

**STOCKPORT GRAMMAR SCHOOL****FIRE SAFETY POLICY & PROCEDURES: SENIOR SCHOOL**

(Reviewed by Governors 16.10.18)

Stockport Grammar School occupies a 32 acre site. Whilst the site is integrated in many ways, the location of the Senior and Junior School buildings necessitates a separate fire policy for the Junior and Senior Schools. This policy is to ensure that risks from fire are identified and arrangements put in place to control those risks and to enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. An alarm activation will normally be limited to one or other of the school sites.

**FIRE RISK POLICY**

The School's Fire Risk Policy is as follows:

- To reduce the risk of fire as far as is reasonably practical.
- To implement a system of early warning of the outbreak of fire.
- To eliminate or reduce risks from dangerous substances
- To develop fire procedures and provide staff training, repeated periodically where appropriate
- To carry out regular Fire Risk Assessments
- To ensure the safety of staff or anyone else legally on the School's premises
- To carry out fire drills, normally at least one per term and contact emergency services when necessary
- To appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation)
- To have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and to employ a competent contractor to carry out all work to such equipment.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency.

The competent persons are:

- The Bursar – the "Responsible Person"
- The Site Services Manager – the "Nominated Person"
- Mentor Services Ltd (consultants) – provide expert advice and risk assessment

Training:

- The Bursar and the Site Services Manager have completed a Fire Safety Manager course
- Mentor Services Ltd are professionally trained consultants
- New staff are provided with an induction which covers fire safety and evacuation
- All staff participate in the regular fire evacuation drills

Records:

- Records of training, including fire evacuation drills, are held by the Deputy Head.
- Records of emergency equipment and its maintenance are held by the Site Services Manager

## **INTRODUCTION TO PROCEDURES**

The Fire / Emergency Evacuation Procedure – Code of Practice is a statutory requirement needed to ensure the safety of all users of the School premises.

The bulk of the Code of Practice refers to evacuation in the event of fire. However, the same Evacuation Procedures will be applied in the event of any other emergency requiring an evacuation of the premises.

The Code of Practice applies equally to the Senior School and the Junior School and Pre-Reception.

This document comprises:

- Evacuation Procedures
- Instructions for staff involved in the Procedures

The Procedures apply to all staff and students of the School, all visitors, guests, lettings and contractors – **there are no exceptions**. Everyone on the site must take part in evacuations, whether drill, real incident or false alarm.

The Procedures are the same for ALL evacuations, whether a real incident or a false alarm.

## **FIRE ALARM SYSTEM**

The School has implemented a fully comprehensive system of fire detection and audible warning.

Smoke and/or heat detectors are installed throughout the premises.

Break glasses are provided to enable an alarm to be raised manually should the need arise.

Audible warnings are provided in the form of a continuous siren throughout the premises.

In the event of an alarm activation (whether automatic or manual):

- All Senior School sirens sound
- Because of its current location, the Pre-Reception is linked to the Senior School alarm activation
- A central monitoring station is automatically informed; they will normally contact the Bursary to establish whether it is a false alarm; if no contact is made the Fire Brigade will attend
- One of the Site Team will attend to check and manage the fire panel in the main corridor in Hallam and act as Incident Controller

The Incident Controller and senior member of staff (Headmaster/Deputy) will ensure a full roll call of all pupils, staff and visitors

Fire Marshalls will assist in confirming all buildings are clear

Staff and pupils should only return to the buildings when all clear is given by the Incident Controller/Senior staff member

### **FIRE ALARMS OUT OF SCHOOL HOURS**

Out of normal school hours, i.e. between 0800-0840 and 1550-1800 and throughout the holidays it is essential that the same practices apply. Everyone in the building should evacuate and assemble in the same place. It will not be possible to take a full register of all pupils (although where possible registers of School Clubs etc) should be used. The role of the Fire Marshals is to ensure that they can, without putting themselves at unnecessary risk, check **all** areas of the building are clear

### **ASSEMBLY POINTS**

Senior School Staff and Pupils – School field adjoining Woodsmoor Courts  
Associate Staff and Visitors – Main Drive outside Bursary  
Pre-Reception and Staff – Junior School playground

In the event that a Visitor or member of staff finds themselves at the other side of the site from their prescribed assembly point they should report to the nearest assembly point and ensure that their name is radioed for inclusion in the roll call.

If Junior School pupils are on the Woodsmoor side of the Senior School site, i.e. at the pool or attending music lessons, they should evacuate with senior pupils and assemble by the cricket strip.

In the event of a sports fixture using the pitches near the assembly points, the game will be stopped and all participants and any spectators will be asked to wait on the playing field away from the assembly points until the area can be cleared and the game safely re-started.

### **DISABLED STAFF PUPILS & VISITORS**

Disabled pupils and their carers and disabled staff will receive a one to one induction on fire safety and the evacuation procedures that will apply depending on which of the different areas of the school site they may be.

### **FIRE PROCEDURES FOR PUBLIC EXAMINATIONS**

If there is an obvious sign of fire the invigilator should lead the immediate evacuation of the building.

If there is no obvious sign;

The invigilator will ask all candidates to stop writing and close their question/answer books.

The Bursary will contact the invigilator/Exams Officer to give further instructions depending on the nature of the alarm

If no instruction is confirmed within 3 minutes and the alarm still sounds then the invigilator will lead the immediate evacuation of the building.

