

Fire Regulations Policy

Review Date	December 2018	Leader of Policy Review	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 students 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 / SLT 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 fire alarm signal and flashing beacons. **All buildings must be evacuated on every occasion when the alarm sounds and all students, 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 approximately 7.30am.

On hearing the fire alarm, all staff and students 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 and signage throughout the building; in the event of an obstruction to the designated route, staff should ensure students 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/Deputy has issued an instruction to silence the alarm.

No staff or students 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 at 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. Students who need to leave the site during the school day must report to the school office and sign out.

Action on hearing the fire alarm:

1. **Teaching staff** will instruct students to leave rooms in an orderly fashion, leaving all bags and equipment and proceed to the congregation point adjacent to the all-weather pitch (see plan).
2. **Learning support staff** will accompany students to the congregation point, register their presence with the HLTA, **and then assist with the supervision of students.** (The evacuation of students with mobility difficulties will be supported by designated LSAs, and by following their individual PEPs).
3. **Teaching Staff who are not tutors** will congregate in the designated area. Having been registered by Assistant Head, they should assist with the supervision of students.
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.

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5. **Pastoral Support Assistant** will provide details of students who have signed out during the session to the Assistant Head.
6. **Students** will line up in a straight line at the designated points, facing the school buildings.
7. **Tutors** will check students against registers and report any absentees to HOH.
8. **HOH** will liaise with office staff to cross reference the signing out book for details of any students who have left the site.
9. **Curriculum Leaders** 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 SLT. Having registered with SLT, they will assist with student supervision.
10. **Support Staff** will report their presence to the Finance Assistant and remain in the designated area on the hard standing alongside the DELL. Any missing staff to be reported to SLT.
11. **Finance Assistant** will check presence of support staff and contractors before reporting details to SLT.
12. **Visitors** will congregate in the designated area where they will be registered by the Office staff.
13. **Headteacher** will investigate location of fire with Business Manager/Caretaker and determine immediate action before receiving reports from SLT. 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. Evacuation of examination students should be in-line with official examination procedures. Examination students should congregate on the front car park if deemed safe by the Business Manager.

Monitoring:

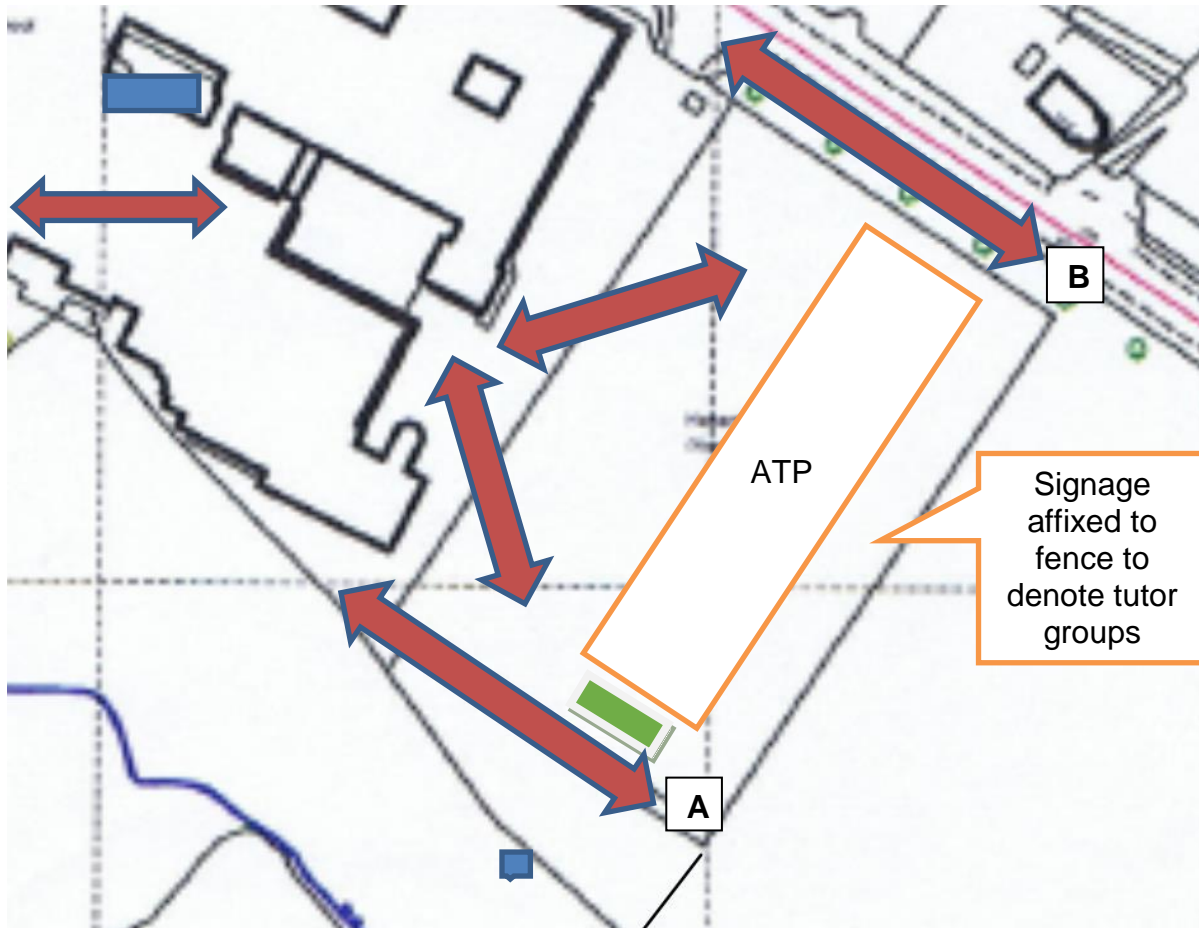
All members of teaching and support staff will monitor the effectiveness of the arrangements and report any concerns or suggestions for improvement to the Headteacher.


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

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 Congregation point for support staff

 Entrance / exit route for assembly points