

TIBSHELF COMMUNITY SCHOOL FIRE STRATEGY

Ratified: May 22
(Tibshelf Policy)





1.0 Fire Policy Statement

Management and staff at Tibshelf Community School will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. Management will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire-fighting equipment.

The management at Tibshelf Community School will ensure that all employees are given suitable instruction on basic fire prevention measures.

Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention.

All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire Service is detailed in the Fire Evacuation procedures.

No employee will be required to attempt to extinguish a fire unless they are confident, competent and it is safe to do so. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly points.

No person shall re-enter the building until the Fire Service, or the Headteacher/Deputy Headteacher declares it safe to do so.

2.0 Introduction

Tibshelf Community School have produced this single document comprising the specific actions to be taken in the event of a fire, called the Fire Strategy Plan.

The aim of this plan is for Tibshelf Community School to ensure that, in the event of a fire; all persons in the building are sufficiently familiar with the fire routine and the fire safety arrangements.


It is important for all staff to receive training in fire precautions and evacuation procedures in order to conform to this Fire Strategy Plan.

The Fire Strategy Plan will be rehearsed to identify its effectiveness and amended accordingly.

The Fire Strategy Plan is for the benefit of all persons working in or using the facilities of Tibshelf Community School.

In order that the Fire Strategy Plan remains valid, changes that may affect the Plan should be immediately reported to the Chief Fire Marshall to ensure that a review of the plan can be carried out and changes, if necessary, can be implemented.

Relevant changes would include:

- Alteration in partition layout
 - Change in use of classrooms
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- Change in type, number, and location of fire-fighting equipment
- Change of any named responsible person
- Significant findings observed during a fire drill or evacuation
- Input from the Fire Brigade Services

3.0 Fire Risk Assessment

Tibshelf Community School have a responsibility to ensure that a suitable and sufficient Fire Risk Assessment is undertaken in order to identify persons who are exposed to the risk of fire, the potential fire hazards and to ensure appropriate control measures are in place in order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the risk assessment is reviewed annually, or sooner if any significant changes have taken place.

Findings of the risk assessment will be remedied in reasonable time frames and the findings of the assessment will be made known to employees and the full report will be made available.

The Fire Risk Assessment is attached as Appendix 2.

4.0 Inspection & Testing Regime

With both manual and automatic fire alarm systems, it is important that regular testing, inspection, and maintenance is carried out.

Tibshelf Community School have an agreed schedule for inspection and testing as follows: -

Fire Safety System	Weekly	Monthly	Termly	Bi-Annually	Annually
Emergency Escape Route	Visual Check ✓	Visual Inspection ✓			
Fire Alarm System	Alarm Test (from different break glass points) ✓			By Qualified Contractor ✓ *	
Fire Fighting Equipment		Visual Inspection ✓			By Qualified Contractor ✓ *
Automatic Fire Detection		Visual Inspection ✓		By Qualified Contractor ✓ *	

Emergency Lighting		Test & Visual Inspection (all units) ✓			By Qualified Contractor ✓ *
Fire Instruction/Drill			3 per annum ✓		Refresher ✓
Fire Risk Assessment					Review ✓

A log of all inspections and tests are recorded in Appendix 3 and copies of Test Certificates (*) are available in Appendix 4.

5.0 School and Building Descriptions

5.1 Description of Building

The school consists of five individual blocks in a mixture of single and two storey buildings. The buildings are steel clad structures with a combination of masonry, curtain walling and cladding.

5.2 Means of Escape

Everyone within the premises should be able to escape to a place of total safety, either unaided or with assistance. Some persons will need help from staff who will be designated for this purpose. This should be addressed in their Personal Emergency Evacuation Plans (PEEPS).

All escape routes must be easily identifiable and free from obstruction. They should be adequately illuminated and correctly signed with luminary signage and lead to a place of total safety.

If confronted by fire anywhere within the building, you should be able to turn away from it and escape (or be assisted) to a place of reasonable safety – e.g. a protected area or stairway from where you can go (or be assisted) to a place of total safety.

5.3 Assembly Points

Tibshelf Community School operates four assembly points.


5.4 Fire Doors

Fire doors are a combination of 30- and 60-minute fire resistance, with the higher rated doors being in the higher risk areas. The partition that the doors are set in is also fire resistant and is designed to protect escape routes and to contain a fire in a risk area.

There are additional fire-resistant doors to risk areas, and they are normally indicated by a notice on the door i.e. FIRE DOOR KEEP CLOSED, FIRE DOOR KEEP LOCKED SHUT or AUTOMATIC FIRE DOOR KEEP CLEAR - where the door is held open by a special device.

The standard of fire resistance will ensure that, in the event of a fire occurring and affecting the doors, their integrity will be maintained against the passage of heat and smoke for a minimum period of thirty minutes. Doors to the boiler room should prevent the passage of fire for a period of one hour.

Fire Resisting Doors are installed to perform three functions:

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- to protect escape routes so that persons have adequate time to use those routes in safety, for example, a staircase enclosure.
 - to prevent the spread of fire from one area to another.
 - to stop the free flow of air carrying oxygen to feed the fire.

Wedging open fire-resistant doors will break down the integrity of a compartment or the protection to the escape routes and this practice is not permitted under any circumstances.

The fire-resistant doors to boiler rooms and electrical intake cupboards are to be kept locked shut and not to be used as convenient storage areas.

If it is noticed that a fire-resistant door is defective, it should be reported to the Business Manager/Site Manager so that repairs can immediately be undertaken.

5.5 Fire Alarm System

The fire alarm system comprises of break glass call points, detectors and a fire alarm control and indicating panel, which is situated in the ground floor reception.

The fire alarm call points are strategically sited at every external exit and in various internal areas. The fire alarm call points are operated by pressing the glass, which will easily fracture with a little pressure without splintering. When the call point is operated, it makes an electrical contact, which sends a signal to the fire alarm control panel indicating fire. The control panel will indicate the location where the alarm has been raised and will send a signal to the alarm sounders to put them into the evacuation mode of operation.

To reset the fire alarm system, the broken glass to call points must be replaced/reset, any smoke in the detector must be cleared and the system can be reset by push button operation of the fire alarm control panel.

When being tested Fire Alarm Systems should be activated from a different call point each week and the findings recorded.

5.6 Emergency Lighting

There is emergency lighting to show the escape route from the building in the event of a mains power failure. Emergency lighting should be regularly tested and properly maintained as follows:

- a daily visual check.
- a monthly test that ensures each emergency light illuminates.
- an annual full discharge test.
- a record of all tests.

Records of these tests are recorded in Appendix 3.

5.7 Fire Fighting Equipment – Fire Extinguishers


Fire extinguishers are readily available at most building exit points and other high-risk areas.


RED - Hydrex Extinguisher – for use on fires involving normal combustible solids such as wood, paper, plastic, and fabric.

- DO NOT use on fires involving live electrical appliances / apparatus
- DO NOT use on fires involving flammable liquids

BLACK - Carbon Dioxide Extinguisher (CO2) – for use on fires involving live electrical appliances/apparatus and small quantities of flammable liquids.

When extinguishing a fire in electrical appliances/apparatus it is important to turn off the power supply otherwise re-ignition can occur as the gas disperses.





Warning:

- The CO2 is dispersed through a black horn, but this can cause the horn to freeze and may cause frost burn injuries.
- A loud noise may be emitted from the gas as it is released through the horn.
- Do Not Hold the Horn When Using A CO2 Extinguisher.

BLUE - Dry Powder Extinguisher – for use on fires involving flammable liquids. It may also be used on fires involving live electrical appliances / apparatus and combustible solids such as paper.

The extinguisher is multi-purpose, however, the discharge of powder in an area may cause problems for cleaning and could damage electrical equipment if it penetrates the inner circuitry.

The powder is very fine like talcum powder and when operated, will quickly fill an enclosed room making it unsafe for the user.

