



COTTESMORE SCHOOL

FIRE EVACUATION PLAN & PROCEDURES

1. General Statement of Policy

1.1 Cottesmore School will take all reasonable steps to comply with its legal obligations to staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.

2. Objectives

2.1 To ensure that all staff are aware of the emergency procedures and take the necessary action in the event of a fire or emergency. It is essential that ALL staff make themselves familiar with the contents of these procedures and that they complete statutory fire training modules once per year.

2.2 The procedures include information on:

- The action staff should take if they discover a fire.
- The action staff should take if they hear the fire alarm.
- How the evacuation of the school premises should be carried out.
- The evacuation of pupils / staff / visitors with disabilities.
- Where people should assemble once they have evacuated the building.
- Identification of key escape-routes to a place of safety.
- How people will be warned if there is a fire.
- How the Fire Brigade will be called and who will do this.
- The identification and duties of staff with specific responsibilities in the event of a fire.
- What training staff need and the arrangements for ensuring that this training is given.

2. Employees' Responsibilities

3.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

3.2 **The Headmaster** is responsible for ensuring a suitable fire policy and procedures are put into working practice and that these procedures are monitored.

3.3 **The Fire Co-ordinator** (The Head or the most senior qualified fire warden available in the Head's absence) is responsible for ensuring the fire brigade has been called (or stands down Churches Fire Alarm Monitoring if false/practice alarm). The Fire Co-ordinator performs the following tasks:



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- Communicates with the fire wardens and the fire brigade.
- Announces 'stand down' if there is no fire.
- Scrutinises the fire panel to determine the exact location of the activated alarm. Staff are not to interfere with the fire alarm panel unless they are properly trained,
- Sounds the 'evacuation' alarm in the event of a fire being discovered by the fire team.
- Meets with the fire brigade (if attendance required) issuing them with the Emergency Grab Bag, informs them of the exact location of the fire and of any persons unaccounted for.
- Re-sets the system if no fire is found.

3.3.2 The Fire Co-ordinator is also the person(s) responsible for each play/production/concert are aware of the risks in the theatre and the relevant evacuation procedures.

3.4 **The Responsible Person** (The Bursar) is responsible for:

3.4.1 Drawing up the fire policy for the school;

3.4.2 Carrying out an inspections of the school premises every month keeping written records to include the following:

- Emergency exit
- Internal fire door
- Escape Routes
- Display boards and displays
- Other potential fire risks.
- Testing of portable electrical appliances.

3.4.3 Ensuring that all staff have fire safety training every year.

3.4.4 Ensuring that the maintenance staff carry out weekly tests on the school fire bell, call points, fire fighting equipment and emergency lighting and that written records are kept;

3.4.5 Carrying out a fire risk assessment every three years and reviewing them whenever changes have been made to the buildings.

3.5 Fire Wardens

3.5.1 A team of designated staff (minimum of 6) responsible for investigating the cause of a fire alarm, sweeping designated areas of the school buildings and reporting their findings to the Fire Coordinator. They may be assisted by staff working in the area where the alarm has been activated.

3.5.2 Fire Warden staff will normally consist of the Deputy Headmaster, the Director of Studies, Head of Boarding, all Matrons, teaching staff with boarding responsibilities, School Administration and Maintenance team members.

3.5.3 If a fire is discovered, one person from the fire warden team will report to Fire Coordinator to request further assistance if appropriate. If not already actioned, the Fire Coordinator will sound the evacuation alarm by pressing the EVACUATE button on the fire panel. **A continuous siren will sound throughout the building.**

3.5.4 If no fire is discovered, the Fire Coordinator will give the order to 'stand down' and silence the alarm.



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3.6 The Head of Boarding

3.6.1 The Head of Boarding is responsible for ensuring that emergency evacuation instructions for the School are followed and for ensuring that all children are accounted for at night at the given assembly point.

3.6.2 He/she is also responsible for checking the conditions of dormitories and that pupils have not brought items on to the premises that could cause a fire.

3.7 The Deputy Head

3.7.1 He/she is responsible for ensuring that emergency evacuation instructions for the School are followed and for ensuring that all children are accounted for during the daytime at the given assembly point.

3.7.2 He/she is responsible for checking of teaching staff at the given emergency assembly point. He/she deputises for the Headmaster in his absence.

3.8. The Head of Studies

3.8.1 He/she is responsible for ensuring that emergency evacuation instructions for the School are followed and for ensuring that all children are accounted for during the daytime at the given assembly point, in the absence of the Head and Deputy Head.

3.9 The Teaching Staff

3.9.1 The teaching staff have a responsibility to report concerns of a fire risk to the relevant department for assessment. They are also responsible for ensuring that during their lessons they themselves do not create a fire risk that could endanger the lives of pupils or other staff. They should also ensure that all children and persons located in their classrooms evacuate the building in a prompt, safe and controlled manner when any fire alarm is sounded.

3.10 The Maintenance Staff

3.10.1 The maintenance staff are responsible for the weekly testing of the fire bell, call points, fire fighting equipment and emergency lighting. They will keep written records of these tests.

3.11 The Chef

3.11.1 He/she is responsible for ensuring that the catering department is aware of potential fire hazards and fire fighting drills and that the department takes all necessary precautions to minimise the risk of fire.

