Title	Fire Safety
Purpose	Oakbridge is committed to protecting and preserving the health and safety of all our students, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our students, training our staff and ensuring that Oakbridge's fire safety measures are checked regularly and in full working order.
Relevant to	Parents, All staff, Trustees
Responsible Officer	Provision Manager
Introduced	10/2021
Modification History	6/2024 11/26
Related Policies	Health and Safety, First Aid
Date Due for Review	6/2027
Approved by Board of Trustees	
Filed as	OBRPol.11-Fire-Safety-0624.docx

FIRE SAFETY POLICY

At Oakbridge we believe that every member of our school community is respectful, aspirational and committed to life-long learning and excellence.

Statement of intent

Oakbridge is committed to protecting and preserving the health and safety of all our students, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our students, training our staff and ensuring that Oakbridge's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, Oakbridge has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

Oakbridge's designated fire safety officer (FSO, Site Manager) and Provision Manager are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g., risk assessments and evacuation procedures.

1. Responsibilities of the Governing Body

1.1. The governing body will delegate the following responsibilities to the Provision Manager:

- Ensure personal and whole-provision familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety within the provision including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

1.2. The governing body endeavours to provide:

- A safe place for all users of the site, including staff, students, and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

Adequate funds to ensure the training of the FSO and all other staff.

2. Responsibilities of the Provision Manager

2.1. The Provision Manager will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, students, and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the provision.
- Employ or designate an FSO to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, students and visitors are familiar with the Fire Safety Policy.
- Work with the FSO to review and update this policy accordingly, annually.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

3. Responsibilities of the fire safety officer

- The FSO will:

- Take responsibility for the school's fire safety matters, in collaboration with the Provision Manager.
- Coordinate the implementation of all fire safety measures, ensure staff and student training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the year, but at least once per term, undertake a whole-provision fire evacuation drill – to ensure staff members, students and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure Oakbridge is working within the parameters of the law and as safely as possible.
- Ensure new staff members undertake training sessions as part of their induction process.
- Ensure fire wardens receive training every 2 years.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the Fire Evacuation Policy and other relevant procedures annually.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the site, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the Provision Manager to nominate a temporary FSO in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

4. Responsibilities of staff members

4.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO and Provision Manager on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, students, and visitors.
- Ensure that all staff, students, and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated FSO and/or the designated health and safety officer.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

5. Responsibilities of students

5.1. All students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other students' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

6. Responsibilities of visitors and contractors

- All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Provision Manager, e.g. building works.
- Inform the Provision Manager of all potential risks to staff, students, and visitors.
- Assist the Provision Manager and FSO in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the Provision Manager or FSO.

7. Risk assessments and checklists

7.1. The FSO, in cooperation with the Provision Manager, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of Oakbridge, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance.

7.2. Termly assessments of high risk areas, such as kitchens, will be undertaken.

7.3. Annual risk assessments will be conducted for all other, lower risk, areas of the site.

7.4. The fire risk assessments will be reviewed by the FSO and, where necessary, amended after:

Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.

Any change to the use of the grounds which may affect the risk rating.

Any change to work processes or equipment which may introduce new fire hazards.

Any change to the number of people using the sitel, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

7.5. All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

7.6. The FSO will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.

7.7. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

8. Preventative measures

8.1. Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the FSO and measures are put in place to ensure these risks are mitigated and controlled.

8.2. Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.

8.3. Students will be supervised at all times whilst undertaking processes involving heat.

8.4. All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.

8.5. Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.

8.6. Relevant risk assessments are undertaken before using certain equipment.

8.7. Stocks of flammable liquids, materials and gases are kept to a minimum and stored outside where possible, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from students.

8.8. Flammable liquids, materials and gases are kept separate from each other in storage.

8.9. All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

9. Educating students

9.1. At least one PSHE lesson, per year group/class, per academic year is dedicated to fire safety and mitigating the risk of a fire.