For office environments, careful consideration should be given before providing powder extinguishers.

CREAM - Foam – for use on fires involving flammable liquids and combustible solids such as paper. DO NOT use on electrical appliances / apparatus.

YELLOW - Wet Chemical – for use on cooking fat fires.

Please take time to familiarise yourself with fire-fighting equipment nearest to your workplace. Staff should only tackle a fire if they have received adequate training in the use of the equipment. If you do find yourself having to use a fire extinguisher, then always ensure that you position yourself between the fire and the door. Do not let the fire block your exit. No risks should be taken and in case of doubt: EVACUATE!

6.0 Fire Instructions and the Evacuation Procedure

6.1 Fire Prevention – Housekeeping Rules

There are a number of general fire safety rules for Tibshelf Community School:

Keep your eyes open for fire hazards – if safe to do so please remove or otherwise report any hazards found.

Keep corridors, stairways, entrances and exits, clear and free of combustible materials AT ALL TIMES.

Materials, such as cardboard boxes and packing materials must only be kept about the school if they are required. When such materials are not in use they must be kept in a designated locked storage area.

Decorations, classroom displays, and work displayed in corridors and classrooms should be set up with care. If they are hung near sources of heat or light fittings the risk should be assessed by the installer or further advice sought. In accordance with the Home Office Guide for Schools, display/notice boards are not allowed in dead end corridors.

All wastepaper bins must be made of metal or other non-combustible materials. Wastepaper should be put into the relevant bins on a regular basis and not be left lying around or allowed to accumulate in hidden places. Maintaining general tidiness and cleanliness, especially around electrical appliances is essential.

Keep all stock rooms which contain stationery and other combustible materials locked and in an acceptable condition.





Keep Electrical Meter Rooms and Boiler Rooms clean, clear and locked.

Use electrical equipment properly and keep in a safe working order. DO NOT overload electrical sockets. A competent person must check the electrical wiring regularly. Isolate any electrical appliance when not in use by either switching off and/or unplugging.

Fit electrical plugs with correct fuse rating. Check cables and DO NOT use if damaged and report any findings immediately.

Clothing and costumes, which are used in school, may be highly flammable. DO NOT place close to any heat source such as lighting/heaters.

If you smell gas, report it. DO NOT search for leaks with a naked flame. DO NOT turn electric switches on or off as this causes sparks. Open windows and doors to ventilate room.

If a fire is detected or suspected, check all windows are shut and locked and all internal doors are closed (to prevent spread of fire).

Teachers should carry out daily checks on their classroom to ensure the following:

- Exit doors are available for use and unobstructed.
- Housekeeping standards (above) are being maintained with no build-up of rubbish or combustible waste.
- Fire extinguishers are in present and in position.
- Fire instruction notices and fire escape drawings are present and in position.
- Fire alarm call points are indicated and clear from obstruction.

If any of these checks reveal deficiencies they are to be reported for remedial action immediately to the Business Manager or to the Site Manager.

6.2 Emergency Drills

Emergency drills allow occupants of the building to become familiar with exit routes and doors not used during normal occupancy. They also address faults in procedures and maintenance of exits.

Tibshelf Community School will carry out an emergency drill at least once a term, with the first one at the beginning of the school year so that new staff and pupils can quickly become familiar with the procedures.

New staff will be directed to the Fire Strategy procedure and its location in the policies and procedures folder on their desktop during their induction by the Business Manager and Curriculum Leaders will have also checked that there is a clear understanding of the procedures from within the faculty.


Procedures will be reviewed and updated and circulated to all staff annually or sooner if deemed necessary.


When planning evacuation procedures, Tibshelf Community School will need to consider the following:

- suitable assembly points
- the needs of the children and those with additional needs
- the need to include visitors, contractors, parent helpers and other visitors
- the need to produce a visitors log and the equivalent of class registers during the evacuation

6.3 Discovering a Fire

ACTIVATE the alarm system by operating a fire alarm call point, which involves breaking the glass window. It is only necessary to apply a firm pressure to the centre of the glass for it to be broken. There are usually arrows or similar to show the weakest point at which to press. It may also be advisable to shout FIRE repeatedly to alert fire trained personnel in the first instance whilst finding the nearest call point. Any person hearing the repeated shout of FIRE should operate the nearest call point if the fire alarm is not sounding in order to give the earliest possible warning to others.





Fire extinguishers are located on site and are only for the use of those people who have been given a recognised fire extinguisher training course.

If you have had no training in the use of fire extinguishers, DO NOT USE THEM. However, make yourself aware of the people within your working area who have received this training so you can alert them to the nature of the incident immediately and allow them to deal with it without delay.

DO NOT TAKE ANY PERSONAL RISKS.

6.4 Fire Warning System

The fire alarm sounder is incorporated into the detectors and is a two-tone alarm.

The fire alarm sounder will be operated when either:

- a fire alarm call point is activated by a person or
- when smoke or heat causes an automatic detector to operate.
- Automatic detectors are located throughout the school to L2 standard.

The fire control panel is located in the: **Main Front Entrance**

A secondary repeat panel is located in the: **Creativity Staff Base (G.2.09)**

There are also secondary fire control panels in:

- Global circulation (G1.01)**
- Science circulation (G3.01)**
- Network Office (G4.04)**

On NO account should the alarm signal be silenced until it is confirmed that the fire is completely extinguished, or that it is a false alarm. If the Fire Service have been called, the fire alarm must NOT be reset unless the Fire Officer says so.

6.5 Calling the Fire Service

Tibshelf Community School has identified Site Management staff as the delegated persons to telephone 999 and ask for the Fire Service. Once through to the operator it is important to speak clearly, state the nature of the emergency and give the full postal address, which should be kept visible at all times in the office; do not hang up until the address has been confirmed.


TIBSHELF COMMUNITY SCHOOL
DOE HILL LANE
TIBSHELF
DERBYSHIRE
DE55 5LZ


6.6 Emergency and Fire Evacuation Procedure

6.6.1 Overview

Tibshelf Community School have established a well-organised procedure for evacuating the building in the case of a fire or other emergency. There is adequate provision for means of escape leading to a safe position of muster/assembly in the open air. Specified escape routes and signage will be provided for all parts of the building.

Tibshelf Community School will provide sufficient information and instructions for all staff and occupants of the premises to ensure that everyone knows what to do in an emergency. We will clearly display notices around the school, describing the action to be taken in the case of fire or emergency - the aim of the evacuation procedure is to ensure the safety of the occupant. **FIREFIGHTING MUST ALWAYS TAKE SECOND PLACE TO SAFETY.**





In the event of an evacuation, it must be possible for occupants to evacuate the workplace quickly and as safely as possible. Tibshelf Community School aim for the building to be cleared within 2 ½ minutes. This means the last person leaving the building not the roll call.

6.6.2 Procedure

On hearing the alarm (a continuous two-tone alarm), personnel should evacuate the building and make their way to the assembly points.

The Site Manager, or designated Site Supervisor, will go to the fire alarm panel to identify the location and if possible identify if there is a real fire or if it was an accidental activation. This information will be passed to the Senior and Duty Fire Marshals.

Windows and doors should be closed behind you (but they should not be locked).

You should walk in an orderly manner to the nearest, safe exit. Use Fire Doors and/or Fire Escapes where necessary.

Lifts will not operate during a fire evacuation and must not, be used.

