



St. Pius X Preparatory School

FIRE POLICY

A11: Fire Policy

October 2018

Version 5.0

ST PIUS X PREPARATORY SCHOOL

FIRE POLICY

1. INTRODUCTION

1.1 St Pius X Catholic Preparatory School, referred to as 'The School', aims to have a clearly defined fire precautions policy in operation. The School accepts, and will take all reasonable steps to implement, all requirements and obligations placed upon it by statute to ensure the health and safety at work of their employees, pupils, visitors and outside contractors.

1.2 The School endorses the need for a fire prevention policy and attaches prime importance to the prevention of fire.

2. RESPONSIBILITIES

2.1 Management

Overall responsibility for the implementation and maintenance of adequate fire precautions is vested in the Chair of Board of Governors.

The Chair has designated the School Bursar to exercise this responsibility on a day-to-day basis.

2.2 Campus Management

Throughout the school campus the Bursar will ensure that a procedure is in place for the recording and accounting of all staff, patients and visitors to the school.

2.3 Testing and Maintenance of Fire Warning Installations

The Bursar is responsible for the routine testing, maintenance and recording of tests at regular intervals of the fire warning installations on School premises. The Site Supervisor will carry out fire alarm tests each week.

2.4 Maintenance of Fire Appliances

In line with the requirements of the applicable legislation all fire appliances will be inspected and tested by a specialist company at annual intervals. Each piece of equipment should carry a label indicating the date on which the inspection was carried out and the signature of the person carrying it out.

Used, or defective, equipment must be reported to the Bursar immediately.

2.5 Fire Drills

The Bursar will ensure that regular Fire Drills are carried out once a term. Arrangements will be made by the School Fire Marshalls in consultation with the Head teacher and Bursar. The Site Supervisor will contact Redcare to notify of Fire Practice. Notice will be given prior to the first practice of each new academic year but not for subsequent drills. At least one practice during the year will be during a play time or during the midday break.

Fire drills will be timed, recorded and reported to the governors at every term meeting by the Fire Marshall or Health & Safety Officer.

It is the Bursar's responsibility to ensure FIRE DRILL notices are displayed prominently in every room. It is the teachers' responsibility to:

- Ensure the Bursar is notified if the notice in their classroom or any other room they may use, has for any reason been removed and keep notifying the Bursar until the notice is replaced.
- Check the pupils are aware of the information regarding safe exit procedures. As well as knowing the procedure while accompanied by a teacher, the pupils should also know how to safely evacuate if they find themselves alone or unsupervised when the alarm sounds.

2.6 Fire Doors

FIRE EXIT doors must never be locked, bolted or obstructed while the room is in use.

Exit doors and door furniture must be kept clear of obstruction and in good repair and tested for smooth operation regularly. Any faults should be reported to the School Bursar.

Internal fire doors should, where possible, be kept closed and must under no circumstances be wedged or hooked open.

3. IN THE EVENT OF A FIRE

In the event of a fire, the fire brigade will be contacted via Redcare.

A teacher's first and overriding duty is to look after the children near to them at the time and to raise the alarm. No attempt should be made to fight the fire.

The duty of 'support staff' in the event of a fire, is to support the evacuation of children from toilet and communal areas.

Registers of children and adults in school at the time are usually kept in the School Reception

Office. It is the responsibility of the office staff to bring the following to the assembly point if safe:

1. **Arrival Book**
2. **Visitors Book**
3. **Staff Signing in Book**
4. **Children Collected Book**
5. **Asbestos File**

Evacuation of the building should, in most instances be via the nearest designated Fire Exit. The designated assembly point is on the **front field**.

Teachers should immediately take a roll call of their class once safely at the assembly point and pupils unaccounted for should be reported to the most senior member of staff present. Staff must raise their registers to signal all pupils are accounted for.

- Entering a smoke filled building to search for missing persons should never be attempted
- Searching for missing children should never be tackled alone or without the knowledge of someone who is to remain outside the building during the search
- The decision whether or not to search a building may only be taken by the most senior member of staff on duty.

The Fire Marshall will signal the all clear and everyone will return to the school in an orderly manner.

