005. It is also in line with the Fire Risk Assessment carried out on the 14 August 2018 by SNB Fire Safety Ltd. These procedures should be read in line with the school’s Fire Safety Policy 2018.

#### **Fire Detection and Warning Systems**

- All occupied areas are sufficiently staffed to enable early warning to be given
- Smoke detection with battery backup linked into the existing fire alarm system is installed in; All classrooms, Office/Staff Room, Medical Room, Store rooms, Converted Garage (Sophie’s Classroom).
- Smoke detection on the escape route
- Heat detection in the kitchen

#### **Fire Fighting Equipment**

**1st Floor:** Water mist extinguisher, Location - Medical Room  
 CO2 extinguisher, Location - Staff Office

**Ground Floor:** Water mist extinguisher, Location -In the kitchen(by the fridge).  
 A wall mounted fire blanket in the kitchen on the wall over the sink.

- Fire extinguishers are serviced annually

#### **Emergency Routes-Means of Escape**

- The escape route in Orchard Road is a single direction route and it MUST be kept clear at ALL times.

**Escape from the 1st Floor:** all classrooms, medical room, staff toilet and the office--- short corridor----Staircase----- Exit the front door

#### **Escape from the Ground Floor:**

- Two front classrooms-----exit the front door
- Classroom at the back, student toilets, kitchen----along the corridor---- Exit the front door. Alternate Route (in the event the front door is compromised by fire)----- Through the kitchen---exit door in the kitchen leading to enclosed courtyard---out the side gate.
- Converted garage(Sophie's room)----- exit door from the room that leads onto enclosed courtyard----- out the side gate.

All doors leading onto the internal escape route are designed to protect the escape route.

They are fitted to :-

- To provide 30 minutes fire resistance.(Once closed it takes 30 minutes for fire to get into the room)
- Be fitted with intumescent strips and cold smoke seals.
- Be fitted with one and a half pairs of metal hinges (Three) with a melting point of not less than 800oc.
- Have fitted a positive self-closing device which must overcome the resistance of any lock or latch so the door closes firmly

Under no circumstance should these doors be pried open with chairs or any other object.

- The escape route MUST always be clear.
- All doors must be left closed overnight.

The emergency route has emergency lighting.

#### **Final Exists**

- Final exits are the front and rear exit door from the main building and exit door from the converted garage together with the side gate to the roadway.
- The front and rear exit door from the main building requires a key to escape. **All staff MUST have a key to these exits.**
- The side gate that provides an exit for the enclosed courtyard has a digital padlock. All staff MUST have the code to this padlock.

#### **Fire Assembly Point**

- At the end of the main driveway to the right of the school building.

#### **Fire Evacuation**

Fire drills will take place once a term.

#### **ACTION ON HEARING ALARM**

- Leave the building by the nearest exit. Staff should remain calm and reassure students of their safety in order to help them remain calm. Do not stop to retrieve any personal possessions. MOVE IMMEDIATELY on the sound of the alarm.

- Staff to ensure the safe evacuation of student/s that they are assigned to for that lesson/session/lunch/break
- Do not re-enter the building
- Report to the assembly point
- The site leader or a designated person to call the fire brigade
- The site leader to liaise with the Fire Brigade on their arrival
- Do not put yourself at risk

**Visitors**-In the case where visitors are onsite, the staff that the visitor is visiting is responsible for the visitors safe evacuation.

### Maintenance

The 2005 Fire Safety Order is very explicit in stating that the maintenance of fire detection equipment, fire fighting equipment and emergency exits is of the greatest importance. Guidance from SNB Fire Safety Ltd (2018) on checks to be carried out:-

