



President Kennedy School

Fire (and Emergency) Safety Policy

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Reviewed by: Operations Director

Agreed by Headteacher: 12 June 2020

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1. Introduction

President Kennedy School will ensure, so far as is reasonably practicable, that all staff, students, visitors, contractors and the like are protected from the risks of fire whilst on the school site.

2. Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 01 October 2006 replacing all previous fire safety legislation, e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement general fire precautions which are needed to protect all persons from death or injury in the event of fire.

This policy outlines how the School will meet its obligations contained within the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

3. Policy Objectives

The primary objectives of this Fire Safety Policy are as follows:

- To safeguard all persons from death or injury in the event of a fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt learning, damage buildings and/or equipment, or harm the environment.

4. Roles and Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole School, with specific responsibilities as set out below:

Governors:

- Ensure that an appropriate policy is in place in the school and that arrangements are made for its effective communication and implementation.

Headteacher (Fire Safety Co-ordinator):

- Ultimately responsible for nominating sufficient staff to undertake specific roles identified within the schools Fire Risk Assessment and/or Emergency Action Plan.
- Ensure that all appointed persons, e.g. Senior Fire Wardens/Fire Wardens have access to appropriate levels of training and resources, including up-date briefings twice a year.
- Ensure that appropriate steps are in place to take account of visitors, contractors and shared users of the site, whether on a permanent or temporary basis, including the effective communication of fire safety arrangements.

- Ensure that there are appropriate levels of management/supervisory cover throughout the operating hours of the site in order to effectively coordinate and control any potential evacuation.

Operations Director:

- Responsible for the effective implementation of the Fire (and Emergency) Safety Policy and the school's emergency action plan.
- Assist in a safe and co-ordinated evacuation.
- Ensure that emergency service(s) can access the site.
- Re-allocate resources, e.g. Fire Wardens as required.

Facilities Manager:

- Co-ordinate the school's Fire Wardens (including a working knowledge of fire warden areas of responsibility).
- Coordinate the school's Evacuation Chair Marshalls (including coordinating their trial runs, training and refresher training)
- Communicate effectively with the designated Fire Safety Co-ordinator to ensure the sharing of accurate information.

Fire Wardens:

- Responsible for being fully aware of the school's emergency action procedures.
- Communicate effectively with the Senior Fire Warden/other Fire Wardens.
- Undertake appropriate levels of training including refresher training.
- Be fully conversant with their area of responsibility.
- Assist in maintaining a 'fire safe' environment by walking escape routes within designated areas of responsibility to ensure that they are clear of obstruction and are safe to use.

Evacuation Chair Marshalls:

- All Evacuation Chair Marshalls must report to the Coordinator outside the main Reception Area.
- Evacuation Chair Marshalls will be deployed to the areas/ rooms once the Floor Marshalls have reported to the Coordinator.
- All Evacuation chair trained staff must ensure they are familiar with students or staff who have PEEPs.
- Evacuation Chair Marshalls must conduct training with students and staff with PEEPs at least once a year. (Initially, this training shall occur once per term.)
- Evacuation Chairs will be located in the stairwells.

Staff:

- All staff have the responsibility to cooperate and to ensure that the school environment is safe from fire and its effects.
- Staff must not do anything that places themselves or others in their care at risk.

Students:

- All students are expected to exercise personal responsibility for fire safety of themselves and others.
- Observe all fire safety guidance of the school and in particular, instructions given by staff in an emergency.

Visitors and Contractors:

- Observe all fire safety guidance of the school and in particular instructions given by staff in an emergency.
- Contractors involved in the FM provision for the school (2017 onwards) and demolition phase (2018 onwards) to follow the guidance issued by the contractor/s, unless directly working with the school's Estates Team, in which case they should report according to their site induction.

5. Managing Fire Safety

The School has delegated the day-to-day responsibility for managing fire safety to the responsible person, i.e. the Operations Director.

