

# Fire Regulations Policy

<b>Review Date</b>	October 2015	<b>Leader of Policy Review</b>	Mrs S Sant
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All staff must familiarise themselves with the fire regulations, which are included in the Staff Handbook and form an important part of the induction process for all teaching and support staff. The regulations are displayed in every teaching / administration area of the school and tutors are reminded to remind pupils periodically of the procedures to be followed in the event of the fire alarm being activated.

In the event of a fire being discovered, or suspected, the fire alarm should be activated by pressing one of the sounder points. The person discovering the fire should endeavour to provide information to the School Office relating to the precise location and nature of the incident. The Office Staff will seek immediate advice from the Headteacher / Deputy Headteacher relating to the calling of the fire brigade. **In all cases where a fire is discovered or suspected the fire brigade will be called.** The person discovering the fire should not attempt to use a fire extinguisher.

The fire alarm is denoted by the continuous ringing of the school bell. **All buildings must be evacuated on every occasion when the alarm sounds and all pupils, staff and visitors must congregate in the designated congregation area.** Fire Drills will be held at regular intervals, at least once per term, and it is essential that everyone takes this process seriously. The fire alarm will be tested each Monday morning during term time at 7.30am.

**On hearing the fire alarm, all staff and pupils must evacuate the buildings and assemble in the designated area marked on the field side of the all-weather pitch at the Hawarden side of the school.** Movement must be via the routes set out on the plan; in the event of an obstruction to the designated route, staff should ensure pupils are directed to an alternative route.

**The fire alarm will not be deactivated** until the evacuation of the building has been completed, the incident has been investigated fully and the Headteacher / his deputy has issued an instruction to silence the alarm.

**No staff or pupils may re-enter the school without the permission of the Headteacher or, in his absence, his deputy.**

## Registration Arrangements:

1. Electronic registration must be completed near to the start of each lesson.
2. Each morning during Period 1 office staff will arrange for the registers for each tutor group to be printed out for distribution in the event of an incident.
3. Sixth Form students must register via the VeriCool system.
4. Pupils who need to leave the site during the school day, either through illness or for any other reason, must report to the Pastoral Support Assistant to sign out.

## Action on hearing the fire alarm:

1. **Teaching staff** will instruct pupils to leave rooms in an orderly fashion, leaving bags / equipment, and proceed to the congregation point adjacent to the all-weather pitch (see plan).
2. **Learning support staff** will accompany pupils to the congregation point, register their presence with the HLTA, **and then assist with the supervision of students.** (The evacuation of pupils with mobility difficulties will be supported by designated LSAs, using the evacu-chairs provided.)

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3. **Teaching Staff who are not tutors** will congregate in the designated area. Having been registered by Assistant Head (Curriculum) or Deputy Head, they will assist with the supervision of pupils.
4. **Office Staff** will provide register print – outs to HOHs for distribution to tutors. Office staff will check and report details of visitors to the Finance Assistant.
5. **Pastoral Support Assistant** will provide details of pupils who have signed out during the session to the Assistant Head.
6. **Pupils** will line up in a straight line at the designated points, facing the school buildings.
7. **Tutors** will check pupils against registers and report any absentees to HOH.
8. **HOH** will liaise with Assistant Head to cross reference the signing out book for details of any pupils who have left the site.
9. **Curriculum Managers** will, as ‘fire marshals’, undertake a sweep to check that their designated faculty areas, including offices and toilets, have been evacuated and provide confirmation to Assistant Head (Curriculum) or Deputy Head. Having registered with the relevant Assistant Head / Deputy Head, they will assist with student supervision.
10. **Assistant Head (Pastoral)** will receive reports from HoHs, check details of any missing pupils with Pastoral Support Assistant and report to Deputy Head.
11. **Assistant Head (Curriculum)** will check presence of designated staff who are not tutors (Faculties a, b and c), collate details of any missing staff and report details to Deputy Head.
12. **Support Staff** will report their presence to the Finance Assistant and remain in the designated area on the hard standing alongside the DELL.
13. **Finance Assistant** will check presence of support staff and contractors before reporting details to Deputy Head.
14. **Visitors** will congregate in the designated area where they will be registered by the Office staff.
15. **Deputy Head** will check presence of designated staff who are not tutors (Faculties d, e and f) and collate details of any missing staff and report details to Headteacher.
16. **Headteacher** will investigate location of fire with Caretaker and determine immediate action before receiving reports from Deputy Head. Should the Headteacher judge the fire to be a serious incident, he will arrange the evacuation of students / staff onto the school field via the gates at the field side of the all-weather pitch.

## Daily Responsibilities:

Tutor group attendance lists to be printed daily by office staff and stored in case of use.

## Examination Arrangements

In the event that the fire alarm is activated during an external examination, candidates will be instructed to stop writing and a record of the time will be made. The candidates will remain at the seats in the exam room under examination conditions for the period required for the preliminary assessment of the situation.

Candidates will be evacuated from the building if it is judged to be necessary.