Where possible, students are to walk with their teacher. Students should not take their bags with them and must NOT divert. Everyone on site must make their way to the appropriate assembly area as demonstrated below:

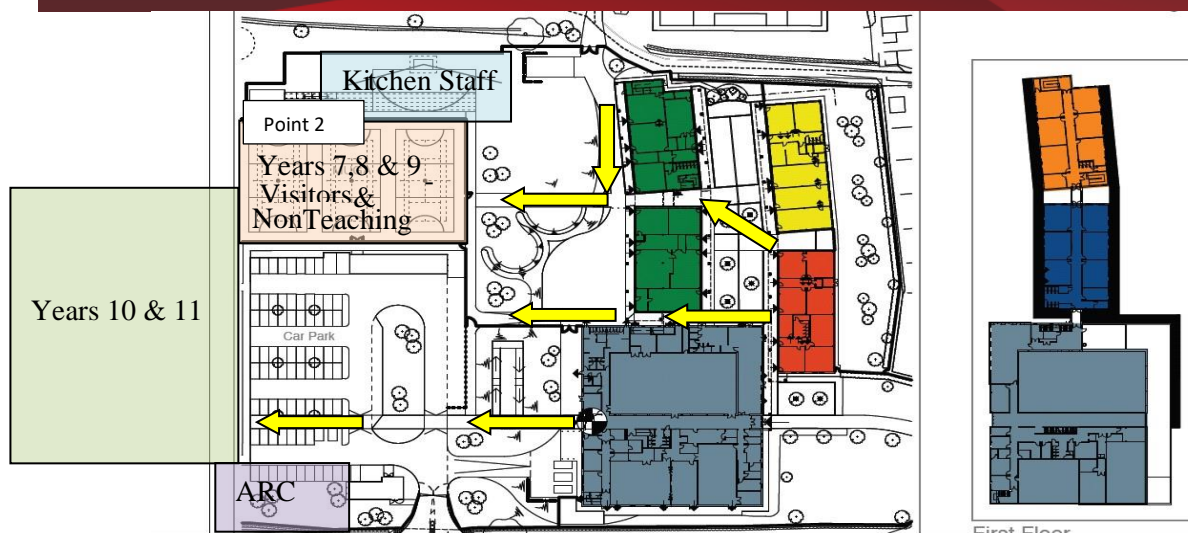
Point 1 - For Years 10 & 11 (on the Astroturf Area)

Point 2 - For Years 7,8 & 9, Visitors and Non-Teaching Staff (on the Tennis Courts)

Point 3 - Kitchen Staff including Midday Supervisors (High Jump Area)

Point 4 - Students and Staff from ERC and Focus Room (Car Park adjacent to Sprinkler Tank)





Years 10 & 11 should assemble on the AstroTurf Area along with a member of SLT, who should have ultimate responsibility for this area. Once confirmed, they should confirm attendance with the designated fire officer.

Years 7, 8 & 9 should assemble on the Tennis Courts along with a member of SLT who should have ultimate responsibility for this area. Once confirmed, they should confirm attendance with the designated fire officer.

Students and Staff from the ERC and Focus Room should assemble in the car park adjacent to the sprinkler tank area, where they will be checked in by the senior member of the ERC unit on duty. They will then confirm attendance with the designated fire officer.

Kitchen staff should assemble **next to** the high jump area, where they will be checked in by the senior member of the kitchen staff on duty. They will then confirm attendance with the designated fire officer.

If on site, lunchtime supervisors should also meet **next to** the high jump area, where they will be checked by the Senior Mid-day Supervisor. They will then confirm attendance with the designated fire officer.

Visitors and Non-Teaching Staff will meet inside the gate to the tennis courts where they will be checked in by Admin staff. They will take the visitor log and staff register to the meeting point. It is their responsibility to then confirm attendance with the designated fire officer.

If the fire assembly point is at risk, then the Headteacher or Deputy will give instructions to assemble at a secondary location (which is on the school sports fields).

Students will stand in form groups (in register order) and await their form tutor.

Teaching staff and TA's who do not have responsibility for a form should report to their link Year Head and await instructions.

Radio's **MUST** be carried and used for communication by all staff who have been identified as having an individual responsibility to do so (set to channel 5).

The Senior Fire Marshall and Deputy Fire Marshall will be responsible for working directly with the Site Manager or designated Site Supervisor. They will be responsible for dealing with the fire panel and checking the 'activated zone' for fire, with their findings being communicated through to the Fire Officer via radio.



Should it prove to be a false alarm, it is the Site Manager's/Site Supervisors responsibility to inform the Monitoring Station as appropriate. If necessary contact should also be made with the Fire Service.

If it is not a false alarm the Site Manager/Site Supervisor will be responsible for contacting and dealing with the emergency services if required. They will keep the Senior Fire Marshall, Deputy Fire Marshall and designated Fire Officer informed of the situation via radio contact.

An SLT Member will be responsible for lowering the bollards to allow vehicular access across the front of the school. They will then position themselves at the main entrance to maintain security of the site and to direct the emergency services accordingly.

PE Staff are responsible for opening access gates to the tennis courts and Astroturf pitches. Any delay in opening these gates can cause significant pinch points, so the Deputy Headteacher should ensure that all gates have been opened and assist where required. Critically, the double gates giving vehicular access to site, and the gate giving pedestrian access to the site (by the bus bay) should be ~~opened~~ closed as soon as an alarm sounds.???? (Can we check this terminology)

~~Named~~- Designated Staff are responsible for completing a thorough 'sweep' of their area, ensuring that it is clear of staff, students and visitors and reporting this back to the Fire Officer (HR or Admin Manager).

The designator First Aider will take a first aid kit with them and remain with the Fire Officer.

Checks should be made of all rooms/storerooms and cupboards within the area.

Doors should be closed (but not locked) as rooms are checked.

The person 'sweeping' a zone should be the last person to leave that zone. They should then make their way to the Fire Assembly point, ensuring that they do not pass anyone other than site staff and/or SLT members going in the opposite direction to them. **They should then check in with the designated Fire Officer, who will mark that zone as clear on the master tally sheet.**

Admin will take copies of Form registers along with the attendance report to the KS3 Fire Assembly point and distribute them to the Form Tutors (assisted by Year Heads).

Admin will take copies of Form registers along with the attendance report to the KS4 Fire Assembly point and distribute them to the Form Tutors (assisted by Year Heads).


Heads of Year, Form Tutors and all linked staff must supervise and remain with their form(s)/designated year teams throughout, ensuring that the students stand in a calm and quiet manner. In the event of a form tutor being absent, the Head of Year should instruct another member of staff without a form group to supervise that group of students. **The Year Head should check that their tutor team are present, and report back to the relevant Business Assistant.**


Once all check lists have been completed and the Site Manager/Site Supervisor has given the all clear to SLT members, **ONLY** the Headteacher and Deputy will instruct staff and students to return into the school building. This can only be done once the designated Fire Officer has confirmed that all areas / staff / students have been checked off and accounted for.

Staff should be allowed back onto site first in order to be in classrooms before the students arrive. SLT should be the last to leave as they will be dismissing students in an orderly fashion.

On no account must any attempt be made by an unauthorised person to fight a blaze or search for an explosive device.

The emergency services will be called only by the Site Manager/Site Supervisor.





When first arriving at school, and when leaving the school site for ANY reason during the day ALL members of staff MUST sign in and out and at reception. This system cannot operate accurately unless this procedure is followed.

For safety during an evacuation the following guidance is given:

- Remain calm and proceed in an orderly manner
- Do not delay to finish an important telephone call
- Do not delay to collect personal belongings
- If the normal escape route is obstructed by fire turn away and go to your secondary escape route
- Give assistance, as necessary, to colleagues experiencing difficulty and do not hesitate to ask for help if you have a need
- Obey instructions given by Fire Wardens

6.6.3 Personal Emergency Evacuation Plans (PEEPS)

To maintain legal compliance, Tibshelf Community School will have evacuation procedures put in place for all mobility impaired people attending the school who require assistance in the event of an emergency. These are Personal Emergency Evacuations Plans (PEEPs) and are developed in consultation with the person or the person's carer and alongside any care plans already in existence.

In the case of a real fire, these plans may well involve a level of risk to staff due to the manual handling techniques used to evacuate particular pupils with very profound needs. IN THE CASE OF A DRILL, STAFF SHOULD NEVER PUT THEMSELVES AT RISK.

The school will have generic plans in place to address the needs of visitors who have advised the school that they would need assistance in the event of an emergency.