The Operations Director and Facilities Manager are to:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
- Provide and ensure the maintenance in working order of all portable firefighting equipment and supporting resources/devices with support from the FES FM team and sub-contractors, including:
 - Fire detection and alarm system
 - Emergency lighting
 - Portable firefighting equipment
 - Associated fire safety signage
 - Means of escape
 - The accessibility of the Fire Assembly Points. Commission a fire safety risk assessment to ensure school facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate risk assessments.
 - Organise appropriate instruction and/or staff training in order to protect staff, students, visitors, contractors and property; and including regular (at least termly) fire evacuation practices.
 - Ensure all staff, students, visitors, contractors and third party users are fully aware of and comply with the School's Fire Safety Procedures.
 - Identify hazardous areas and hazardous materials combined with ensuring appropriate management systems are in place to reduce/minimise any associated risk.
 - Monitor and review this policy on a regular basis to ensure that any new risk(s)

or alterations to legislation or circumstances are captured.

6. Monitoring

FES and the school utilise the services of numerous external service providers to carry out statutory and mandatory monitoring inspections, see below:

School Fire Alarm and Detection System	Argus Fire Fixfire FES engineers Site Services Team
Emergency Lighting	Site Services Team FES FM
Safety Signage and Notices	School and FES contractors
Portable Firefighting Equipment	Fixfire Site Services Team
Fire Logbook	FES FM Site Service Team Operations Director
Staff Training	Operations Director Facilities Manager Consilium Health and Safety Advisor

7. Fire Risk Assessment

The school utilises the services of Fixfire to undertake a Fire Risk Assessment.

The Fire Risk Assessment is reviewed and amended in line with:

- Structural changes (new build)
- Change of use (e.g. expansion of community programme)
- Change in work processes (alternative evacuation routes)

8. Fire Safety Training

- All new staff receive basic fire safety induction training through their induction with HR
- Staff attend refresher training as required.
- Detailed fire safety training is delivered to staff with specific areas of responsibility, e.g. Fire Marshalls.
- Refuge points are labelled on the outside of the door.
- All staff and students, including mid-year transfers are talked and walked through the school's fire safety evacuation procedures in the new school buildings. (Pastoral Leaders)

- When changes to evacuation routes and Assembly Points are implemented, staff and students are walked through the new route and routines.
- Fire practices are planned into the structure of each term. The findings of any such practice are recorded and reported at the schools Health and Safety Committee meetings. Conclusions and recommendations are recorded, and circulated to all staff.
- Labels are in place on the tennis courts for each tutor group to ensure efficient fire assembly.

9. Evacuation Procedures

The evacuation procedures which are to be followed in the event of fire alarm activation are detailed in Appendix 1. The Appendix details the responsibilities of staff and individuals during the evacuation and subsequent roll call.

The document also covers specific guidance in relation to the evacuation of disabled or mobility impaired persons should the need arise.

Appendix 1: Immediate Actions to take on discovering a fire

- On discovering a fire, break the glass or set off the alarm at the nearest call point. (Staff should familiarise themselves with their nearest call point)
- Evacuate via your nearest escape route (See Appendix 2)
- Tackle the fire only if your escape route is blocked
- Report details of fire and whereabouts to Fire Safety Coordinator

On Hearing the Alarm

Evacuation- Teacher responsibility

All able bodied class teachers will assume the responsibility of a Floor Marshall. Their duties are outlined below:

- On hearing the fire alarm teachers must immediately take control of their class.
- Staff and pupils must start to evacuate. NO belongings or beverages etc. should be taken. Prepare to leave immediately in an orderly manner.
- All students must be asked to line up inside their classroom in single file, silently and quickly. The teacher then asks students to calmly leave the classroom maintaining the single file.
- Once the last student has left the classroom, the teacher must close the door and move with their students to the assembly point, maintaining discipline and order at all times. Do not stop to lock the door. It only needs to be closed to show the Fire Marshall that you have made sure everyone is out.
- Teachers must control the movement of students when joining other classes and ensure they walk in single file.
- All students must remain silent and move quickly but safely. No running or overtaking is allowed.
- Students must walk down the correct side of the stairwells as indicated on the plans on all doors. Students must follow the green signs on the walls to exit the building.
- Any students that identify themselves with Personal Emergency Evacuation Plans (PEEPs) must be walked out with the class and left at the nearest refuge room. Fire Marshalls will take responsibility from this point on.
- No one should walk against the flow of traffic. Ensure that you know which side of the staircase to walk down and follow other classes in single file down to your exit to the designated assembly point.
- The designated assembly point is the tennis court area adjacent to the Student Reception.
- Do not re-enter the building until authorised