9.2. The FSO will invite the local fire service to perform a presentation to students once per year.

9.3. Students will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g., cooking lessons and science experiments.

9.4. The Oakbridge's zero-tolerance approach to students unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

9.5. Any updates relevant to students, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and students.

10. Measures for people with disabilities

10.1. The FSO and Provision Manager will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a PEEP, created by the FSO. This may include being led out by a teacher.

10.2. To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled students, members of staff or visitors don't attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.

10.3. Staff are taught to modify evacuation routes for people with disabilities.

10.4. Refuge areas are located around the school; in the event of a fire, and if there is no alternative escape route, people with physical disabilities should go to the nearest refuge area with a member of staff and wait for assistance to evacuate.

10.5. Visitors, students, and staff with disabilities will be informed of the school's refuge areas on their arrival at the school.

10.6. Visual alarms, such as flashing lights and beacons are placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

11. Cooking facilities

11.1. To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, students, visitors and contractors.

11.2. The school canteen will be thoroughly cleaned at the end of each day, by the canteen staff, to ensure potential fire hazards, such as excess grease, are mitigated.

11.3. The school's additional cooking rooms will be cleaned after each lesson, by the school's cleaners or class Teaching Assistant.

11.4. The school's site manager will check all electrical equipment in the school canteen and classrooms termly, to ensure their usability and safety.

11.5. The kitchen will be deep cleaned by an independent company annually during the summer holidays.

11.6. An electrical engineer will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.

11.7. Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

11.8. All students under the age of 10 will not be permitted to use the cookers and microwaves.

11.9. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

11.10. Staff members will report any defective equipment to the site manager, FSO or Provision Manager as soon as possible.

12. Fire hazards

12.1. Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

12.2. Waste paper bins are emptied daily to mitigate risks.

12.3. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.

12.4. Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from students and can only be accessed after gaining permission from the FSO.

12.5. Electrical equipment is reviewed in accordance with relevant policy, and steps are taken, e.g. regular checks by the FSO, to ensure equipment is maintained to a high standard.

13. Procedure in the event of a fire

13.1. The person who discovers the fire/smoke will sound the nearest fire alarm.

13.2. On hearing the alarm, the building will be evacuated without delay and all students, staff members and visitors will proceed to their designated fire evacuation point for a register called by the Provision Manager or deputy.

13.3. During registers, students will remain silent to ensure the process can be completed quickly.

13.4. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the FSO.

13.5. People will only be allowed to re-enter the building once it has been deemed safe by the FSO or other responsible person, e.g. member of the fire brigade.

13.6. If the building is not safe to re-enter all staff members, students and visitors will be sent home until further notice. Students may be sent to another building if it is deemed fit for purpose by the FSO and a trained professional, e.g. member of the fire brigade.

13.7. In the event someone is injured in the fire, the FSO will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

13.8. Measures, such as multiple fire escapes and exits are put in place to ensure all staff members, students and visitors can escape the school.

13.9. To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

13.10. Fire exits are kept clear and are clearly signed.

13.11. The school has a relevant and up-to-date FEP in place.

13.12. The FEP will be reviewed by the FSO and Provision Manager once per year, to ensure it is accurate and relevant.

13.13. A copy of the school's FEP is kept in every classroom.

13.14. As part of their training, all staff members will familiarise themselves with the FEP.

13.15. Details of the school's fire evacuation points are available in the FEP.

14. Detection equipment

14.1. All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector.

14.2. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

14.3. Detection equipment will be tested by the site manager once per half-term.

14.4. A trained electrical engineer will test the smoke and fire detectors at the start of every term; any required maintenance will also be carried out by the engineer.

14.5. The school's budget is adjusted to ensure the upkeep of fire detection equipment.

15. Protection equipment

15.1. Fire protection equipment is available and easily accessible all around the school.

15.2. One fire extinguisher is placed in each room;

15.3. Fire blankets are available in all school kitchens.

15.4. Hosepipes are fitted to walls in corridors and halls around the school.

15.5. All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by the FSO termly.

15.6. The provisions budget is adjusted to ensure the upkeep of fire protection equipment.

15.7. The FSO will keep a checklist of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.

15.8. Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.