The management of the school's evacuation is dependent upon these evacuation plans being in place, having been rehearsed, reviewed, and updated whenever changes take place. Examples when PEEPS may require changing:

- Changes / alterations to rooms or buildings
- Children grow heavier
- Carers leave or change roles
- Children's needs change as they develop


The nominated person in charge, must with the assistance of the employer, make the best practicable arrangements for ascertaining what areas are used by disabled people, and must, in consultation with them, make adequate arrangements for their evacuation in the event of fire. These arrangements must be tested.


A sign or notice displayed at Reception can inform visitors that if they require any assistance in the event of an emergency, please notify reception. Arrangements can then be made to meet the visitor's requirements.

Refuges are areas where disabled persons may be taken to safety from a fire on the floor pending their safe evacuation down the staircase to a final fire exit.

The main staircase enclosure is approached through a fire-resisting lobby at each floor level. The lobbies are areas that offer additional fire resistance up to one hour and are classed as Refuges from fire. All staircase enclosures and the entry to the secondary staircase serving each floor benefit from this additional protection and may also be considered as a Refuge.

When identified in the PEEPS, assistants should be appointed to assist that person to a safe Refuge. The assistants are to remain at the Refuge with the disabled person until the staircase has cleared. If it is then considered necessary to evacuate from the Refuge, the assistants can help the disabled person into the staircase and down to the exit.





The procedure decided upon for disabled evacuation is to be communicated to the Fire Marshall in writing. The proposed Refuge to where the disabled person will be taken in the event of an alarm operation is to be included in the communication. The additional detail will be added to the fire clipboard to advise the Senior Fire Officer on arrival of the Fire Service to the building.

The plans for the emergency evacuation of persons with mobility impairment should not rely on fire and rescue service involvement for it to be effective.

6.7 Roles and Responsibilities

6.7.1 The Headteacher

The Headteacher is designated as the Senior Fire Marshall and is responsible for Tibshelf Community School meeting its obligations of the Regulatory Reform (Fire Safety) Order 2005 supported by the staff. The Headteacher will:

- Appoint an adequate number of Fire Wardens to control evacuation from the occupancy to the muster points including onward movement to the assembly points.
- Release Fire Wardens for Fire Training when required.
- Organise appropriate training for all staff.
- Undertake Fire Risk Assessments.
- Give appropriate notifications to staff and pupils for compliance with the Fire Strategy Plan.
- Ensure adequate maintenance of fire safety systems and provisions in the building.
- Ensure basic fire training for all members of staff and to keep appropriate records
- Ensure that the Fire Strategy Plan is kept safely with the Fire Risk Assessment.
- Regularly update the Fire Strategy Plan should circumstances change or persons named responsible change.
- Organise fire evacuation drills once per school term.
- Ensure that the findings of Fire Risk Assessments are implemented.

Training will be provided at such intervals as to ensure that everyone at work is instructed on what action to take in the event of a fire. This to be carried out at least once, in each period of 12 months.

It is particularly important that the Headteacher ensures that all newly appointed and temporary staff to the school are made aware of the means of escape and fire procedures at the commencement of their employment.


Good practice ensures that a record of this training is retained.

6.7.2 Senior Fire Marshall/Deputy Fire Marshall

The Headteacher of Tibshelf Community School will be the Senior Fire Marshall and an Assistant Headteacher will be the Deputy Fire Marshall. The Deputy Headteacher will deputise for either role in case of absence. The Senior Fire Marshall shall utilise the senior managers as they see fit to assist with the evacuation. The Senior Fire Marshall and Deputy Fire Marshall(s) shall:

- Ensure that all staff members know the evacuation procedures and that evacuation procedures are visible in writing and electronically around School.
- Ensure designated employees are trained in the use of fire-fighting equipment and the application of first aid techniques.
- Maintain and distribute a list of key personnel contact details for emergencies occurring outside of business hours.
- Ensure testing of the alarms and emergency action plans/ evacuation procedures take place on a regular basis, and at least termly, and are recorded and checked.
- Act as Assembly Point Marshalls and assist in guiding members of staff, pupils, and general public to exits and supervising control point assembly areas.

6.7.3 Site Managers

- Check the fire control panel to ascertain where the alarm was sounded and then check the site of the fire.
 - If the fire is not a false alarm the Site Manager/Site Supervisor will call the Emergency Services.
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6.7.4 Designated Fire Officer

The Designated Fire Officer should collect a walkie-talkie and make their way to the Assembly Point.

6.7.5 Fire Wardens

All teachers undertake the role of fire wardens and are responsible for gathering all their students together and leading them out of the school by the nearest fire exit and escorting them to the Assembly Point. They will ensure that no-one is left in the classroom.

If possible, any electrical equipment should be switched off, providing this results in no significant time delay.

Windows should be closed along with the doors as groups leave a room. They should NOT be locked.

6.7.6 Area Sweep Officers

The Area Sweep Officers on hearing the fire alarm should check their area of responsibility ensuring that no persons are left then report to the Assembly Point.

Main Block (Upstairs)	
Intervention Office, The Bridge and meeting rooms	- Intervention Team
Corridor / Toilets / Homeroom	
Finance / Data / LS6	- Admin staff
Crowe's Nest + LS3	- LS3 teacher
Library / Break out	- Librarian

Main Block (Downstairs)

Sports Hall/Changing Rooms	- Head / Deputy Head of Faculty
ERC	- Head of Unit
Drama / Hall / Dance	- SEN Team Leader
SEN	- SEN Team Leader
Repro and Medical	- Medical Officer
EBacc	- Head / Deputy Head of Faculty
English Block	- Head / Deputy Head of Faculty
Maths Block	- Head / Deputy Head of Faculty
Science Block	- Head / Deputy Head of Faculty
Creative Arts	- Head / Deputy Head of Faculty

6.7.7 Other staff

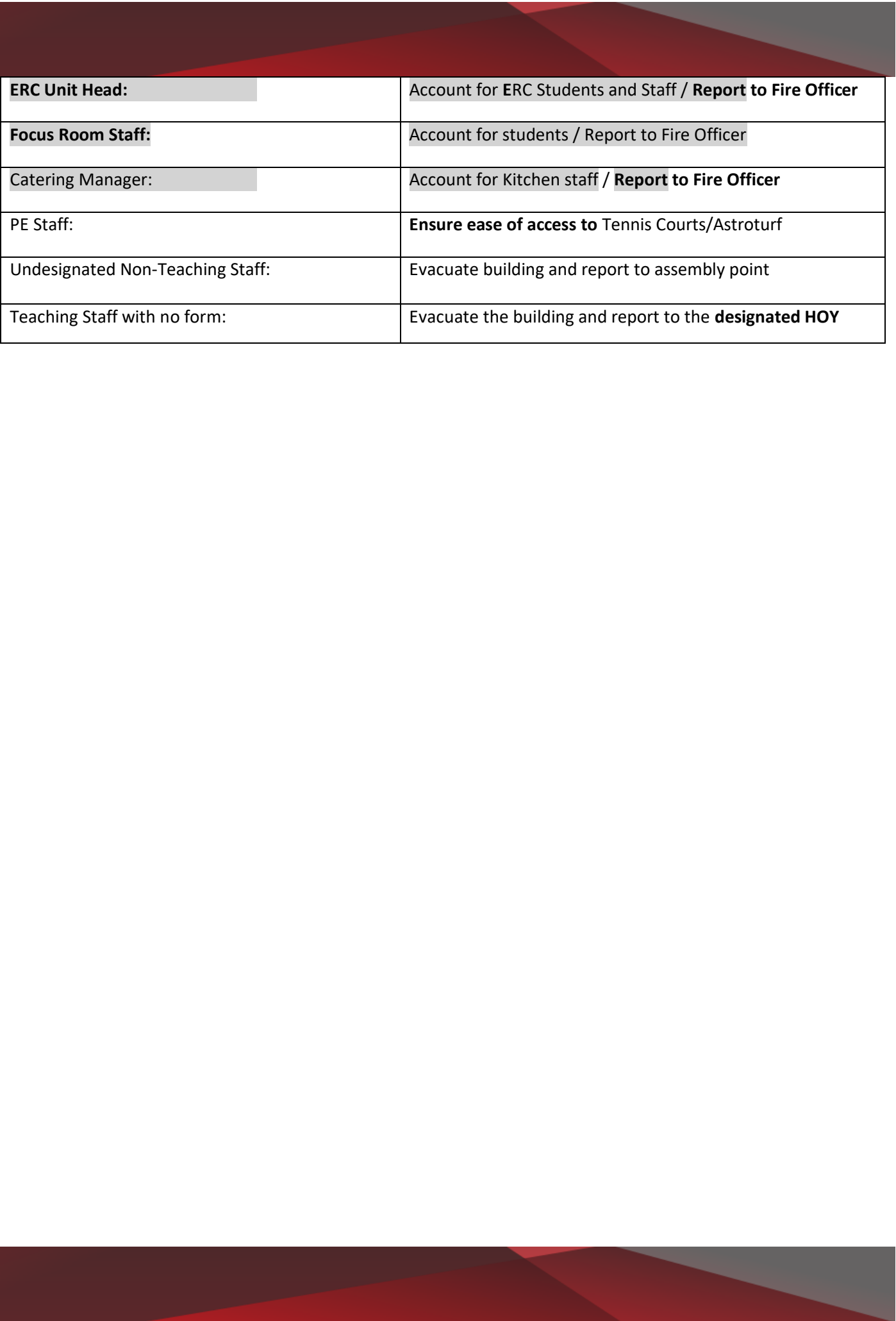
All other staff will evacuate the school via the nearest fire exit route and report to the Assembly Point where they will report to their designated Year Team. Other staff may also be required to assist with less able pupils.