All staff must familiarise themselves with their evacuation route. These are clearly displayed on the back of each classroom/ office door. All staff who are not teaching must support in the evacuation by ensuring the above.

Those staff with a PEEP will follow the details outlined in their plan. Teachers in surrounding classrooms will be responsible for the evacuation of this class.

Fire Marshalls

All Fire Marshalls must familiarise themselves with their designated zones. If the alarm goes off for an evacuation and you are not in your zone, do not return to your zone. Move out to the designated assembly point and report that your zone has not been checked.

During an evacuation, you must:

- Follow your training at all times.
- Ensure that you have your walkie talkie on channel 7.
- Wait until all the students and staff have walked down the staircases.
- Walk around your designated area and ensure there are no students or staff left.
- Remember that all classrooms with closed doors indicate that they are clear.
- Check all toilets and cupboards/ offices for staff/ students.
- If you come across anyone, ask them to leave immediately. If they refuse to leave, then leave them there and report this when you get downstairs. Do not allow them to delay you.
- When you get to the refuge rooms, please identify quickly if there is anyone who needs an Evacuation chair. You must report the location the Evacuation chair is required to the Fire Safety Coordinator at the Main Reception Area downstairs.
- If there are students or staff who can walk down after the initial rush, please bring them down with you and they will need to be taken to the front of the building via the assembly point for Fire Marshalls.
- All Fire Marshalls must report to the Coordinator outside the main Reception Area.

Evacuation Chair Marshalls

- All Evacuation Chair Marshalls must report to the Fire Safety Coordinator outside the main Reception Area.
- Evacuation Chair Marshalls will be deployed to the refuge rooms or appropriate stairwell once the Floor Marshalls have reported to the Coordinator.
- All Evacuation chair trained staff must ensure they are familiar with students or staff who have PEEPs.
- Evacuation Chair Marshalls must conduct training with students and staff with PEEPs at least once a year. (Initially, this training shall occur once per term.)
- Evacuation Chairs will be located in the stairwells.

First Aiders (Appendix 1)

- On hearing the alarm go off, all First Aiders will need to grab their first aid kit and take it with them to the evacuation point.
- If you are not near your first aid kit then do not go to get it.
- Walk out with the class you are with to the evacuation point and make yourself known to the Assembly Point Coordinator.
- The Lead First Aider will bring a first aid kit and defibrillator to the main reception assembly point.

NEVER ASSUME IT IS A FALSE ALARM. DO NOT MAKE A LOCAL DECISION TO SEND STUDENTS BACK INTO THE BUILDING UNLESS INSTRUCTED TO DO SO.

Communications Office

Main Reception Staff

- Main Reception Receptionist (Balbir Bamra) is responsible for ensuring no-one enters the building from the Main Reception entrance.
- Admin staff (Lynne Price) assembles at the Visitor Assembly Point at the front of the Main School Building and undertakes a roll-call of visitors on site. She reports the roll-call to the Reception Coordinators.
- Main Reception Receptionist (Dee Tyler) is available to support either of these roles on a Friday if needed.

Student Reception Staff

- Admin staff (Katie McDonald) is responsible for making sure that students do not enter the building via the Student Reception entrance.

