

FIRE SAFETY PROCEDURES

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0. Introduction

- 0.1 These procedures form part of the School's fire evacuation plans. They have been prepared to cover foreseeable fire incidents which could put the occupants or users of the School at risk.
- 0.2 Following a review of risk factors the following emergency procedures have been produced:
 - Fire Evacuation Procedures (Appendix 1)
 - Fire Evacuation Notice (Appendix 2)
 - Fire Evacuation Routes (Appendix 3)
 - Procedure for Evacuation of the building by Disabled People and those unable to use the stairs (Appendix 4)
- 0.3 The School completes termly fire drills to test the procedures and any deficiencies are documented and reported to all staff by the Deputy Head.
- 0.4 The fire alarm system is provided with automatic smoke detection and manual break glass call points. This means that, in the event of a fire, smoke may be detected automatically by the detectors and visually by people, who can then operate the fire alarm in a manual way by using the 'break glass' call points to warn other School users.
- 0.5 During an emergency those teachers who are teaching a class when the fire alarm signal sounds will assist in achieving a controlled and orderly evacuation of all pupils from the classroom to their designated assembly points.

Appendix 1: Fire Evacuation Procedures

1.0 The procedures detailed below are to be followed in the event of an evacuation of the School's buildings due to fire.

1.1 Fire Action Notice

A copy of the Fire Action Notice is to be displayed in every teaching room, meeting rooms, all offices, common rooms and staff rooms.

All staff are to familiarise themselves with the nearest available route out of the building from rooms where they teach or work, and the alternative routes.

1.2 Action required on activation of the fire alarm

The fire alarm is a continuous 2 tone siren and on activation the Facilities Team including, Fire Marshalls, Facilities Manager and Head of Facilities and Operations, if on site, will take charge of the situation as outlined in the Fire Safety Policy All staff, pupils and visitors should follow these instructions:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit and make your way to the assembly point on Field Court at the back of the school.
- If you are in a class when the fire alarm sounds, line up and then leave the room quietly. Make your way to the assembly point on on Field Court at the back of the school. The last person out should shut the door behind them.
- Anyone not in classrooms should leave the building by the nearest unimpeded exit and make his/her way to the assembly point at on Field Court at the back of the school.
- Do not stop to collect personal belongings.
- If you have a disabled pupil in your class, or a disabled visitor, staff should assist them to the designated refuge point and follow the evacuation procedures as described in the Personal Emergency Evacuation Plans or Guest Emergency Evacuation Plan.
- Anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately must be report to the Facilities Team or member of SMT.
- Remain at the assembly point with your pupils until the all clear is given by the Headmistress or member of the SMT.
- At the assembly area line up in classes in alphabetical order and in SILENCE. Pupils will line up in year groups along the gate, in year order. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.
- On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of the Fire Service attending or the Facilities Manager or Head if they do not attend.

1.8 Specific Duties of Staff during activation

Certain staff are to carry out the following specific duties:

Member of staff	Duty
Facilities Manager and/or CJS/CLSG Head of Facilities and Operations	To report to Reception and take control as the Evacuation Controller (Fire panel is located in facilities office) <i>(A Facilities Assistant should deputise as Incident controller and liaise with the Deputy Head to ensure everyone is accounted for and that it is safe for reoccupation)</i>
Receptionist	To print the Fire Register and wait at the assembly point and issue to relevant staff. Make the Head and Deputy Head aware of any registers that have not been collected. Assist in registering visitors, contractors, and support staff. Also will receive the VMT register and check all Visiting Music Teachers <i>(Attendance Officer to deputise in the absence of the receptionist)</i>
Deputy Head	To register and check all teaching staff and notify the Head of any missing staff. <i>(In the absence of the Deputy Head, the next most senior teaching staff should deputise in checking all teaching staff)</i>
Teachers and Registrar	Will oversee the evacuation and control of staff and pupils and collect register for their Classes from the Receptionist as soon as they reach the assembly point, register their pupils, and inform the Head of Section of any missing persons who then informs the Registrar . <i>(The Head of Year will designate deputies in the absence of any Form Tutor in checking)</i>
Head	Will check support staff and visitors. <i>(The Head's PA should deputise in the absence of the Head)</i>
School Nurse	The School Nurse should carry an emergency grab bag and is to assemble with the Deputy Head and the other teaching staff. They are to stand ready to provide any medical assistance as required and co-ordinate first aiders if required.