## Monitoring:

All members of teaching and support staff will monitor the effectiveness of the arrangements and report any concerns or suggestions for improvement to the Headteacher.

## Evaluation of the Arrangements:

The effectiveness of the arrangements will be evaluated following each incident where the fire alarm has been activated. Data to be collated will include time elapsed between the alarm sounding and:

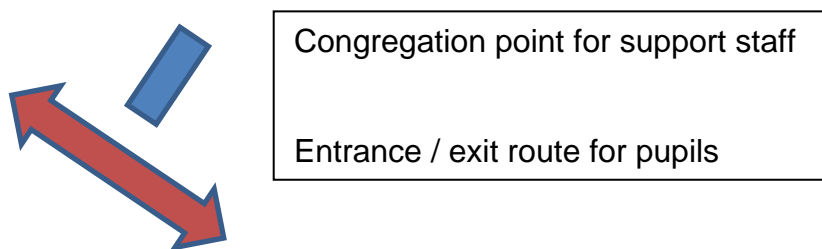
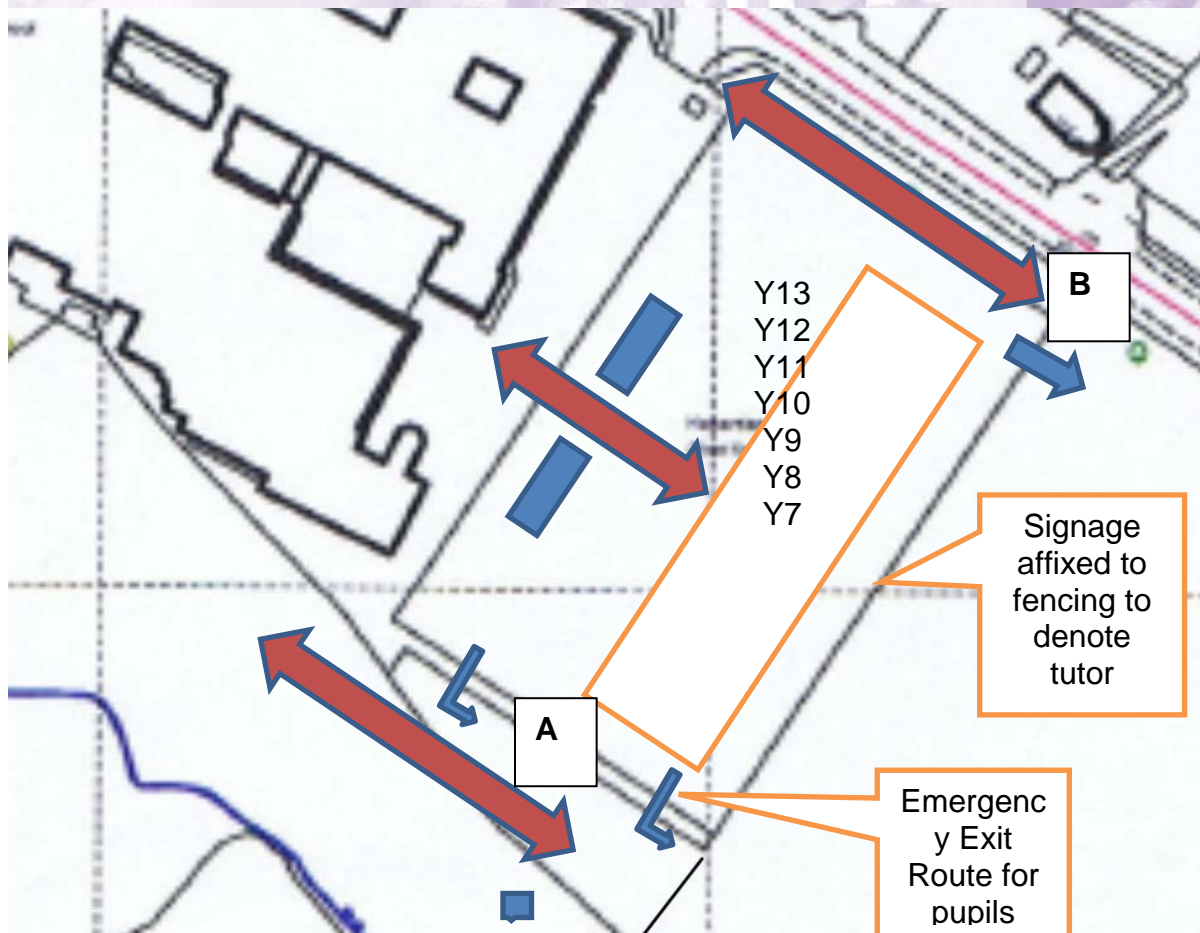
- the situation being assessed;

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- the registration process for pupils and staff being completed;
- the arrival of the fire brigade (where appropriate)

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Pupils to enter area via main gates, except:

- PE / History classes, who will enter area via external Gates (A)
- Business Studies and Sixth Form students entering from Sixth Form House, who will enter area via Gate (B)