3.12 The Domestic Staff

3.12.1 They are responsible for ensuring that any chemicals they use are not left where pupils can come into contact and cause harm to themselves or others and that chemical cupboards are locked at all times except when collecting and returning equipment and chemicals.



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4. The School's Arrangements - Fire Procedures – DAY & NIGHT

PHONE EMERGENCY SERVICES – 999 – ON DISCOVERY OF FIRE

The continuous sounding of the Fire Alarm bell indicates that the school premises should be evacuated for reasons of fire, bomb, risk of explosion or any other emergency.

Any adult who discovers a fire, or to whom a fire has been reported by a child, should adopt the following procedures:

- i) No attempt should be made to tackle the fire with fire extinguishers unless training has been given and the user is happy to do so.
- ii) Sound the Fire Alarm. The activation of the Fire Alarm will automatically result in an alert being transmitted to Churches Fire Alarm Monitoring who will summons the Fire Brigade.
- iii) An immediate call should still be made to 999 to summons the Fire Brigade
- iv) Keep doors closed behind them.
- v) Proceed immediately to the assembly point, in order to report location and/or extent of fire.

In the event of hearing the alarm, **ALL** students and staff **MUST** exit the building via the nearest primary exit, unless prevented by fire from so doing.

- All children, teaching staff and matrons should proceed immediately to the Gravel.
- All non-teaching staff should proceed immediately to the car park area outside the Bungalows.

All children and members of staff should make their way to the assembly point in an orderly manner via the nearest safe fire exit route.

ALL pupils will assemble on the gravel and line up behind the sidelines of the court, facing the sidewall opposite their form number, in Form order, alphabetically by surname with Form 1 nearest the house.

During lessons, staff should stand with the class they have been teaching. At other times during the day Form teachers, where possible, should stand with their forms. Visiting pupils should assemble with accompanying staff at the far end of the gravel to be checked by their own staff, who must report anyone missing to the member of staff checking Cottesmore pupils.

Non-teaching staff, except the Matrons, will assemble on the drive to the front of the school by Buchan Bungalow.

The Fire Co-ordinator is responsible for ensuring meeting with the fire brigade (if attendance required) issuing them with the Emergency Grab Bag, directing them to the site of the fire and briefing them as to the evacuation status of all persons on site.

Designated Fire Wardens should, where possible, do a sweep of the area in their proximity on their exit from the building, and report the status of their sweep area to the Fire Co-ordinator.



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Daytime Drill

Between the hours of 07:30am and 06:30pm a roll call will be taken, on the covered yellow astro, by one of the fire warden leads (Head, Deputy Head, Head of Studies). If each of those staff members are unavailable, the senior member of staff present should take the initiative and begin the roll call.

Another duty member of staff will check, if possible, the location of the fire in liaison with the Bursar/Maintenance staff and meet the Fire Co-ordinator by the Rose Garden terrace, at the front of the School, when the fire engines arrive.

The Fire Co-ordinator is responsible for ensuring meeting with the fire brigade (if attendance required) issuing them with the Emergency Grab Bag, directing them to the site of the fire and briefing them as to the evacuation status of all persons on site.

Designated Fire Wardens should, where possible, do a sweep of the area in their proximity on their exit from the building, and report the status of their sweep area to the Fire Co-ordinator.

An up to date printed list of children out of school is to be kept in a file by the main door in the Deputy Head's office and will be brought to the covered yellow astro by the Deputy Head, or in his absence, by the Head of Studies or Head of Boarding.

The Head's wife, or in her absence, the Bursar/Master on Duty, will attend the non-teaching staff assembly point outside the Bungalow to undertake the roll call for other staff.

Night time Drill

Between the hours of 6.30pm and 07:30am the roll call on the covered yellow astro will be conducted by the Headmaster (in his absence the senior residential Matron). The location of the fire will be checked, if possible, by the Fire Co-ordinator/Designated Fire Wardens.

The Fire Co-ordinator is responsible for ensuring meeting with the fire brigade (where attendance required) issuing them with the Emergency Grab Bag, directing them to the site of the fire and briefing them as to the evacuation status of all persons on site.

Designated Fire Wardens should, where possible, do a sweep of the area in their proximity on their exit from the building, and report the status of their sweep area to the Fire Co-ordinator.

The Head's wife (in her absence, a residential matron) who will report to the Fire Co-ordinator. The senior residential Matron will bring a record of any children not in school overnight (which is kept in the surgery).

After the Event

- No one may re-enter the building until told to do so by the Fire Co-ordinator. In the event of an organised practice, the Headmaster or his Deputy will have called the Fire Department to alert them. In these circumstances the building may be reoccupied once the person responsible for the roll call has accounted for all children.
- In the event that the school building cannot be re-occupied quickly, the Swimming Pool will be opened and children will be taken there by the safest route and re-checked.



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- Any sounding of the fire alarm must be recorded by Fire Co-ordinator/Deputy Head in the Fire Incident File located in the Bursar's office (date, time, comments on behaviour, time for fire engines to arrive, time to account for all pupils etc).

Visiting Staff/Parents

- It is the responsibility of secretarial staff, persons responsible for guests, Team Coaches, Headmaster, Deputy Head or Bursar to brief any visiting staff of these procedures, as appropriate. In the event of the alarm sounding when parents are in the school all staff are asked to advise them not to go to the covered yellow astro but to let their children do so. Parents should congregate with the non-teaching staff on the drive next to Buchan Bungalow.