6.7.8 Designated Personnel Responsibilities

Headteacher: (Senior Fire Marshall)	Freely available – Main Entrance
Assistant Headteacher:	Freely available – Vehicular access / Removal of bollards if required / Main entrance
Deputy Headteacher:	Freely Available – Deputise for key staff during absence. Ensure that access gates are open.
Assistant Headteacher (Deputy Fire Marshall):	Support Site Manager with the Fire Panel and act as a central communication point along with the Senior Fire Marshall)
SLT	Responsible for Astroturf Area
SLT	Responsible for Hardcourt Area

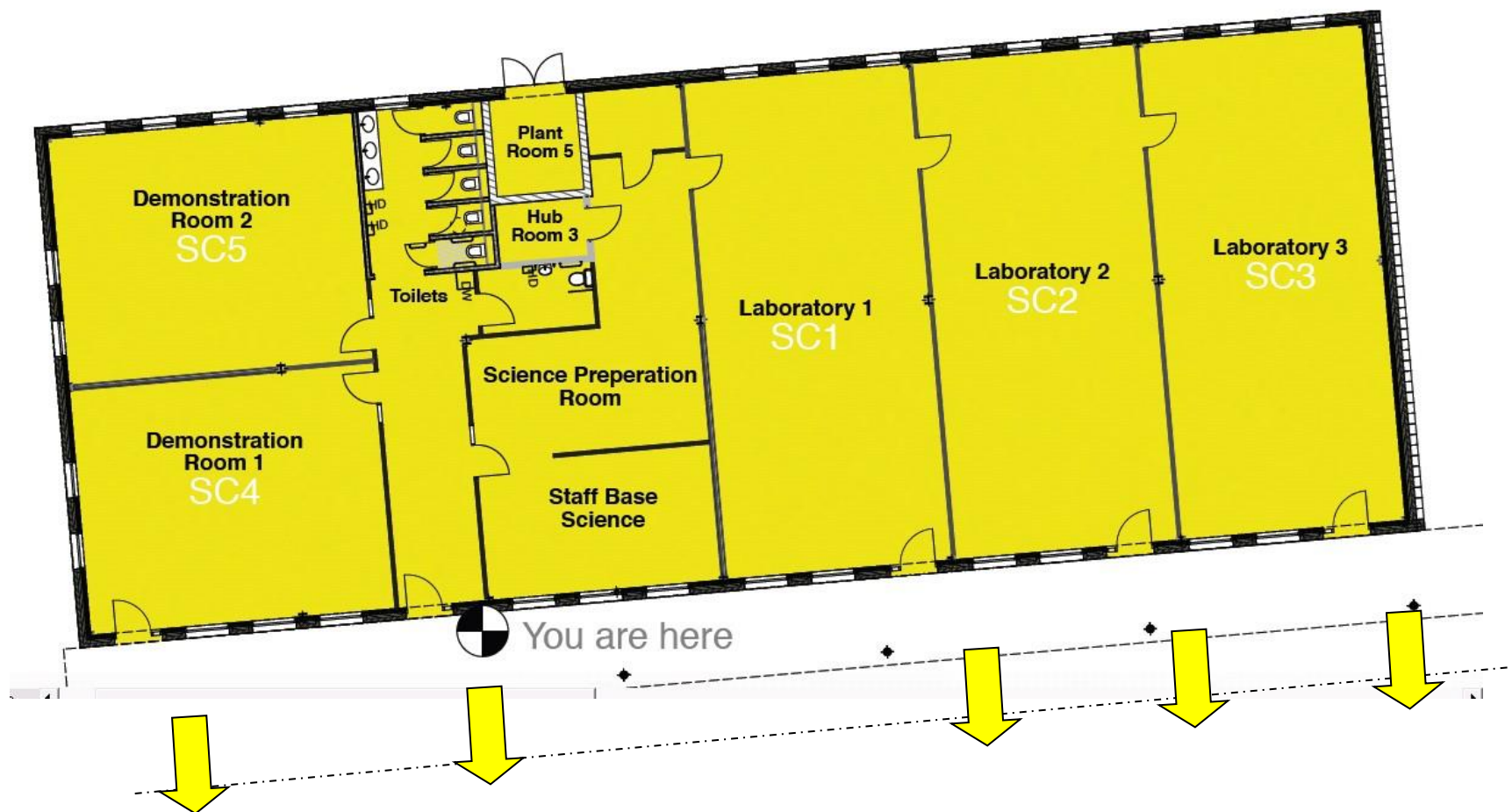
Site Manager/Site Supervisor	Fire Panel/Check Activated Zone/Contact Emergency services if required
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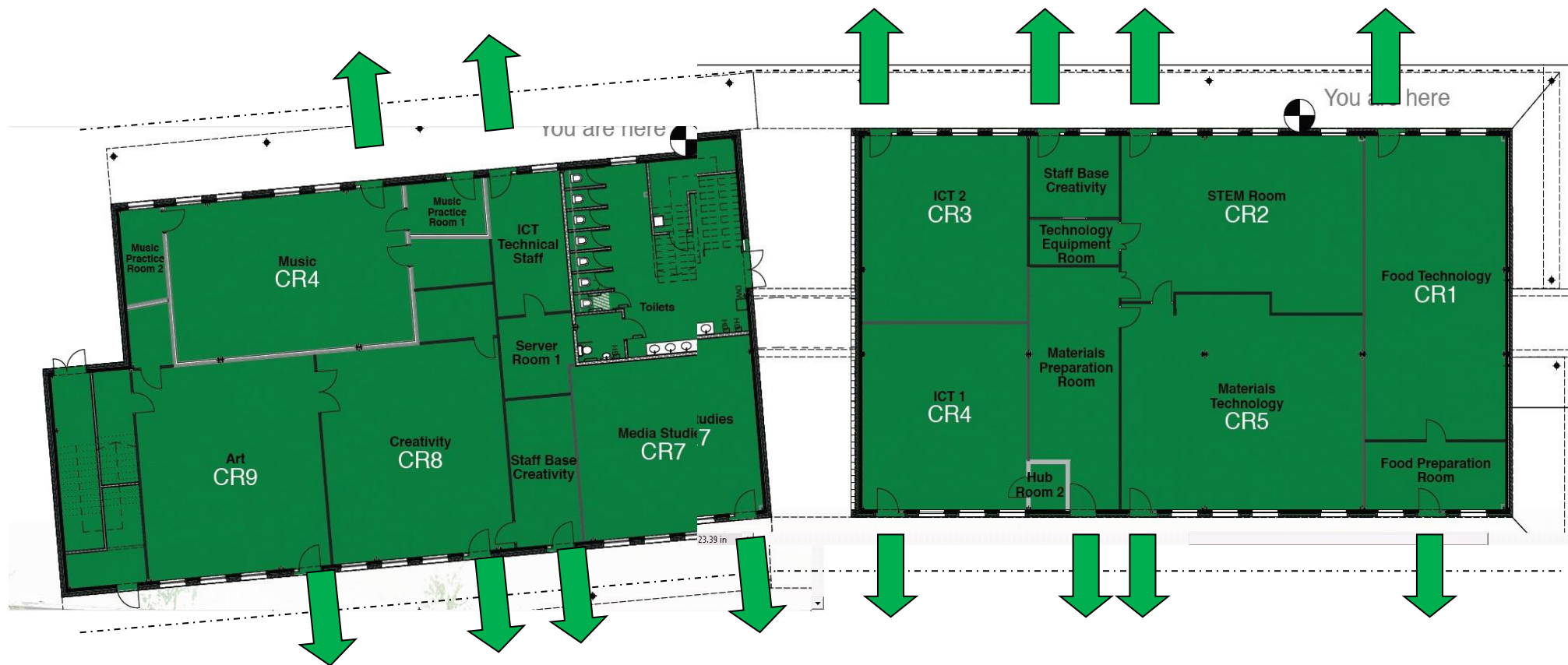
Teachers:	Escort class out of building, report to designated HOY
Area Sweep Officers:	Conduct sweep, evacuate building and confirm sweep with Fire Officer (Admin / Business Manager) before reporting to assembly point
Main Reception (Admin):	Visitors Log /Account for visitors
Business Services (Student Support):	Blank Registers/Attendance Report (Y7, Y8 & Y9)
Business Services (Attendance):	Blank Registers/Attendance Report (Y10 & Y11)
Fire Officer (Admin / Business Manager):	Checklists/Central point of contact
Designated First Aider:	Carry first aid equipment with them and stay with the Fire Officer.

