



**LEES BROOK  
COMMUNITY  
SCHOOL**

# FIRE SAFETY POLICY

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## **FIRE SAFETY POLICY**

### **Aims:**

- To reduce the risk of fire so far as is reasonably practical, taking account of the most up to date Fire Risk Assessment
- 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. All staff will receive instruction on the School Fire Evacuation procedures as part of their induction programme and this policy is made available to all through the School's network
- To ensure the safety of students, staff and anyone else legally on the School's premises
- Visitors will be issued with Fire Evacuation instructions on signing in (in card format to be carried with them at all times) and will receive direction from the person they are visiting
- Supply teaching staff/cover supervisors are issued with fire evacuation instructions as part of their information pack (known as the blue folder), as well as the fire evacuation card issued when signing in
- To carry out fire drills and contact emergency services where necessary
- 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 FIRAS accredited contractor to carry out such maintenance
- In view of the School's complex site, the evacuation policy is such that any alarm activation in either the Main School, Sports Hall, Skills Academy or Construction Barn will result in full evacuation in order to complete a whole School roll call

### **The competent persons are:**

- The Head Teacher – the “Responsible Person” (Incident Controller)
- Deputy Head – the “Nominated Person”
- External Agencies to provide expert advice and assessment as required

## ARRANGEMENTS

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

This policy refers to evacuation procedures 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 policy applies to the whole site and comprises:

- Evacuation procedures
- Instructions for staff involved in the procedures

The policy applies to all staff and students of the school, all visitors, guests, lettings and contractors – **there are no exceptions**. All the aforementioned must take part in evacuations, whether drill, real incident or false alarm.

The procedures are the same for **ALL** evacuations, whether a real incident, drill or a false alarm

Should a fire alarm sound during Break or Lunch time, staff on duty and/or Lunchtime Supervisors will ensure the safe evacuation of personnel within the area they are situated.

A separate document exists instructing personnel on fire evacuation procedures under exam conditions.

### 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
- Call points are provided to enable an alarm to be raised manually should the need arise
- In the event of an alarm activation (whether automatic or manual):
  - All sirens sound in the building where the activation arose
  - Fire Brigade central monitoring station automatically informed
  - Site Maintenance personnel will manually activate alarms in other buildings to enable a full roll call to take place

### Fire Risk Assessment

- The Site Manager will ensure that a fire risk assessment is carried out every annually, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).
- The fire risk assessment will be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Manager and a copy kept on file.

### Maintenance of Fire Safety equipment and systems

- Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professionally qualified consultants.

### Testing of the Fire Safety Equipment and systems

September 2020

The Site Manager will carry out the following tests.

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire alarm	Daily	Visual check of panel for fault indicators
Call points	Weekly	Test key operation of call point in rotation
Fire extinguishers, Fire Blankets	Weekly	Visual check that seals are intact and no damage has taken place
Fire Doors	Weekly	Manual test to ensure doors are fully closing and not obstructed
Fire Exit Doors	Daily	Manual test to ensure doors are opening freely, not obstructed and emergency opening fittings operating effectively
Emergency Lighting	Monthly	Operation of test switch to check lights illuminate

#### **Fire Training and Emergency Evacuation Drills**

- All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.
- Emergency Evacuation Drills will take place at least termly and will be managed by the Headteacher and Site Manager

#### **Lettings**

Schools Lettings Solutions, the school's facilities management partner, will operate fire evacuation procedures in accordance with this policy, during all school lettings activities.

#### **IMPORTANT INFORMATION**

### **TALLY BOARDS**

Tally Boards identifying the area to be checked are placed strategically around the school and all staff are expected to familiarise themselves with their locations.

### **ASSEMBLY POINT**

- for the whole site is the **Tennis Courts**, except students under exam conditions – see Exams Fire Evacuation Procedure
- Students to line up in tutor group order in their designated place, accompanied by their Form Tutor
- All other Staff and Visitors are to congregate to the left hand side of the Tennis Court, as signposted

### **SAFE REFUGE AREAS**

Safe refuge areas are in place for any student/staff with mobility difficulties to remain in the building. These areas are safe for **1 HOUR** and are located in the stairwells:

**Main school** – South Block 3 and 4, North Block 2.  
**P16** – Stairwells 1, 2 and 3

### **PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)**

PEEPS are in place to ensure any person with restricted mobility (whether short or long term) are evacuated safely. These will be managed by the Site maintenance Team and the School Nurse.

### **EVAC CHAIRS (for evacuation of those with mobility issues)**

Evac chairs are located on Level 1 Stairwells: North 2, South 3 & 4.

### **ACTION FOR STAFF**

➤ **ON DISCOVERING A FIRE**

- Do not attempt to tackle the fire unless you are trained to do so and can do so without endangering yourself
- Activate the alarm by means of the nearest alarm call point
- Leave the building following the procedure below

➤ **ON HEARING THE FIRE ALARM– notified by continuous siren**

- If you are teaching or otherwise supervising a group of students, ensure that all students in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to their designated assembly point on the Tennis Courts
- **If you are Evac trained, report to the main Foyer.**
- Otherwise, leave the building by the nearest available exit
  - Do not use lifts (these will automatically disable in the event of an evacuation)
  - Do not delay in leaving the building
  - Do not lock any doors
  - Do not return to check for missing persons
  - Do not run and take extra care on stairs
  - Do not attempt to remove students with PEEPS (personal emergency evacuation plans) from the 'Safe Refuge Areas'
  - Do not attempt to use the E-vac chairs unless you have been trained
  - Do not re-enter the building until authorised to do so by the Incident Controller