4. FIRE COMMITTEE

The School has a health and safety committee, which in their terms of reference include arrangements for the management of fire precautions through The School. This committee will ensure that fire prevention/procedure is a standard item on its agenda.

5. STAFF TRAINING

5.1 All new staff will receive, with their pre-employment literature, a brief guide to fire precautions procedures. They will also receive fire training as part of their induction programme. Thereafter **ALL STAFF** will be required to attend one session of fire training in each period of **TWELVE MONTHS**.

5.2 All training will be arranged in consultation with the respective Manager/Head of Department and The School designated fire training specialist.

5.3 The training provided to The School's employees will ensure that they receive a basic

knowledge of fire prevention and that they maintain their efficiency in the action to be taken in the event of fire.

5.4 The Administration Department will maintain a record of all staff attending these sessions. This information will be kept updated so that employees who have not met the requirements in respect of training can be encouraged to attend the next available session.

It is the responsibility of Heads of Department to ensure that their employees attend the INDUCTION and the ANNUAL REFRESHER SESSIONS.

5.5 The training material, which may include the use of a DVD and practical demonstrations will include the following:-

- **Training in the specific Fire Procedure for the premises**
- **Training in the use of First Aid Fire-Fighting Equipment**
- **Training in evacuation techniques**
- **Fire Drills**

6. DUTIES OF EMPLOYEES

6.1 The Health & Safety at Work Act, 1974 Sections 7&8 set out responsibilities of employees and the sections briefly state that:-

6.2to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work....

6.3no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory requirements....

6.4 It is also the duty of employees to report any hazards or defective fire appliances to The Bursar who will contact the approved maintenance contractor to make the necessary repairs.

6.5 The following objectives apply to every employee within The School:-

To take adequate fire prevention measures in all areas where they work.

To acquaint themselves with the fire prevention procedures that are applicable to their working environment and to ensure that they attend fire training sessions arranged for them.

To refrain from any act which could expose themselves, fellow members of staff, pupils or visitors to any danger.

6.6 Temporary Staff

Heads of Department must ensure as far as possible that temporary staff and staff on short-term contracts are given adequate instruction in fire prevention and fire awareness.

7. ALL STAFF PERMANENT OR TEMPORARY

All employees are required to adhere to The School policy of wearing identity badges and also using the 'booking in' and 'booking out' procedures that have been adopted. This will reduce the risk of persons not being accounted for in the event of an incident.

Mis-use of equipment

Any wilful damage or mis-use of Fire Equipment or Fire Alarms will be viewed seriously; disciplinary and/or legal action will be considered against any individual involved.

This applies to staff on and off duty.

8. OUTSIDE CONTRACTORS

8.1 St Pius X Catholic Preparatory School

It is the responsibility of the Bursar to ensure that tender documents, specifications etc; clearly set out the standard fire procedure and fire awareness required. The Bursar will also ensure that Health & Safety documentation and adequate insurances are monitored with copies of the necessary paperwork kept on file.

8.2 Contractual Services

Where outside contractors are employed they shall work within The School standards whilst operating on site. Where works are carried out under The Construction (Design and Maintenance) Regulations (CDM) the standards in the approved Safety Plan will be maintained at all times.

All contractors are required to adhere to The School policy of wearing identity badges and also using the 'booking in' and 'booking out' procedures that have been adopted. This will reduce the risk of contractors not being accounted for in the event of an incident.

9. PURCHASING OF GOODS AND MATERIALS

St Pius X Catholic Preparatory School will ensure that all goods purchased will conform to current flammability standards.

10. STORAGE OF FLAMMABLE GOODS

The Caretakers’ will ensure that flammable goods are stored safely.

11. HIRE OF SCHOOL FACILITIES

The School will ensure that a memorandum of agreement and indemnity is entered in to and signed by both parties prior to the event. A fire safety checklist is completed by any individual or group who wish to hire facilities.

ANNUAL REVIEW

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the policy meets the needs of St. Pius X Catholic Preparatory School.

Signed..... Date..... (Chair of Governors)

Signed..... Date..... (Head teacher)

COMPILED APPROVED REVIEWED REVISED	VERSION	DATE	EDITOR
Compiled	1	March 2012	S Jacques
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