Reception/ Office Staff

- Admin and Events staff (Jessica Richardson and Rebecca Webster) are responsible for ensuring that the green gate access gate by Reception is open
- Student Reception staff (any of Katie McDonald, Jessica Richardson or Jannette McCauley) will open the side gates to the tennis courts.
- Cover Supervisor (Caroline Hemus) is responsible for ensuring all staff and student registers are taken to the Assembly Point and distributed

Associate and Professional Staff

Associate and Professional staff who are attached to a College should assemble with that college. Those who are not attached to a college and visitors should assemble in the area on the left inside the top entrance to the tennis court and report to the designated person.

The Main School Gate

A senior or designated member of staff should stand at the front gate to receive any emergency vehicle.

Cleaning Team/ Community Staff

When on site – assemble in the Tennis Courts.

The signing in sheet will be collected from the Main School Office ready for the roll call.

Temporary Staff/ Trainees

Temporary staff should assemble with the college to which they are attached.

Roll Call

The Deputy Headteacher (SR) and Assistant Headteacher (RB) will move to the designated fire assembly point and act as the focal point throughout the evacuation, at the centre of the Assembly Area. (CENTRE OF TENNIS COURTS)

At the fire assembly area tutors should collect registers from the pastoral lead and complete a roll call including reporting of absences. Tutors should report to the College Leader/Director. The College Leader/Director is to report to the DHT(SR) and/or AH (RB) with the names of any student or staff who are unaccounted for and their expected whereabouts. THIS MUST BE DONE WITHOUT DELAY.

Staff not assigned to a college should report to the following people for roll call:

AHT (RB) or duty SLT at centre of tennis courts

- The Cleaner in Charge is to collect the Cleaning team signing in sheet.
- Catering Manager is to account for the catering team

These lead people must report to the DHT (SR) and/ or AH (RB) with the names of any members of staff who are unaccounted for and their expected whereabouts.

Operations Director is to account for the whereabouts of the Site Service team. The Site Service team are to:

- Assist the Operations Director in ensuring that the emergency services have access to the school site;
- Prevent any casual visitor from entering the school site
- Check the fire alarm panel and the point of activation. The Operations Director or a member of the Site Service team will subject to confirmation contact the Emergency Services (9)999.

The Fire Safety Co-ordinator, is the responsible person and upon the arrival of the Fire Service/Emergency Services is to hand the site over. In conjunction with the Emergency Services the FSC will determine when staff and students can leave the assembly area. In the event of a practice the FSC will determine when staff and student dismissal can take place.

NB - Where a named person with a specific fire safety responsibility is absent, their named deputy is to assume their role in the event of an emergency evacuation.

On Completion of a Practice

The Operations Director and/or Facilities Manager on completion of a fire practice is to produce a Fire Practice Report and present it to the Headteacher and Health and Safety Committee.

The Operations Director and/or Facilities Manager will actively seek feedback from staff following a pre-planned fire evacuation. Staff feedback will be used to inform future practice and procedures where it is deemed necessary.

The Health and Safety Committee is to review the findings of the report and agree appropriate action to be taken should the need arise.

Special Educational Needs Students (Including mobility impaired students)

Students with Special Educational Needs will be appropriately identified and adjustments made to ensure their safety and wellbeing at all times. When necessary a Personal Emergency Evacuation Plan (PEEP) will be prepared in consultation with the student and parent/guardian.

Mobility Impaired Staff

Where staff or students require a PEEP this will be identified through the recruitment/induction process or through HR. As a consequence of the PEEP process reasonable adjustments will be made to support the individual in the workplace/ school. Where necessary a nominated person(s) will be appointed to assist the individual (and/or the management of their class) in the event of an emergency. Refuge points are designated on the first and second floor of the building with communication links to main reception.

The Fire Marshalls will identify the names and locations of personnel who have remained in the Refuge Rooms. If there are students or staff who can walk down after the initial rush, Fire Marshalls will bring them down and they will need to be taken to the front of the building via the assembly point for Fire Marshalls.

If they cannot walk down then the Fire Marshall will inform the Fire Safety Coordinator and they will coordinate the deployment of the Evacuation Chair Marshalls to the appropriate refuge room or stairwell.

