

St. Joseph's RC High School  
Ysgol Uwchradd Gatholig Joseff Sant

## Fire Safety Strategy

Fire safety Strategy



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This policy was updated June 2022 by Mark Rowland

This policy was presented and accepted by the Governing Body on 14<sup>th</sup> July 2022

This staff were made aware of this policy and or updates in July 2022

This policy will be reviewed July 2024

# Fire Safety Strategy

## 1. Introduction

This plan documents the arrangements required to respond to a fire at St. Joseph's RC High School.

The fire strategy is to safely evacuate all staff, pupils and visitors in the event of fire. The Business Manager/Site Manager and Senior Leadership Team will monitor in the event person(s) are trapped and report to the Fire Brigade.

The Fire Plan will be reviewed on an on-going basis by the school, and will be updated to reflect changes to the school's operation, occupied areas and construction changes as required. Any necessary changes to fire assembly, evacuation routes or similar will be undertaken by the school as required.

This Fire Plan will be regularly reviewed in conjunction with the independently appointed contractor appointed by Newport City Council to undertake an annual fire inspection. Relevant recommendations will be inserted and actioned upon by the school.

## 2. Responsibilities

### Fire Team

*Fire Team Leaders:* Head Teacher – Mrs Jackie Jarrett, Jane Morgan, Deputy Headteacher, Tim Seghiri, Assistant Headteacher, Tim Nunn, Assistant Headteacher, Rachel Hanford, Assistant Headteacher, Joseph Ryan, Assistant Headteacher

*Fire Leads :* Immediate Alarm Response and Investigation : Stewart Foster Site Manager, John Nugent, Caretaker, Dave Whitehouse, Caretaker, Lesley Holder, School Support Officer (Receptionist).

*Fire Co-ordinators / Liaison with Fire Brigade :* Mark Rowland, Business Manager, Stewart Foster, Site Manager.

Teachers – follow directional arrow in each classroom to nearest fire exit on the sound of the fire alarm and lead class to one of two fire assembly points at the front of the building (bus shelters) or rear yard. Class to stay with teacher. Teacher to confirm all pupils are present at assembly point and confirm this with Fire Team Leaders (Senior staff). Teachers to identify any pupils not accounted for.

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## Fire Wardens – see list below

### Ground floor

Receptionist Geraint O'Driscoll or Sophie Bignall	To Fire Panel	Report To Mr/SF	Radio
Helen Thomas	Check Sports Hall & Toilets	Report To MR/SF	Radio
Paula Ryan	Main Phones in Reception/Reserve Sweeper	Report To MR/SF	Radio
Delyth Peake	Reserve Sweeper Cover Office Absence	Report To MR/SF	
Debra Bailey	Check Reprographics/Conference Room	Report To MR/SF	
Celia Mills	Toilets Re Area /Interview Room	Report To MR/SF	
Andrea Allen	Office/First Aid Room/Main Foyer	Report To MR/SF	Radio
Emma Reynolds	Sweeps Drama/Main Hall	Report To MR/SF	
Mary Davis	Sweeps Re /Music	Report To MR/SF	
Angela White	Sweeps G14 To G10/Gym/Toilets/Female S3	Report To MR/SF	
Judith Thomas	Sweeps G6 To G9/Gym & Toilets/Male S3	Report To MR/SF	
Kerry Mcauley	Sweeps Technology Area S4	Report To MR/SF	
Emma Reynolds	Sweeps Kitchen/Canteen/Servery Areas	Report To MR/SF	Radio
	Report to Reception Reserve Sweeper	Report To MR/SF	
		Report To MR/SF	

### First Floor

Gina Evans	Staffroom/Offices/Staff Toilets	Report To MR/SF	Radio
Joe Ward	Sweeps History/Geog Inc Bs Access	Report To MR/SF	
	Pe Office/Multigym/ F31	Report To MR/SF	
	Sweeps English/Maths S3	Report To MR/SF	
Sara Morris	Sweeps Art & 6th Form S4	Report To MR/SF	

### Second Floor

Majid Elharrif	Sweeps 2nd Floor Top of S2 & Down S1	Report To MR/SF	
Jane Morgan	Role Call Back Yard Area		Radio
Tim Nunn/Joe Ryan	Role Call Back Yard Area		Radio
Tim Seghiri	Role Call Front Bus Stop Area		Radio
Rachel Hanford/Kath Burke	Role Call Front Bus Stop Area		Radio
Jackie Jarrett Stewart Foster/Mark Rowland	Reception with Site /Business Manager		
Caretakers	Coordinates with Caretakers		Radio
	Confirm Position/Confirm It Is A Fire	Report To MR/SF	Radio

## RECEPTIONISTS DUTIES WHEN ALARM SOUNDS

### Alarm Sounds

Turn Radio to Channel 3 (only Business Manager, Site Manager and Caretakers to speak – Senior staff to respond only to Business Manager / Site Manager)

Get Fire Panel Key

Receptionist to Go to Panel With Radio/Key Open Door Insert Key Turn 90 Degrees Clockwise

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Wait for Caretakers Response

Alarm Centre Will Ring to Find Out the Situation

If False Alarm Receptionist to Tell Them No Services Required.

