



Park School for Girls
Fire Safety Policy and Procedures
for Staff
September 2018

*To be reviewed annually
or when significant changes to the building occur.*

Next review September 2019

September 2019

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1. School evacuation Procedure
2. Procedure if building needs to be evacuated for more than 30 minutes
3. Out of Hours activation
4. Fire safety equipment and systems maintenance

All Classrooms and common areas have current fire exit routes and instructions clearly displayed, and all staircases are referenced. All Staff and students are responsible for familiarising themselves with these.

This policy applies to the whole school, including the EYFS

1. School evacuation procedure

Unless staff have been advised that the alarm is being tested, everyone will assume the alarm is sounding for genuine reasons and will commence evacuation procedures (see Appendix 1).

It is expected that all staff/visitors will use their initiative in cases of real emergencies.

It is expected that all staff will know the escape routes (see Appendix 2) and use their initiatives if one or more of these routes are blocked.

Guidance for employees: responsibility in case of emergency evacuation.

BURSAR (Deputed to either Head Teacher or Health & Safety Co-Ordinator if absent)

- Dial 999, give emergency information UNLESS they are aware that the alarm has been activated for a practise drill.

HEAD TEACHER (Deputy to Head to take responsibility if absent)

- Overall responsibility of the whole school
- Liaise with the emergency services
- Gives permission to re-enter the building when secure
- To check and bring anyone from the medical room.
- Liaise with all staff where necessary

HEAD TEACHER'S PA (Head Teacher to delegate responsibility if absent)

- To collect class registers.
- To collect student late books, signing in/out books.
- To check and bring anyone from the medical room.
- To take all student registers outside and towards the assembly area. Distribute class registers to form teachers.
- To check the cover list and where necessary, give register to who may be covering for an absent form teacher.
- To liaise with form teachers to ascertain if pupils are missing, by checking the signing in/out books.
- To receive back all registers.
- To give feedback to the Head Teacher / emergency services.

EXAMINATIONS OFFICER (Head Teacher to delegate responsibility if absent)

- Overall responsibility for staff attendance.
- To collect cover list from staff room and take outside.
- To collect staff signing in/out book and take outside.
- To collect visitors register and take outside to register.
- To check and bring anyone from the medical room.

BURSAR / HEALTH AND SAFETY Co-Ordinator (Head Teacher to delegate responsibility if absent)

- To delegate tasks if appropriate.
- To help ensure the smooth running of the evacuation.
- To receive any feedback after the event, to record and make an action plan where necessary.

CLASS TEACHERS

- To help guide their class to their correct assembly area
- To ensure silence at all times
- To ensure classroom and any other building areas of responsibility are clear.
- Close door of room on exit, if possible.

FORM STAFF / STAFF ON FORM CLASS COVER

- To collect register from the Head teacher's PA.
- To register their class as quickly as possible.
- To ensure silence at all times.
- To return the register ASAP to the Head teacher's PA, reporting any pupil absences (even if known they have signed out)

ALL OTHR STAFF / PERSONNEL

- To inform the Examinations officer of presence.
- To ensure a smooth and quiet evacuation of the premises.
- To wait in silence at assembly area
- To help/use their initiative in case of real emergency

SPECIFIC STAFF RESPONSIBILITIES TO CHECK TOILETS

- Head Teacher or office staff – staff toilets.
- Staff in room 213 – toilets on stairs 5
- Staff in room 214 or music room – lower school toilets by music room.
- Staff in rooms 215 or 216 – new building toilets upstairs/downstairs on stairs 3.
- Staff in IT suite, rooms 301 or 302– top floor toilets on stairs 7.
- Staff in room 201 or 202 – first floor toilets on stairs 7.
- Staff in reception – Reception class toilets.

VISITORS

- To be guided by the person they are visiting to the assembly area and wait in silence

2. Procedure to be followed if evacuation is for longer than 30 minutes

If it becomes apparent that return to the school building will be delayed by 30 minutes or more, staff and students will proceed to the Emergency centre, Jubilee Church on the corner of Granville Road.

The Head teacher's PA or Bursar will bring the key held by the school and upon instructions from the Head Teacher, form teachers will lead students into the Church hall in an orderly fashion, starting from Year 11. The SLT will then meet to determine further action, whilst teaching staff supervise students who may sit and talk quietly; water and toilet facilities are available in the hall.

A decision will be made at what point parents are to be contacted.

3. Out of hours activation

If the fire alarm is activated when the school is closed, the first contact will be the caretaker. He may be aware by hearing the alarm, or by being contacted by Thorndon Security who monitor the system. If he isn't available, secondary contacts held by the Alarm company are the Bursar and Deputy Head teacher.

The caretaker will decide whether any members of the SLT need to attend immediately. If any staff attend out of hours, the Head teacher will be kept fully informed at all times.

Depending on circumstances, the Head teacher may decide that school cannot open as scheduled on the next planned day and parents will be notified by Parent mail and by strapline to the Website.

The emergency staff contact procedure will be commenced and all staff notified.

4. Fire Safety equipment and systems maintenance

The Health and Safety Co-ordinator and Bursar will regularly walk the school to identify any hazards and compliance issues. Any concerns will be logged in the H&S Log and dealt with in appropriate time frame.

It is the responsibility of all Staff and Students to keep all passageways and exits clear and free from clutter at all times, ensure fire doors remain closed and to report any potential hazards and blockages.

The Fire Fighting equipment will be regularly serviced and maintained in accordance with Industry guidelines by competent engineers. Records of these checks will be maintained by the Bursar.