1.9 The safe evacuation of everyone, staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

1.10 **Summoning the fire brigade**

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in reception. The **Facilities Team** are always given advance warning of fire practices. If the alarm goes off for any other reason, the Premises Staff have standing instructions to summon the Fire and Emergency Service at once.

1.11 One of the **Facilities Team** is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. When the building is unoccupied the fire alarm system is remotely monitored by a monitoring company and in the event of a fire alarm while the school is unoccupied the fire service will be called by them and then a member of the **Facilities Team** called out to attend.

1.12 **Procedure for evacuation during break times or class change**

1.13 If the fire evacuation plan is implemented during a break time or during a class change time it is imperative that all pupils and staff leave the building via the most direct route. They should then proceed to their Assembly Point.

1.14 It is the responsibility of **Teachers** to ensure that the members of their form clearly understand that they must, in the event of the fire evacuation plan being implemented during these times, evacuate the School's building immediately by the nearest exit and report to their Assembly Point for the roll-call to be taken.

1.15 It is the responsibility of **Teachers** to ensure that their **Pupils** clearly understand where their Assembly Point is located.

1.16 Under no circumstances should pupils or staff go to any room in the building to collect personal belongings.

1.17 **Procedure for emergency evacuation during lunch within the Grays Inn Hall**

1.18 Whilst using the Grays Inn Dining Hall their fire procedures will be followed. They have provided the School with their Fire and Emergency arrangements and procedures which our staff, pupils and any visitors must follow when using their building.

1.19 If the fire alarm sounds whilst in the dining hall staff and pupils are to evacuate to South Square (assembly point 2) and follow instructions provided by the fire marshalls and security staff of Grays Inn. They should not return to the dining hall or the school until accounted for and instructed it is safe to do so.

1.20 The pupils are always supervised travelling to / from and during lunch in the hall by a suitable number of staff depending on numbers of pupils. Staff in the dining hall have radios and also a school mobile phone to aid any communication needed with the school. In the event of an emergency they will radio / phone the school reception to inform them of any fire emergency.

Appendix 2: Fire Evacuations Notice

Action on hearing the fire alarm

- Everyone to leave the building by the nearest safe exit ensuring you do not stop to collect personal belongings;
- Where practicable, members of staff should close all doors and windows behind them;
- Members of staff are also asked to check the rooms either side of the classroom they are vacating;
- Lifts must not be used;
- You must make your way to the assembly point on [Field Court](#) at the [back](#) of the school

Action on discovering a fire

- Move yourself out of danger;
- Break the glass of the nearest fire alarm call point;
- Attempt to put out the fire with appropriate fire extinguishers, where practicable, but do not endanger yourself;

Whether or not you succeed, the incident must be reported to a senior member of staff without delay.



Assembly points

The Assembly point is outside [on Field Court](#). Pupils are to assemble in year groups furthest away from the School with their respective [teachers](#), and all other staff, visitors and contractors are to assemble nearest to the school.

At the assembly area line up in [classes](#) in alphabetical order and in SILENCE. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.