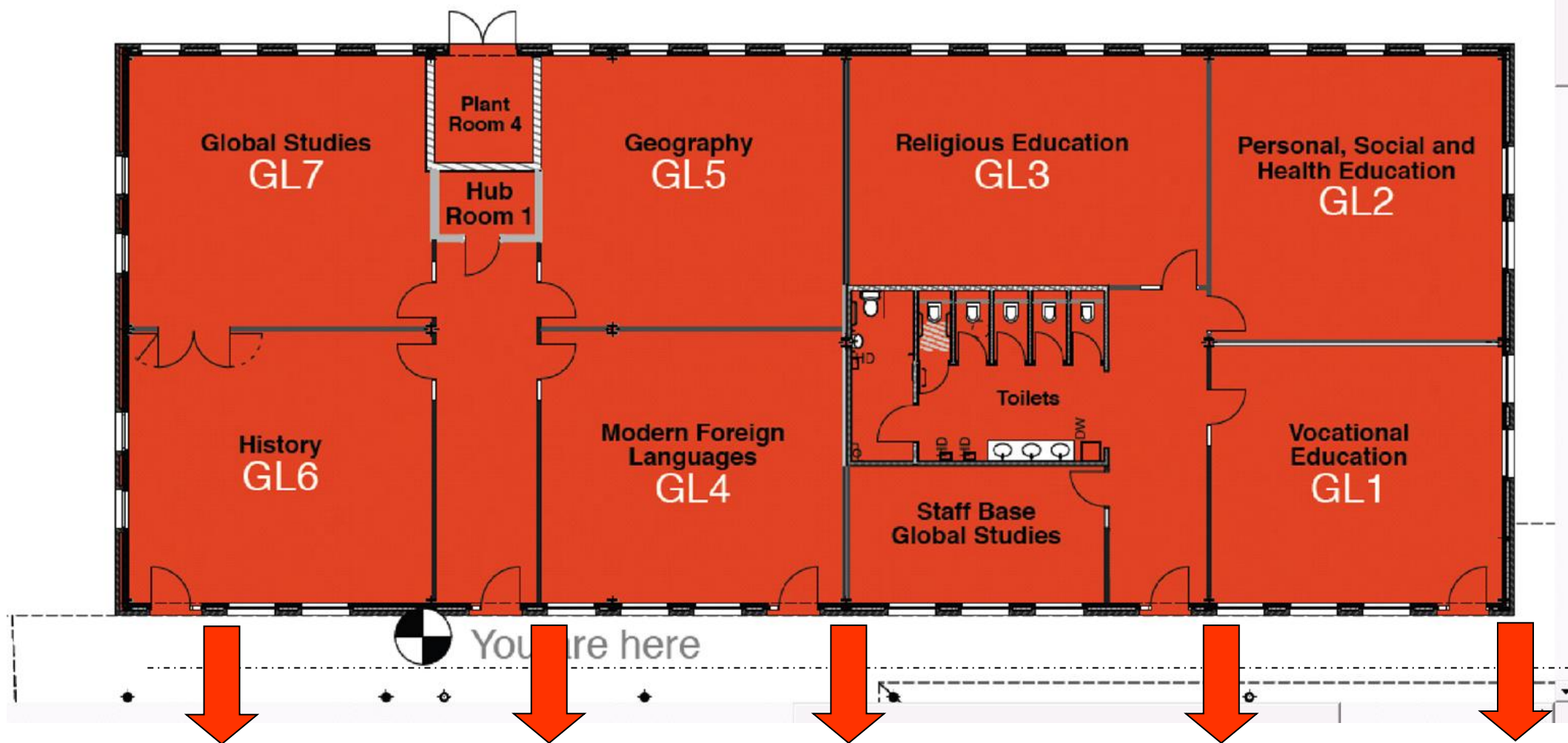


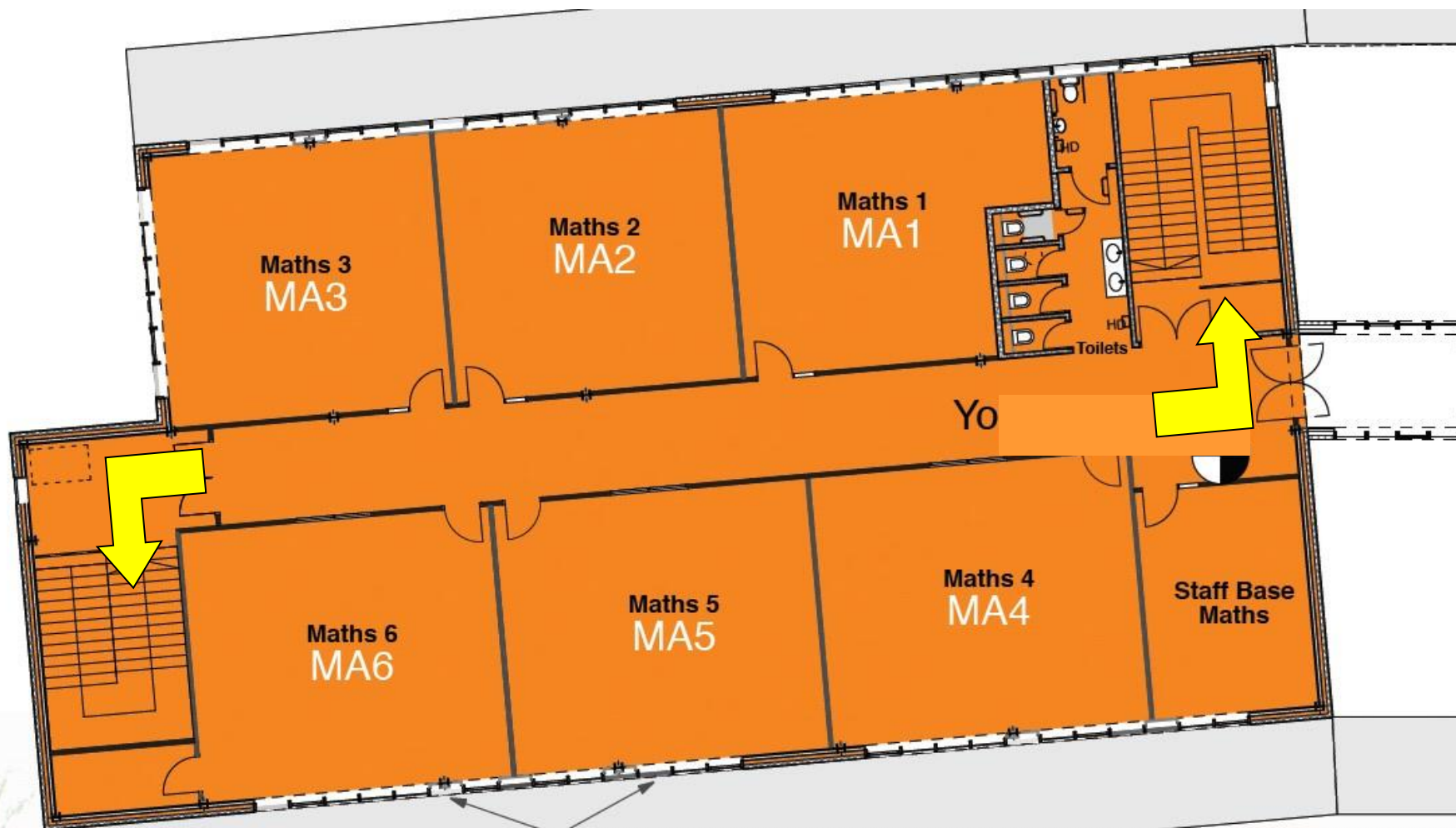
ERC Unit Head:	Account for ERC Students and Staff / Report to Fire Officer
Focus Room Staff:	Account for students / Report to Fire Officer
Catering Manager:	Account for Kitchen staff / Report to Fire Officer
PE Staff:	Ensure ease of access to Tennis Courts/Astroturf
Undesignated Non-Teaching Staff:	Evacuate building and report to assembly point
Teaching Staff with no form:	Evacuate the building and report to the designated HOY