The system includes: -

- Fire Alarm
- Safety Doors
- Fire Fighting equipment
- Emergency lighting

Fire Alarm

The system is maintained by Thorndon Security who will conduct a full service every 6 months. These will be tested weekly by the Health and Safety Co-ordinator and Bursar on Fridays at 3.45pm.

Safety Doors

The staff room and school office doors have safety closures. These form part of the weekly fire alarm test and are checked by Thorndon Security as part of their 6 monthly fire alarm service.

The main student entry and exit point through the tunnel has doors on a magnetic safety closure. The lock releases when the fire alarm is activated or by using a swipe card which is held by a number of staff members. The doors are checked as part of the weekly fire alarm test and are reviewed by Thorndon Security as part of their 6 monthly fire alarm service.

Fire Fighting equipment

Adequate extinguishers and blankets are situated around the site. These will be visually examined by the Health and Safety Co-ordinator and Bursar regularly as part of their walk through school. They are serviced annually by Thameside Fire Protection.

Emergency lighting

The lighting was tested in Summer 2016 and whilst it is operational, it does not meet industry guidelines for the length of time it would operate. The school does not see this as an issue of immediate concern as the school is rarely occupied in the hours of darkness and in case of an incident, the school could be cleared well within the life of the existing emergency lighting batteries.

The School is currently undertaking a phased plan to have this system completely updated by Summer 2018. It will then be maintained by Electrician of London.

Appendix 1

EMERGENCY EXIT PROCEDURE

Pupils

- **Leave** belongings where they are
- Remain **silent**
- **Listen** to instructions
- Do not panic
- Leave room in **single file**
- Exit school by **route instructed**
- Proceed to the **designated waiting area** outside the school **on Park Avenue**

Staff

- **Instruct** pupils on their exit route from the school
- Ensure a **speedy** controlled exit from the room
- Ensure **the room is clear** of pupils before leaving
- **Close windows** if possible
- **Close door**

Do not re-enter the building until instructed by the Head Teacher or the person deputising for her.

Appendix 2

ESCAPE ROUTES

It is essential that everyone exits the premises as quickly as possible and they should only walk through the building if their defined exit route is blocked.

Ground Floor and Basement

Location	Stairs to Use	Cross playground	Exit door from premises
Headteacher's office	-	-	Main school door
School office	-	-	Main school door
Entrance corridor through to playground	-	-	Main school door
Staff room	-	-	Main school door
Medical room	-	-	Main school door
Staff toilets	-	-	Main school door
Basement store room	-	-	Main school door In real emergency – basement store room window to be used
Basement Kitchen	-	-	Main school door In real emergency – basement kitchen window to be used
Basement storage areas	-	-	Main school door In real emergency – basement store room or kitchen window to be used
Music room	-	-	Music room fire doors
Lower school toilets (next to music room)	-	Yes	Through tunnel, out student doors
PE Studio	-	-	PE Studio fire doors
PE office	-	-	PE Studio fire doors
Room 102 - Reception	-	Yes	Through tunnel, out student doors
Room 101 – Years 1&2	-	Yes	Through tunnel, out student doors
Room 122 – Year 3	-	Yes	Through tunnel, out student doors
Room 123 – Year 4	-	Yes	Through tunnel, out student doors
Room 124 - Hall	-	Yes	Through tunnel, out student doors
Pupil Toilet on stairs 3	-	Yes	Through tunnel, out student doors
Lab 2 - Biology	-	Yes	Through tunnel, out student doors
Lab 4 – Physics	-	Yes	Through tunnel, out student doors
Science Technician's room	-	Yes	Through tunnel, out student doors
Playground	-	Yes	Through tunnel, out student doors

First Floor

Location	Stairs to Use	Cross playground	Exit door from premises
Pupil toilets on stairs 5	5	-	Main school door
Room 213 – Drama / PSHE / English	5	-	Main school door
Room 212 - English	5	-	Main school door
Room 211 – D&T	5	-	Main school door
Bursar's office	5	-	Main school door
Walkway at top of stairs 5	5	-	Main school door
Art Room	6	Yes	Through tunnel, out student doors
Room 201 - RS	6	Yes	Through tunnel, out student doors
Room 202 – History	6	Yes	Through tunnel, out student doors
Room 204 - Spanish	6	Yes	Through tunnel, out student doors
Room 209 – Staff Resource room	6	Yes	Through tunnel, out student doors
Pupil toilets on stairs 7	7	-	Cottage door
Walkway at top of stairs 6	6	Yes	Through tunnel, out student doors
Room 214 – Year 6	4	Yes	Through tunnel, out student doors
Room 215 – Year 5	3	Yes	Through tunnel, out student doors
Room 216 - English	3	Yes	Through tunnel, out student doors
Room 217 - French	2	Yes	Through tunnel, out student doors
Lab 1 - Chemistry	2	Yes	Through tunnel, out student doors
Lab 3 - Geography	1	Yes	Through tunnel, out student doors
Science Technician's room	1 or 2	Yes	Through tunnel, out student doors

The lift by stairs 4 is not to be used.

Second Floor

Location	Stairs to Use	Cross playground	Exit door from premises
Room 301 - Maths	7	-	Cottage door
Room 302 - Maths	7	-	Cottage door
Room 306 - ICT	7	-	Cottage door
Room 307 – ICT Server	7	-	Cottage door
Pupil toilets on stairs 7	7	-	Cottage door
Walkway at top of stairs 6	7	-	Cottage door

Revised by the Head Teacher

Mrs M Fernley

September 2017

Approved by Chair of Governors

Mr Smith

September 2017

Date for review

September 2018

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