If Fire Confirmed – Receptionist Calls Fire Brigade

A Full Evacuation Will Always Take Place as Soon as The Alarm Is Sounded

Receptionist to provide visitors list to S. Foster to check / account for all visitors who have assembled at the front of school.

### 3. Training

All new staff have induction training which includes Health and Safety and Fire Evacuation. On-going training is arranged which includes training on the use of fire extinguishers, training for Fire Wardens, communication at weekly briefings for all staff etc.

### 4. Monitoring of fire safety

Regular checks of the building will be undertaken during the day by the Site Manager and Caretaker on duty to ensure that fire safety is being maintained during building works. Extra time will be spent checking the premises at the end of the day during closedown and at the beginning of the week to ensure fire safety is being maintained to a good standard.

### 5. Fire Detection and Protection Systems

The premises are protected with a smoke detection system as part of the premises design strategy to provide suitable smoke detection in accordance with building regulations and fire guidance. There are no automatic sprinklers fitted within the school. The fire alarm system is programmed with a 2 minute delay to minimise the occurrence of false alarms and to allow for a manual inspection of the activated area by the fire warden who will cancel the alarm if nothing is found.

If two or more smoke detectors activate in one fire zone, or if an alarm is activated manually:

- The fire alarm system will sound automatically with no 2-minute delay, and the building will be evacuated. In the event of only one smoke detector being activated:
- Fire panel alerts Admin staff who will contact the Fire Team via phone to investigate fire alert signal.
- Site Manager or caretaker will check fire panel to direct investigation
- If, upon investigation, an actual fire is identified, the Site Manager/Caretaker or Fire Team will escalate the fire alert signal to a full fire alarm and the school will be evacuated. The school will not evacuate any stay put procedure – if the fire alarm sounds, the school will always fully evacuate the building (Ground, First and Second floor – main building and O1, O2 and O4, O5 (the outside classrooms) and O3 (office).

If a power failure/technical problem were to affect the operation of the fire detection system, there is a 12-hour manual battery back-up that would support its operation. The system also allows for the isolation of faulty individual sensors or sensors that may have to be temporarily isolated e.g. a smoke machine during a show. In these instances, a manual system would be put in place by the Headteacher, Business Manager, Site Manager. This would involve staff or 6th form pupils being issued with radios and patrolling the area and alerting the nominated fire lead immediately by radio (usually the Site Manager or Caretaker on duty) of any smoke, fire, concerns to raise the alarm and evacuate the building.

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All Fire Doors throughout the building will automatically close when the alarm sounds to prevent the spread of fire. The building is 16 years old.

## 6. Lighting of escape routes

All escape routes will be provided with adequate artificial lighting, and lighting on escape stairs will be on a separate circuit from that supplying any other part of the escape route.

Emergency escape lighting is not required for schools operating during normal school hours. However, to address the use of the buildings outside these hours an emergency escape lighting system in accordance with BS 5266: Part 111.12 will be provided throughout all escape routes and the occupied areas of the building, as recommended. On power failure the emergency escape lighting will be capable of operating for 3 hours.

## 7. Exit Signs

Every escape route (other than those in ordinary use) will be marked by emergency exit signs complying with BS 5499: Part 111.14 and be located in accordance with the recommendations of BS 5499: Part 411.15.

## 8. Fire Fighting Equipment

To comply with the Fire Safety Order, suitable portable fire extinguishers will need to be provided throughout the buildings in accordance with the recommendations of BS 5306: Part 811.30. The following staff have been trained to use fire extinguishers:- Mark Rowland, Stewart Foster, Paula Ryan, Andrea Allen, Gina Evans, Majid Elharrif, Judith Thomas, Stuart McIntyre, Delyth Peake, Celia Mills, Kerry McAuley, Mary Davis. These will be used only in appropriate circumstances in accordance with training i.e. to contain a small fire.

## 9. Arrangements for Evacuation of Vulnerable People

Personal emergency evacuation plans exist for pupils and staff who require assistance during an emergency. These are held by the SENCO and Site Manager. Evacuation Slings are situated on each floor to assist pupils / staff if required.