Mobility Impaired Visitors

On arrival, mobility impaired visitors, including wheelchair users should identify any special requirements in case of an emergency. The person hosting the visitor is to ensure the visitor's safety in the event of an emergency evacuation or use of a safe haven.

Other Emergencies

For any emergency situation the fire alarm should be used to evacuate the building.

In some circumstances it would not be possible to assemble on the school site or to re-enter the school building. In this situation the Headteacher may decide to initiate an alternative assembly point (See Business Continuity Plan).

Appendix 2: Building Evacuation Plan (COVID-19 Amendment)

Date: 15th June 2020 to the end of the Academic Year

This document is not intended to supersede the school's current Fire and Emergency Plan document and reflects only the changes to our usual arrangements and will be kept under review.

Any changes will be communicated to staff/ pupils accordingly. Social distancing will be adhered to wherever reasonably practicable and fire exits will be made available. The Facilities Manager/ Site Services Officer will continue to check the Fire Panel.

The fire alarm system is inspected and working as normal and there are no changes to our substantive local procedures. The following provides details of how Fire Evacuation will be managed:

1. Headteacher or Deputy Headteacher will muster at the front of Main Reception and ensure they have a walkie talkie with them at all times.
2. The Headteacher or Deputy Headteacher will liaise with the Facilities Manager/ Site Services Officer to determine the location of the alarm and whether it is a real or false alarm. They will call 999 (where required.)
3. Richard Beattie (Leadership Group 1) and Tyson Lane (Leadership Group 2) will be the Evacuation Controller. They will ensure they have a charged walkie talkie with them at all times. They will assemble in the middle of the tennis court.
4. Members of the Leadership Group will collect a high visibility pink jacket from Head's PA office on arrival to school and keep this with them in case of Fire Evacuation.
5. The admin team member in that day will take the registers and First Aid grab bag all located together in the office.
6. All other members of Leadership Group will be the Fire Marshalls and sweep classrooms, offices and toilets.
7. The school does not anticipate any student in receipt of a Personal Emergency Evacuation Plan being on school site. In the event that they are, their PEEP will be amended accordingly.
8. The tennis court will remain as the assembly point for staff and students. They will remain in their social bubble and stand 2 metres apart from each other and other bubbles.
9. Year 10 students will stand on the right hand side of the tennis court, Year 12 students will stand on the left hand side of the tennis court and the Vulnerable/ Key worker group will stand inside the tennis court adjacent to Student Reception.

10. The Teacher with each respective bubble will evacuate with them to the assembly point on the tennis court. As they leave their classroom, they will shut the door to indicate that the room is clear.
11. All fire exits will be unlocked and you are still to use the nearest exit as depicted in the Fire Evacuation Routes document (See attached). Information about which stairwell and exit you will use will be on the inside of the classroom door for your review.
12. The admin team member will distribute registers (maintaining a distance of 2m) and teachers will conduct a roll-check.
13. The teacher will raise their hand if there are any children missing from their social bubble. In the event that there are students missing, the Evacuation Controller will approach the teacher, maintaining a 2m distance and be informed of the student's name and any possible location.
14. Cleaning staff will evacuate in the normal way and assemble on the tennis court on the side farthest away from Student Reception. Cleaner in Charge will account for cleaning staff and will raise their hand if there are any cleaners not accounted for. In the event that there are students missing, the Evacuation Controller will approach the Cleaner in Charge, maintaining a 2m distance and be informed of the cleaner's name and any possible location.
15. Evacuation Controller will use the walkie talkie to inform the Headteacher or Deputy Headteacher that all students and staff are accounted for, or to inform them of any missing and possible location
16. Visitors will only attend site where necessary. They will be informed to register to the front of the Main Reception and the Facilities Manager/ Site Services team will account for them and feedback to the Headteacher or Deputy Headteacher.

Once the Headteacher or Deputy Headteacher has confirmed it is safe to re-enter the building, the Evacuation Controller will manage the egress from the tennis court to ensure social bubbles are maintained.