Appendix 3: Fire Evacuation Routes

3.1	LG Floor	
	3.1.1	Hall Exit via the fire exit door at the back of the hall. Make your way up the stairs and past the school to the assembly point on Field Court
	3.1.2	Kitchen Exit via the fire exit door in the kitchen. Make your way up the stairs and past the school to the assembly point on Field Court
	3.1.3	Changing Rooms Exit via the corridor towards the stairwell, make your way up the stairs and exit the building via the fire exit on G floor. Make your way past the school and to the assembly point on Field Court
3.2	G Floor	
	3.2.1	Science room Exit the room via the fire exit door at the back of the classroom. Make your way down the stairs, past the school and to the assembly point on Field Court
	3.2.2	Music practice rooms, IT office Exit the area via the corridor, make your way down the stairs to G floor and through the fire exit. Make your way past the school and to the assembly point on Field Court
	3.2.3	Reception, Heads office, General office, Nurses room Exit the area via the lobby. Make your way past the school and to the assembly point on Field Court
	3.2.4	Library Exit via the stairwell and make your way to the assembly point on Field Court
3.3	Floor 1	
	3.3.1	Dance studio, Music classroom and Practice room 1 & 2, Deputy Head, Admissions and Comms, West Classrooms Exit via the closest stairwell, make your way down and exit at G Floor. Make your way to the assembly point on Field Court
	3.3.2	East Classrooms Make your way along the corridor, and travel down the stairs to G floor. Exit through the fire exit and make your way to assembly point on Field Court
3.4	Floor 2	

	3.4.1	Staffroom, Music room, Art classroom, Assistant Head, West Classrooms Exit via the closest stairwell, make your way down and exit at G Floor. Make your way to the assembly point on Field Court
	3.4.2	East Classrooms Make your way along the corridor, and travel down the stairs to G floor. Exit through the fire exit and make your way to assembly point on Field Court
3.5	Floor 3	
	3.5.1	Councillors office, West Classrooms Exit via the closest stairwell, make your way down and exit at G Floor. Make your way to the assembly point on Field Court
	3.5.2	East Classrooms Make your way along the corridor, and travel down the stairs to G floor. Exit through the fire exit and make your way to assembly point on Field Court

Appendix 4: Procedure for Evacuation of the building by Disabled People and those unable to use stairs

4.1		Lifts must not be used during a Fire Evacuation.
4.2		Any disabled pupil or member of staff will be subject to a Personal Emergency Evacuation Plan (PEEP), which will be drawn up in consultation with the School Nurse and Form Tutor / Line Manager [please refer to the School's Fire Safety Policy]. This plan will provide the individual with a personalised plan of how to evacuate safely in an emergency.
4.3		A PEEP may also need to be drawn up where a pupil or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness).
4.4		There are direct means of leaving the building without using steps (or by using low steps) from: <ul style="list-style-type: none"> • Level G through reception
4.5		It is accepted practice that in hospitals and other buildings with wheelchair occupants or disabled people, people who cannot use stairs should move to a place of relative safety and await further action by the Fire Marshalls or the Fire Service. This is preferable to the difficulties and risks of having untrained people (staff or pupils) trying to move the disabled person.
4.6		Therefore, if a disabled pupil or adult is on LG Floor, G Floor West, 1st Floor, 2nd Floor or 3rd Floor when the building must be evacuated, they should move to the closest refuge point. They must be careful not to block the staircase, and so may have to wait until most people have gone down. They should be accompanied by two other people (staff or pupils, but not the class teacher who is needed to supervise the rest of the class). The class teacher must know the location of the disabled pupil or adult and the identities of their companions and must inform the Head/ Deputy Head.
4.7		The disabled pupil or adult and their companions should, if possible, go to the East or West stairwell, since it is easiest to carry a disabled person from there. If this staircase is not accessible or has to be left (e.g. because of smoke from another level), then they should move with his companions to another staircase landing. In this case one companion should then leave the building and inform the Deputy Head.
4.8		On reaching their Assembly Point the class teacher should send a runner to inform the Deputy Head
4.9		The location of the disabled pupil and their companion(s) will be notified to the Fire Marshalls or the Fire Service Officer by the Deputy Head.

4.10		<p>Trained personnel are able to assist in the evacuation of disabled persons, rather than having to wait for the arrival of the Fire Brigade, using Evac-chairs. These are present on the following levels of the School:</p> <ul style="list-style-type: none">• Floor 3: in the East stairwell• Floor 3: in the West stairwell
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