**TALLY BOARDS**

- **When evacuating the building, the last member of staff in that area should collect the board and check the area is clear of all personnel.**
- **The member of staff MUST then present to Sally Anne Siddons or nominated person at the Assembly Point (Tennis Courts) and await further instructions.**
- **The member of staff should return the Tally Board to its location on re-entering the building.**

**ROLES AND RESPONSIBILITIES**

<b>Staff</b>	<b>Description of Duties</b>	<b>Primary</b>	<b>Deputy</b>
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Incident Controller	Take overall charge of the evacuation and liaise with the Emergency Services	Zoe House	Steve Smith / Katy Heffern
Roll Call Officer	Co-ordinate the collection of personnel data from staff representatives and liaise with Incident Controller	Sally Anne Siddons	Rebecca Rudkin
Incident Investigators	Investigate the incident, where safe to do so, based on information from Control Panel and notify the Incident Controller accordingly	Jack Siddons and Chris Taylor	
All staff	Undertake a "sweep" of the immediate area whilst exiting the building and hand Tally Board to the Evacuation Officer	All staff	All staff
Heads of Year	Collect Form register from the Attendance Officer and distribute them to the Form Tutors in their year. Collate the information for their year and report it back to the Attendance Officer. A member of SLT should be informed of any Tutor Group without a member of staff	Heads of Year	LBM's
Form Tutors	Maintain good order amongst the Form. Forms should be in line, alphabetically with the Form Tutor stood at the end of the line. Check off students against the Form Register and report the outcome to the Head of Year	Form Tutors	Assistant Form Tutor or Cover Form Tutor (register cover)
Attendance Officer	Receive completed Form Registers, produce a list of missing students and report to the Incident Controller  Report numbers of students/staff evacuated on the day to Site Manager	Steph Eade	Tracey Boyle
Associate Staff Line Managers	Confirm all present and known absences within their "team" to the Roll Call Officer	Line Managers	Nominated person
Learning Directors	Confirm all present and known absences within their faculty to Roll Call Officer	Learning Directors	Deputy Learning Directors
Cover Manager	Confirm the presence of all Agency staff. Ensure that up to date details are left with Attendance Officer on a daily basis.  Report numbers of Agency staff evacuated on the day to Site Manager	Susan Sandars	Steph Eade
Receptionist/DH	Receptionist to provide accurate list of visitors in the building for Deputy Headteacher to collect prior to evacuation	Receptionist /DH	Reception cover/DH
Data Manager	Ensure no-one leaves or enters the site via the main gate unless it is safe to do so.	Cathy Powles	Lee Brown

## TALLY BOARDS

September 2020

<b>Number</b>	<b>Location</b>
<b>1</b>	<b>Main school ground floor NORTH</b>
<b>2</b>	<b>Main school ground floor CENTRE</b>
<b>3</b>	<b>Main school ground floor SOUTH</b>
<b>4</b>	<b>Main school first floor NORTH</b>
<b>5</b>	<b>Main school first floor SOUTH</b>
<b>6</b>	<b>Main school second floor NORTH</b>
<b>7</b>	<b>Main school second floor SOUTH</b>
<b>8</b>	<b>Construction Barn</b>
<b>9</b>	<b>Post 16 ground floor</b>
<b>10</b>	<b>Post 16 first floor</b>
<b>11</b>	<b>Sports Hall</b>
<b>12</b>	<b>ATP Changing rooms</b>
<b>13</b>	<b>Portacabin</b>
<b>14</b>	<b>Bungalow</b>

## **ADDENDUM TO FIRE SAFETY POLICY**



The following precautions and/or temporary changes to the standard fire evacuation procedure have been discussed and agreed in accordance with our Fire Risk Assessment to accommodate COVID-19 full school opening arrangements.

Class teacher must ensure students are informed of these changes at the start of each lesson.

**Date Addendum takes effect:** 3<sup>rd</sup> September 2020

<p><b>Description:</b></p> <p>In the event of a fire evacuation, students must use the nearest exit to leave the building, escorted by the class teacher.          Students will be registered on the tennis courts in their current teaching group by the class teacher.          Social distancing to be maintained wherever possible.</p> <p>At lunch times, staff on duty will ensure that students evacuate promptly. Students will be registered in year group bubbles, lining up in their lesson 3 teaching group and being registered by the lesson 3 teacher.</p> <p>Head of Year, SLT and LBMs need to do a final sweep of their zone in the event of a fire evacuation.</p>			
Heads of Year	Collect class register from the Attendance Officer and distribute them to the Class teachers in their zone. Collate the information for their year group bubble and report it back to the Attendance Officer. A member of SLT should be informed of any teaching Group without a member of staff	Heads of Year	LBMs
Class teachers	Maintain good order amongst the classes. Classes should be in line, alphabetically with the class teacher stood at the end of the line. Check off students against the class list and report the outcome to the Head of Year	Form Tutors	Assistant Tutor or Form (register cover)
Attendance Officer	Provide class list information. Receive completed checked class lists, produce a list of missing students and report to the Incident Controller  Report numbers of students/staff evacuated on the day to Site Manager	Steph Eade	Tracey Boyle

Signed: *ZL House*

Date : 1/9/2020

Print Name: Zoe House