REFUGE ROOM

ROOM	FLOOR
F05	First
F13	First
F22	First
S07	Second
S12	Second
S23	Second

Appendix 3: Fire Marshalls

GROUND FLOOR

ZONE 1: Caroline Vincent- Squibb; Natalie Colley

ZONE 2: Steve Hewins; Marion Lissaman

ZONE 3: Jo Cobden; Tom Kelly

FIRST FLOOR

ZONE 1: Usha Ranchhod; Claire Lindsay

ZONE 2: Sarah Scotting; Ralph Cordes

ZONE 3: Gail Edmondson; Karen Morse/ Vicky Read

SECOND FLOOR

ZONE 1: Dave Keddie; Swati Bavaskar

ZONE 2: Lindsay Doolan; Lorraine Anderson; Adrian Chapman

ZONE 3: Wendy Payne; Pauline Mayne

SPORTS BLOCK NEW AND RETAINED

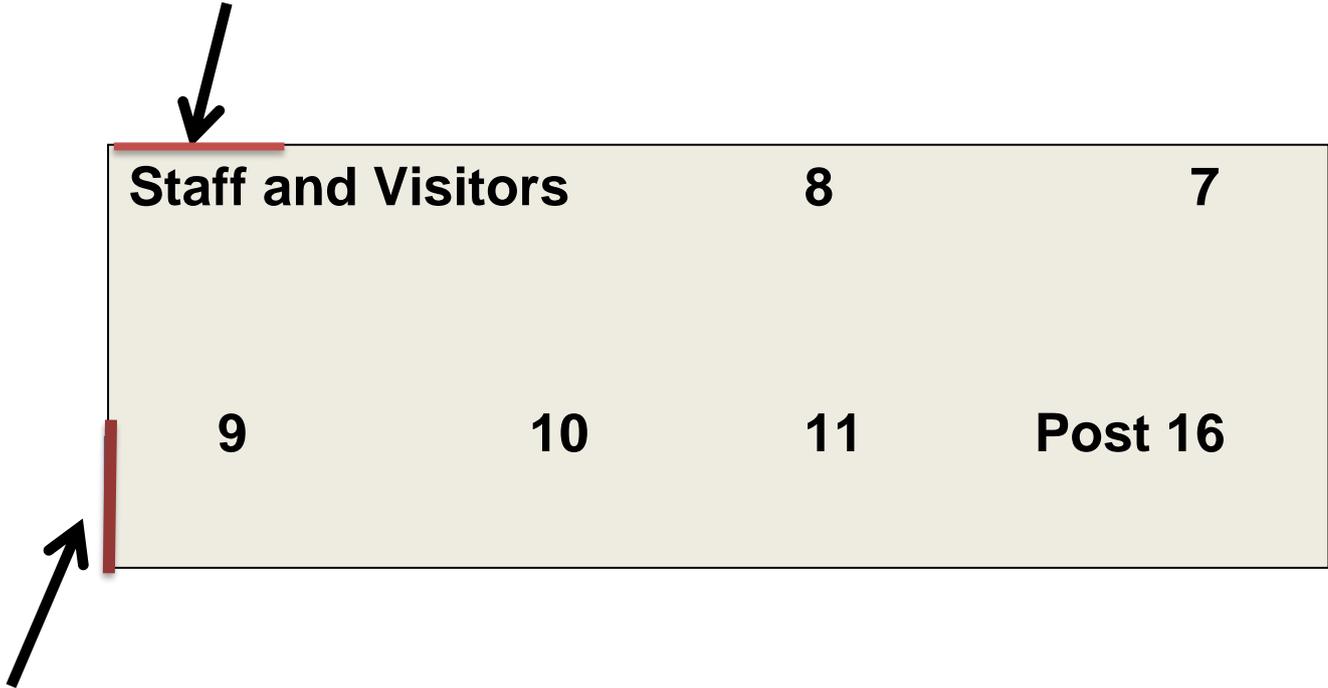
Steve Garlick

Jade Newbold

Appendix 4: Fire Assembly Station for the whole school and for out of hours and weekend users

Tennis Court

Top Entrance



Alternative Assembly Point: All Weather Sports Pitch.