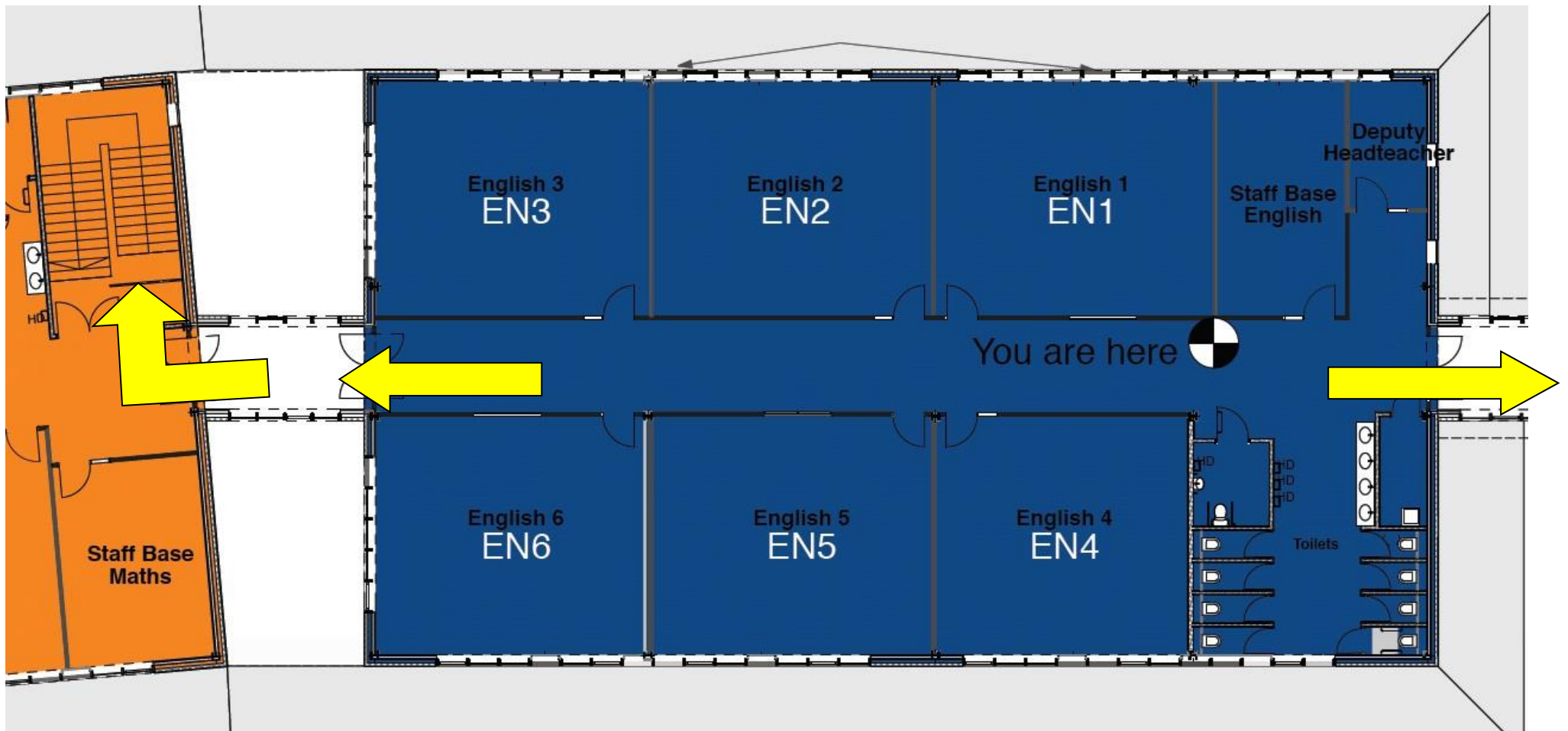
Science Block - Evacuation Routes

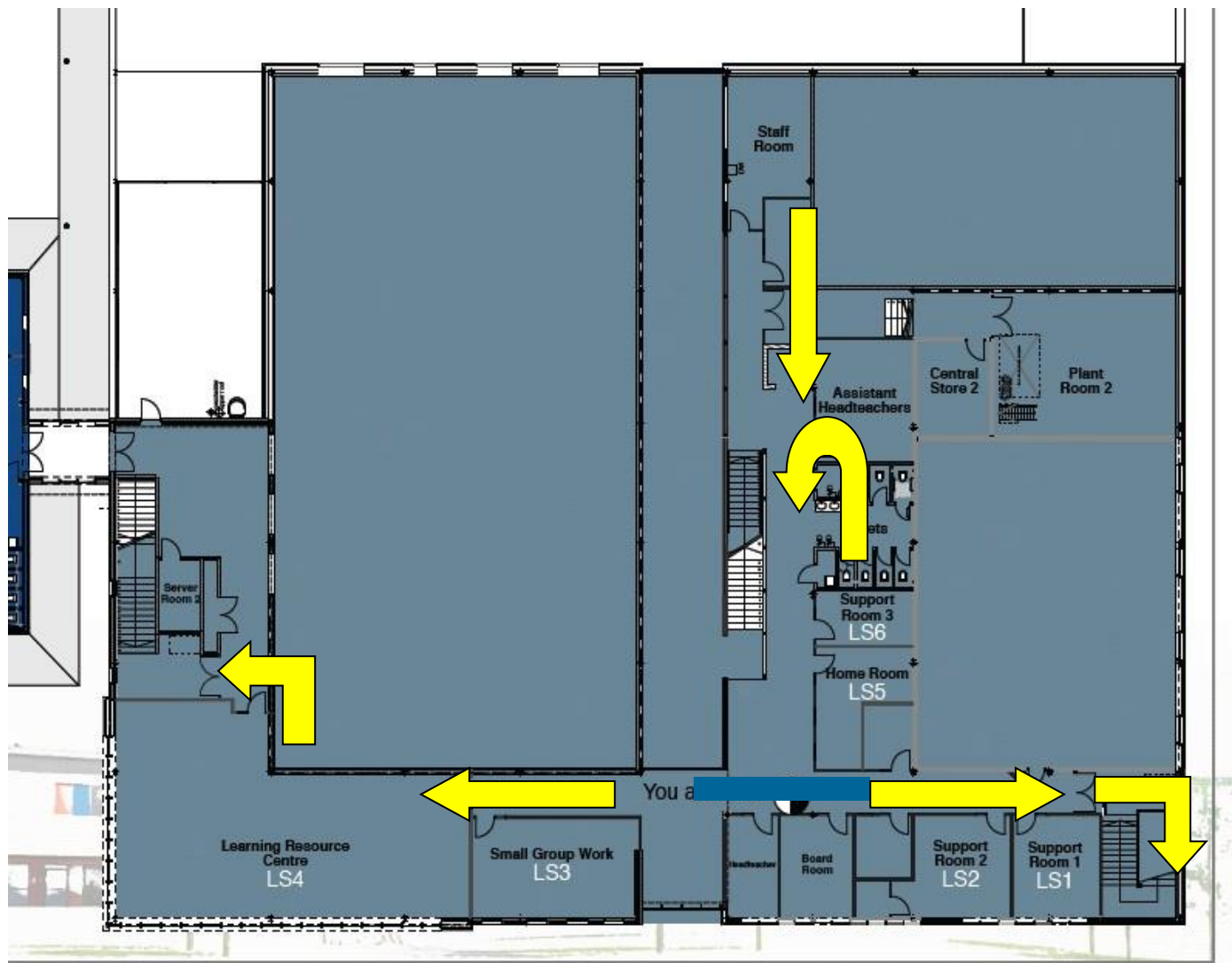


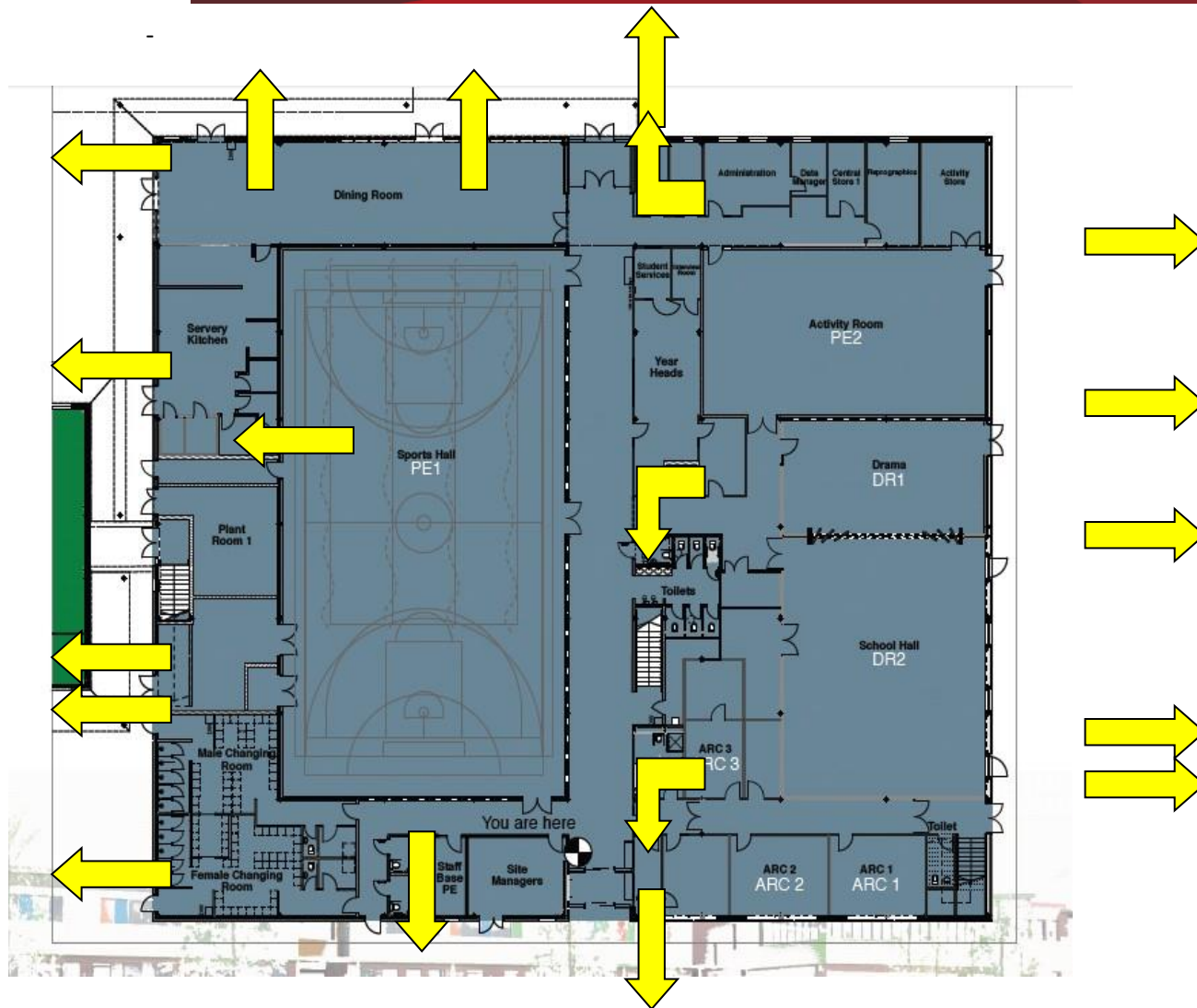














6.9 End of Fire Evacuation

Nobody should re-enter any building until directed by the Senior Fire Marshall. In the event of a drill the Senior Fire Marshall or Deputy Fire Marshall will have ultimate responsibility and give directions that the school can be re-entered. This should not happen until there has been confirmation that checks have been completed by the designated Fire Officer.

Once instructed, staff and students will be dismissed by SLT and dependent upon the incident will be given further instructions on how they must proceed. Normally, staff should be dismissed first to ensure that they get back to teaching rooms first to ensure an orderly entry.

Any problems with or suggestions for improving the evacuation procedure should be reported to the Business Manager to facilitate continual improvement to the fire plan.

6.10 Out of Hours Fire Evacuation Procedure

The basic rules and the fire assembly points remain the same, irrespective of the time of the fire evacuation.

On hearing the fire alarm:

Personnel attending out of hours activities follow the directions of the responsible person and leave the building quietly and calmly by the nearest exit and assemble at the nearest fire assembly point.

Personnel who are not attending any activity should leave the school site by the nearest exit.

Responsible person(s) who are running out of hours activities accompany the personnel attending those activities to the fire assembly point.

Staff who are in meetings, offices etc, should “sweep” the floor that they are on, checking toilets etc and leave by the nearest exit and congregate at the fire assembly point.

DO NOT RE-ENTER UNDER ANY CIRCUMSTANCES UNTIL TOLD IT IS SAFE TO DO SO BY THE FIRE SERVICE or RESPONSIBLE PERSON(S) PRESENT.





Appendix 1 – Information for Fire Service





Appendix 2 – Fire Risk Assessment





Appendix 3 – Inspection & Testing Log





Appendix 4 – Copies of Test Certificates