<p><b>Daily Checks</b></p> <ul style="list-style-type: none"> <li>● Check fire alarm panel is working</li> <li>● Check corridors and staircases are kept clear</li> <li>● Check waste paper bins have been emptied</li> <li>● Check that any electrical equipment not in use is switched off, especially if the premises are to be left empty.</li> </ul>	<p><b>Weekly Checks</b></p> <ul style="list-style-type: none"> <li>● Check fire alarm call points on a rotational basis (i.e. one each week). If you have hold open devices on fire doors, these will need to be checked at the same time as the fire alarm.</li> <li>● Check all fire doors are in good repair and that they close into their rebates by the action of their self-closing device.</li> <li>● Check that all emergency exit doors are easily openable and that all exit routes are clear and unobstructed.</li> <li>● Check that all fire-fighting equipment is in the correct place and is in good order and that it has the plastic seal fitted.</li> <li>● Check primary lighting and replace defective lights as required</li> </ul>
<p><b>Monthly Checks</b></p> <ul style="list-style-type: none"> <li>● Check the emergency lighting, all emergency lighting units must be tested to ensure they operate.</li> </ul>	

### Appendix 4 -Fire Safety Procedures for Slade Road

The following procedure is in line with the “Regulatory Reform (Fire Safety) Order 2005. It is also in line with the Fire Risk Assessment carried out on the 14 August 2018 by SNB Fire Safety Ltd. These procedures should be read in line with the school’s Fire Safety Policy 2018.

### Fire Detection and Warning Systems

- All occupied areas are sufficiently staffed to enable early warning to be given
- Smoke detection with battery backup linked into the existing fire alarm system is installed in; All classrooms, Office/Staff Room, Storerooms
- Smoke detection on the escape route

- Heat detection in the kitchen

## Fire Fighting Equipment

'Due to the vulnerability of the client group, extinguishers can be located in staff controlled areas provided that all staff have keys for immediate access' SNB Fire Safety Ltd Risk Assessment 2018

- **1st Floor Main Building:** CO2 extinguisher ----Location- In the office
  - **Ground Floor Main Building:** Water mist extinguisher, Location -Store cupboard just outside the kitchen in the cupboard underneath the stairs.
  - **Ground Floor Annex Building:** Water mist extinguisher -Location- In the medical room (Ground floor, first room on the left of the main corridor)
  - a wall mounted fire blanket in the kitchen on the wall over the sink
  - Fire extinguishers are serviced annually.
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## Emergency Routes-Means of Escape

- The escape route in Slade Road is a single direction route and it MUST be kept clear at all times.
- **Escape from the 1st Floor (Main Building):** From office --- Through classroom 5 ---- Descend the staircase to the ground floor---- Exit through the front door
- **Escape from the 1st Floor (Main Building):** From classrooms 3 and 4----through the access room on first floor----descend staircase to the ground floor---- Exit through the front door
- **Escape from the ground Floor:** From 1st and 2nd classroom---Out into the corridor----- Exit the front door.
- Kitchen, dining area and boys and girls toilet ---- through the dining area -----Along the corridor----Exit front door.
- **Escape from the 1st Floor (Annex Building):** From upstairs classrooms --- Out onto the landing ---- Descend the staircase to the ground floor---- Left along the corridor and out the front door, left through the playground into the dining area---- Left into and through the corridor---- Out the front door
- **Escape from the Ground Floor (Annex Building):** From downstairs classrooms, medical room and science lab----through the access room on first floor----descend staircase to the ground floor---- Exit through the front door
- **Alternate Route 1 (Main Building)** (in the event the front door is compromised by fire)----- From upstairs classrooms---- Out into the access room----- Down the stairs--- right and through the corridor---- through the kitchen----Exit back door to playground ----- Into the Annex Building (door code: C 1689Y) ---- Through the classroom on the right---- Exit back door onto courtyard ---- Through the padlocked gate (code: 0000)
- **Alternate Route 2 (Annex)** (in the event the front door is compromised by fire) From upstairs classrooms --- Out onto the landing ---- Descend the staircase to the ground floor---- Left along the corridor and through classroom on your left, out the back door onto the courtyard, through the padlocked gate

All doors leading onto the internal means of escape are designed to protect the escape route. They are fitted to :-

- To provide 30 minutes fire resistance.(Once closed it takes 30 minutes for fire to get into the room)
- Be fitted with intumescent strips and cold smoke seals.
- Be fitted with one and a half pairs of metal hinges (Three) with a melting point of not less than 800oc.
- Have fitted a positive self-closing device which must overcome the resistance of any lock or latch so the door closes firmly

Under no circumstances should these doors be pried open with chairs or any other object.