Appendix 5: Role of the Fire Marshall

On hearing the fire alarm, FMs are to carry out the following:

1. Collect their Fire Marshall holdall. The holdall should be kept in an easily accessible place and should contain the following:
 - Hi-vis waistcoat
 - Whistle,
 - Torch and spare batteries,
2. Put on reflective waistcoat.
3. Start to check area of responsibility by requesting politely but firmly that all staff, students and visitors evacuate the building immediately by the nearest available exit route and proceed to the Fire Assembly Point. All staircases should be used for evacuation purposes regardless of normal direction of use.
4. Check all 'Common/Shared' areas within the area of responsibility (if safe to do so) to ensure occupants have evacuated the building, including the following areas:
 - Classrooms.
 - Corridors.
 - Student washrooms
 - Staff offices and toilets
 - Cleaners' cupboards.
 - Areas in which contractors are working within the building - if their location is known.
5. If safe to do so, check, and/or remind staff/occupants where hazardous processes are being used, to shut them down safely and quickly (where appropriate) before leaving the area. If this is not possible, the FM or a responsible person must inform the Headteacher/Site Service Officer of the hazard and possible effects on leaving the building.
6. Report to the Reception call-point or to Neil Clayton/Richard Beattie:
 - The location of the fire, the cause of the fire (if known) and any other relevant information available.
 - That their area of responsibility is clear, or, if persons are still left in their area, where and why they are still there (i.e. they refused to leave, dealing with hazardous process, disabled persons in designated refuge).
 - location of hazardous materials or processes to be identified to the Fire Service on their arrival.
 - Proceed to the Fire Assembly Refuge Point

Note: In some cases the emergency plan will identify that it may be necessary for the FM to position themselves (if safe to do so) at entrances/exits to prevent persons re-entering the building, whilst the emergency is in progress.

7. Inform staff, students, visitors, etc that they may re-enter the building only when the Headteacher/Site Manager, their nominated deputy or duty manager has indicated that it is safe to do so.

OTHER MATTERS TO CONSIDER

1. Try to ENSURE that evacuees do not obstruct the main entrance by moving them to the Fire Assembly Point(s). This will enable the Fire Service to carry out operations as safely as possible and to position their appliances close to the building.
2. Some staff and students have a Personal Emergency Evacuation Plan (PEEP). This will identify any special arrangements for their evacuation and the nominated person(s) who will assist them. You should make yourself aware of any PEEP(S) in your area of responsibility and of any designated refuges.
3. Once at the Fire Assembly Point try to ensure that evacuees DO NOT obstruct the vehicular routes.

FM 'DON'Ts'

1. DO NOT re-enter the building until told that it is safe to do so, even if the alarm has been silenced, this DOES NOT mean that the incident is over
2. DO NOT enter or re-enter the building to carry out your duties; if you are already outside and the alarm is sounding (if you just arrived at work or are returning from lunch), leave your area to other FMs. You can assist by checking that your staff and/or students are accounted for at the Fire Assembly Point and passing relevant information on to the Headteacher/Site Manager, their nominated deputy or duty manager.
3. DO NOT go to other areas of the school/establishment to carry out FM duties, leave to the appropriate FM for that area, you may become trapped or overcome by smoke and fumes,
4. DO NOT get into arguments, disagreements or become distracted from your task.

FM 'DOs'

1. DO wear your reflective waistcoat as a mark of your authority.
2. TREAT every alarm set off as a real emergency which could threaten the safety of everyone in the school.
3. ENCOURAGE occupants to leave the building quickly, but also as safely as possible and by the most direct route.
4. CONTINUE to move staff, students and visitors on leaving the building - to the FIRE ASSEMBLY POINT.