Safe Zones – safe zones are areas such as stairwells, which are protected from fire for a minimum of 30 minutes. On reaching such a location, a person is safe from the danger of fire for sufficient time for them to be evacuated from a building (if required). The problems encountered by disabled people evacuating a building in the event of a fire will vary, but the personal evacuation plan will identify the level of support required, who will assist and make clear the area they should wait at for assistance if required and they are unable to leave the building without assistance. This plan is agreed by the pupil's parent/carer and the school. The member of staff nominated in the personal evacuation plan, should make any pupil who may be required to use a "safe area" aware of the nominated safe zone. In the case of St. Joseph's RC High School all 5 stairwells serve as points for disabled/vulnerable people to be taken to during an emergency evacuation to wait for assistance from those staff detailed in their personal emergency evacuation plan.

Any person with impaired vision or hearing should familiarise themselves with escape routes via regular fire drills, so as to be familiar with hazards. It is essential that anyone who may have difficulty hearing a fire alarm, makes fellow students or staff aware, so as alert them when alarms sound. The caretaker on duty should be aware of groups or individuals working alone / with impairments so as to assist after school where applicable.

# Fire Safety Strategy

## 10. Services – Gas/Electric

Gas services cut off when fire alarm sounds.

## 11. Who Meets Fire Service and Communicates Information (if required)

The Site Manager/Business Manager or Headteacher will meet the Fire Brigade on arrival and communicate the details of any fire to the Lead Fire Officer. This will include showing them to the fire panel.

## 12. Summary of Staff / Pupil Ratios

Current pupil numbers 1463, current staff numbers (teachers, support staff and cleaners) 133.

## 13. Evacuation Offsite (if required)

If a major emergency and pupils and staff need to be evacuated offsite, the Headteacher and Fire Leaders will make a decision and pupils will be leave school along Pencarn way (with staff at the front, middle and rear) and walk to The John Frist High School. The Business and Site Manager will liaise with the Headteacher at the school, transport operators and parents to confirm relevant arrangements.

## 14. In the event of a full fire alarm Fire Team Leader and Deputies will take charge of the emergency and ensure the following are carried out:

- The fire brigade has been called.
- Communications between the school and staff are maintained.
- The police are informed that the school is evacuating.
- The evacuation plan is activated.
- All users have been informed across the site.
- The location of the fire is known by other site users and fire teams.
- The fire brigade are briefed when they arrive.
- A roll call is made at the assembly point together with information on evacuation of able bodied and disabled users (pupils, staff and visitors).
- Reports received from the team on the location, extent and nature of the fire if possible.
- A decision is made on whether a site evacuation is required, on advice from the Senior Fire Officer in attendance (and/or the police)

Only the Fire Team Leader (or acting) can give permission for reoccupation of the premises when safe to do so.

## 15. Teaching Staff will:

- Evacuate all students and staff/visitors to the assembly point quickly and calmly
- Line up their classes in year groups in the designated areas and ensure a check of all pupils in the lesson is complete
- Notify the Head of Year / Fire Team Leader of any missing students
- Wait until the all clear is given or follow further instructions issued by the Headteacher in consultation with the Senior Fire Officer.

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## 16. Fire Wardens will:

- Check all areas evacuated, each fire warden responsible for areas/floors of each building. Fire Wardens will report areas all clear or any issues to the relevant officer detailed in the Fire Evacuation Plan (as per training).
- Assist and direct staff, pupils and visitors to assembly points.

## 17. Receptionist will:

- Notify Fire Team of fire alarm.
- Close down the reception area.
- Check the visitor's book that and liaise with the Site Manager to ensure all visitors have evacuated and provide list to Site Manager - Liaise with ADT/Fire Brigade.
- Evacuate to the assembly point.

## 18. The Site Manager/Caretaker will:

- Check fire panel and undertake investigation – replace broken glass at appropriate point where applicable
- In the event of an actual fire the Fire Team to escalate to full fire alarm and school evacuation.
- Evacuate to assembly point and keep in communication with Fire Team Leaders by radio.

## 19. Disabled Persons

- Any disabled persons visiting the school will be accompanied at all times by a member of staff
- Should the school receive disabled pupil(s)/staff, an operational strategy will be in place to ensure the safety and evacuation of these pupil(s)/staff.

20. **After School Clubs** will use the evacuation routes and assembly area as set out in this Strategy. The caretaker on duty will advise group leaders of the appropriate evacuation procedure.

## 21. School Evacuation

- The population of the school will evacuate to one of two Assembly Points as set out in the fire evacuation plan.
- Pupils will assemble in the classes they are in within their year group(s).
- The Site Manager/ Business Manager will advise the Fire Leads at the front and rear of the building that the evacuation is complete.
- The Site Manager/ Business Manager will liaise with the Senior Fire Officer.