- The escape route MUST always be clear.
- Papers on notice boards should be kept to a minimum, old papers should be disposed of on a regular basis.
- Notice boards should be kept free from paper build up.
- Notice boards **must not** be used on the means of escape route unless covered with clear Perspex. (Hallway, Stairs and Landing)
- All doors must be left closed overnight.

The emergency route has emergency lighting.

### Final Exits

- Final exits are the 1) front exit and 2) exit from the right-hand classroom and courtyard on the ground floor, exit through padlocked gate onto the road.
- All exits from the building requires a key to escape. **All staff MUST have a key to these exits.**
- The padlocked gate that provides an exit from the courtyard has a padlock. Padlock code 0000. All staff MUST have the code to this padlock.

### Fire Assembly Point

- Left out of the building, assemble on the wider part of the pavement (near to Emery Close)

### Fire Evacuation

Fire drills will take place once a term.

### ACTION ON HEARING ALARM

- Leave the building by the nearest exit. Staff should remain calm and reassure students of their safety in order to help them remain calm. Do not stop to retrieve any personal possessions. **MOVE IMMEDIATELY** on the sound of the alarm.
- Staff to ensure the safe evacuation of students that they are assigned to for that lesson/session/lunch/break
- Do not re-enter the building
- Report to the assembly point
- The site leader or a designated person to call the fire brigade
- The site leader to liaise with the Fire Brigade on their arrival
- Do not put yourself at risk

**Visitors-** Where visitors are onsite, the staff that the visitor is meeting with is responsible for the visitors' safe evacuation.

### Maintenance

The 2005 Fire Safety Order is very explicit in stating that the maintenance of fire detection equipment, fire fighting equipment and emergency exits is of the greatest importance.

Guidance from SNB Fire Safety Ltd (2018) on checks to be carried out:-

<b>Daily Checks</b> <ul style="list-style-type: none"><li>• Check fire alarm panel is working</li><li>• Check corridors and staircases are kept clear</li><li>• Check waste paper bins have been emptied</li><li>• Check that any electrical equipment not in use is switched off, especially if the premises are to be left empty.</li></ul>	<b>Weekly Checks</b> <ul style="list-style-type: none"><li>• Check fire alarm call points on a rotational basis (i.e. one each week). If you have hold open devices on fire doors, these will need to be checked at the same time as the fire alarm.</li><li>• Check all fire doors are in good repair and that they close into their rebates by the action of their self-closing device.</li><li>• Check that all emergency exit doors are easily openable and that all exit routes are clear and unobstructed.</li><li>• Check that all fire-fighting equipment is in the correct place and is in good order and that it has the plastic seal fitted.</li><li>• Check primary lighting and replace defective lights as required</li></ul>
<b>Monthly Checks</b> <ul style="list-style-type: none"><li>• Check the emergency lighting, all emergency lighting units must be tested to ensure they operate.</li></ul>	

### **Appendix 5 -A sample of Fire Safety Procedure for Visitors that is displayed on site.**

The following procedure is in line with the "Regulatory Reform (Fire Safety) Order 2005. It is also in line with the Fire Risk Assessment carried out on the October 2018 by SNB Fire Safety Ltd. These procedures should be read in line with the school's Fire Safety Policy 2018. A copy is available from the headteacher's PA.

#### Action On Hearing the Alarm

- Leave the building by the nearest exit. The member of staff that you are meeting with is responsible for your safe evacuation from the building.
- Do not re-enter the building
- Report to the **assembly point** - By the green gates on the opposite side of the road to the school building.

#### Final Exits

- Final exits are the front exit, rear exit and exit from the second classroom on the ground floor. From the back garden exit through the side gate to the assembly point which is by the green gates on the opposite side of the road.
- All exits from the building requires a key to escape. The staff that you are meeting with has a key to these exits.

- The side gate that provides an exit from the garden has a digital padlock. The staff that you are meeting with knows the code for the padlock.

### **Fire Fighting Equipment**

- **2nd Floor:** CO2 extinguisher ----Location- In the office
- **1st Floor:** Water mist extinguisher, Location -small cupboard in the classroom that overlooks the main road. Padlock code 111
- **Ground Floor:** Water mist extinguisher-Location-behind the door that leads to the student toilets.
- All members of staff are trained to use these equipments.