## FIRE INSTRUCTION SHEET

### THIS APPLIES TO EVERYONE

**ACTION TO BE TAKEN ON DISCOVERING A FIRE:  
DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU CAN DO SO WITHOUT  
ENDANGERING YOURSELF**

### EVACUATION PROCEDURES

Activate the alarm by means of the nearest alarm call point

Leave the building following the procedure below

### ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

If you are a Fire Marshal, follow the procedures in Instruction Sheet 2.

If you are teaching or otherwise supervising a group of pupils, ensure that all pupils in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated Assembly Point. Check the pupils' toilets on the exit route if time and circumstances allow.

Otherwise, leave the building by the nearest available exit.

Exit routes are shown on the attached appendix. All staff have a responsibility to know what route they should normally follow and what secondary route options are available to them if their prime exit is blocked.

- Assist disabled persons
- Do not delay in leaving the building
- Take only personal belongings readily to hand
- Do not switch off computer equipment
- Close doors and windows behind you if time permits and only where you can
- Do not lock any doors
- Do not return to check for missing persons
- **Walk, don't run**
- **Use the nearest fire exit (look for the Running Man green signs)**
- **If you find smoke blocking your route go a different way**

### Report to the Assembly Point

- Do not leave the site unless authorised to do so
- Await further instructions
- Do not re-enter the building until authorised to do so by the Incident Controller
- Silencing the alarms is not a signal to re-enter the building.

## **FIRE MARSHAL INSTRUCTIONS**

The purpose of the Fire Marshal role is to "sweep" the designated area as part of their own evacuation of the building and report to the Incident Controller at the main fire panel as to whether they have checked their area and found nobody who is unaware of, or ignoring, the alarms.

The Fire Marshal role is an important one, particularly in the complex buildings which the School has.

A number of staff who work permanently in the Senior School and Nursery are designated as Fire Marshals. All Site, Maintenance, Grounds and ICT Staff are also trained to act as Fire Marshals and will attend as soon as practical to assist.

The first question the Fire Brigade will ask on arrival is whether we believe the building is occupied or empty. If we cannot say that we believe the building is empty, then the Fire Brigade will assume someone may still be inside and potentially put their own lives at risk rather than containing the fire from outside. If a Marshal does not report, we have to tell the Brigade that we have no information.

The Fire Marshal is not expected to put himself or herself at risk, but it is important that he or she reports the outcome of the sweep. If the answer is that the Marshal has not been able to check, that is the answer which should be given.

If you are teaching when the alarm sounds, ensure your class knows the nearest direct route to the exit, see them off and then they carry out your Fire Marshal duties as you evacuate.

In the event of an emergency evacuation, Fire Marshals should act as follows:

- In conducting your duties as a Fire Marshal, health and safety is the priority of all concerned, so do not put yourself or others at risk.
- Ensure that the area for which you have responsibility at the time of an alarm is clear and that all staff and pupils leave the building.
- Tell staff and pupils that they must leave the building – do not enter into an argument with any who refuse, but note their location and, where possible, their name and report the matter to the Incident Controller.
- Go directly to the fire panel in the main Hallam Corridor and report to the Incident Controller.
- Notify the Incident Controller of any injured person or person with mobility problems, giving their location and, where possible, the nature of their injuries.
- Notify the Incident Controller of the name and location of any person who has refused to leave the premises.

**STAFF RESPONSIBILITIES**

All staff have a responsibility to ensure a safe and ordered evacuation of the building. If you are not responsible for a class but can, without endangering yourself, check any ancillary areas such as toilets or cloakrooms you should do so and report this to the Incident Controller.

**STAFF RESPONSIBILITIES**

<b>Role</b>	<b>Staff Responsible</b>	<b>Other staff involved</b>	
Incident Controller	Site Services Staff	Headmaster or Deputy Head	Take overall charge of the emergency and liaise with the Emergency Services
Data Controller – Senior School	Headmaster	Deputy Head	Coordinate the collection of evacuation data from Form Teachers and Fire Marshals and notify Incident Controller accordingly
Incident Investigation	Bursar	Site Services/Maintenance Staff	Investigate the incident, where safe to do so, in conjunction with the Site Service staff on duty and notify the Incident Controller accordingly
Fire Marshals	As listed separately	As listed separately	Undertake a “sweep” of their area of responsibility whilst exiting the building and report the clear status to the Incident Controller
Class Teachers	N/A	N/A	Supervise orderly evacuation of class being taught. Maintain good order amongst the Form.
Form Teachers	N/A	N/A	Check off pupils against form lists and report the outcome to the Headmaster/Deputy Head
Other Staff & Visitors	N/A	N/A	Report to the Data Controller or your designated person

**FIRE MARSHALS**

SITE SERVICES DEPARTMENT	Paul Croft
	Paul Slingsby
	Patrick McDermott
	Tom Robson
	Sue Robinson
	Fred Spencer
MAINTENANCE DEPARTMENT	Steve Markham
	Andy Walker
	Chris Nock
	Danny Farrell
GROUNDS DEPARTMENT	Phil Chatwood
	Michelle Hurst
	Lee Whitworth
ICT DEPARTMENT	Jonathon Quinn
	Michael Harte
MUSIC DEPARTMENT	Sarah Johnson
BIOLOGY DEPARTMENT	Ann Normansell
PRE-RECEPTION	Carla Peake
	Carole Chadwick

**Authorised by**  
Chairman of Governors

*Christopher Dunn*

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16.10.2018

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