### **Emergency Routes-Means of Escape**

- The escape route in Hunton Road is a single direction route
- **Escape from the 2nd Floor:** From office ---Down the staircase to the first floor---along the corridor on first floor----descend staircase to the ground floor---- Exit the front door
- **Escape from the 1st Floor:** From classrooms and medical room----along the corridor on first floor----descend staircase to the ground floor---- Exit the front door
- **Escape from the ground Floor:** From 1st and 2nd classroom---Along the corridor----- Exit the front door.
- Kitchen, boys and girls toilet ----Exit back door----Exit side gate.
- **Alternate Route 1** (in the event the front door is compromised by fire)----- Along the corridor on first floor----- through the kitchen----Exit back door-----Exit side gate
- **Alternate Route 2** ground floor second classroom----Exit door that leads to the garden-----Along the corridor on first floor-----Exit side gate

All doors leading onto the internal means of escape are designed to protect the escape route. They are fitted to provide 30 minutes fire resistance.

### **Fire Prevention**

- The school operates a no smoking policy except in designated areas that are well within distances of the school building. Please ask the deputy headteacher about the schools designated smoking areas.

**Please Note:** By signing the visitors book you are agreeing to follow our school's fire safety policies and procedures.

**Appendix 6 -A sample of Fire Safety Procedure questions customised for each site.**  
**Questions are used for staff training and induction .**

## **Fire Procedures Questions for Staff Training and Induction -Slade Road**

**Name of Staff** \_\_\_\_\_

1. What precautions are in place to give early warning that there is a fire?

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2. Where is the emergency lighting in Slade Road?

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3. What is the purpose of the emergency light?

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4. Where do we find the fire extinguishers in Slade Road ?

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5. What type of extinguishers do we have on this site ?

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6. What is the escape route from the 1st floor (main building)?

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7. What is the alternate escape route from the annex if the front door is compromised by fire?

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8. What precaution is in place to protect the fire escape route?

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9. Where is the fire assembly point for this site?

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Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Fire Safety Manager's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 7 -A sample of Fire Safety Procedure questions customised for each site.**  
**Questions are used for student induction.**

**To be completed by all students as part of their induction**

Name of Student \_\_\_\_\_

Circle the correct response

**1. Which of the following fire fighting equipment do we have in school?**



**2. Which of the following equipment warns us that there is a fire?**



**3. When we hear the fire alarm it means**

- a. The school is celebrating bonfire
- b. There is a fire in the building

**4. What should we do when we hear the fire alarm**

- a. Leave the building immediately
- b. Stop to get our coats, bags and mobile phones before leaving the building
- c. Do not leave at all because it is just another fire drill.

**5. Where is the main fire exit at Slade Road**

- a. The annex back classroom
- b. The front door
- c. The back door

**6. Where is the Fire Assembly point at Slade Road**

- a. On the opposite side of the road by the public house.
- b. On the car park at the front
- c. On the same side of the road by Emery Close

**7. If there is a fire next to the front door what exit should you use?**

- a. Cover our heads with our coats and run through front exit
- b. Go through the yard and exit through the downstairs right-hand classroom in the annex.

**8. If there is a fire in the kitchen what exit should you use?**

- A. Exit through the front door
- B. Exit through the annex and through the Science Lab
- C. Exit through the annex and through the downstairs right-hand classroom

**9. If there is a fire by your classroom door what should you do?**

- 1. Wait in the room with the door shut for the fire service because your classroom doors are fire resistant and can protect you from fire and smoke for 30 minutes.
- 2. Try to get out of the room before the fire services get there.
- 3. Keep opening the door to see how big the fire is getting.

**Rules to Prevent Fire at SHHS**

- You **MUST** hand in your lighter to a member of staff at the front door before you enter the building. Your lighter will be kept safely in the office for you and will be handed back to you at the end of the school day.
- No smoking in the building.
- Do not put cigarette butts in the waste bin
- No playing in the kitchen
- Do not play with electrical equipment or facilities Eg. light switch