15.9. Emergency lighting will be tested annually by the FSO to ensure it remains in full working order.

16. Fire drills

16.1. The Provision Manager will carry out random fire drills once per term and report to the Resource committee termly

16.2. All staff members, students, visitors, and contractors will be expected to take part in the drill.

16.3. Students will go to their class's designated evacuation point for a registration call.

16.4. Class teachers and students will only be allowed to return to their lessons/activities once all registers have been called.

16.5. Non-teaching staff members, e.g. the school business manager, visitors and contractors, will be allowed to return to their work once the Provision Manager has finished the registers.

16.6. Depending on the success of the fire drill, e.g. how long the evacuation took; the FSO may make suggestions based on how the Provision can ensure the safe and quick evacuation of the school. Any improvements will be noted in Oakbridge's Fire Evacuation Record.

16.7. During the fire drill, teachers will take a zero-tolerance approach to students misbehaving or running.

16.8. Students will be expected to behave vigilantly, as they would in the event of a real fire.

16.9. The Provision Manager will make notes based on the evacuation, e.g. speed and organisation.

17. Staff training

17.1. Staff will undergo fire safety training as part of their induction.

17.2. Refresher training will be undertaken every 2 years to ensure staff members are reminded of the procedures in place, and know what to in the event of a fire.

17.3. All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

18. Monitoring and review

18.1. This policy will be reviewed annually by the FSO and the Provision Manager, and after any changes to relevant legislation or statutory guidance.

18.2. Any changes made to this policy will be communicated to all members of staff.

18.3. Changes pertaining to students, e.g. their responsibilities, will be communicated to parents and students.

Review date/Reviewed by	**Review due**
Simmon Clark	June 2024
Kareen Linton	June 2024
Rachel O' Donnell	June 2024

Provision Manager Simon Clark

Chair of Governors

FIRE EVACUATION/EMERGENCY PLAN

Overview

How persons will be warned

- The main teaching building has an independent electronic fire alarm system consisting of manual call points throughout the building, these are connected to the Edgware primary mainboard.
- The Oakbridge house has an independent fire detection/warning system. Should a fire occur in the House, the teaching staff will contact the main reception area to raise the alarm by activating the fire alarm in reception and calling 999. The House will be evacuated to the fire assembly point.

Type of evacuation to be carried out

- The House and Oakbridge have separate fire alarms. If one goes off, the other will not ring.
- Should either alarm be sounded all buildings will evacuate, the main fire alarm will be raised by activating the alarm in reception.

The roles and duties of staff who have specific responsibilities.

Senior Fire Co-Ordinator (SFC) Provision Manager

- Take overall responsibility during an emergency fire evacuation.
- Confirm building has been fully evacuated
- Confirm the Fire Service and other appropriate emergency services have been called.
- Liaise with the Fire Service on their arrival.
- Implement post fire plans as appropriate.

Assistant Fire Co-Ordinators (AFC) DEPUTY PROVISION MANAGER

- Assist SFC where required and/or carry out the function of SFC in her/his absence.

Senior Fire Warden SITE MANAGER

- Check the fire alarm panel.
- Confirm if a fire incident or false alarm.
- Co-Ordinate building sweep with Deputy Fire Warden and/or Assistant Fire Wardens if necessary
- If safe to do so, use fire extinguishers provided to attack fire.

Deputy Fire Warden ASSISTANT SITE MANAGER

- Assist the SFW carry out a sweep of building.
- Carry out the role of SFW in their absence.
- If safe to do so, use fire extinguishers provided to attack fire.

Assistant Fire Wardens VARIOUS NON-CLASSED BASED STAFF

- Report their areas all clear to SFC
- Liaise with fire brigade – Admin Staff to meet Site Manager @ fire panel in Heming Road building to find out where to send the fire brigade

Teachers/Support Staff/Meal Time supervisors

- On hearing the alarm immediately evacuate students to designated area.
- Carry out roll call and report to SFC (PROVISON MANAGER) or AFC (DEPUTY PROVISON MANAGER) if the PROVISON MANAGER is absent

Location of assembly point and procedures for checking whether the premises have been evacuated

- Assembly point for Oakbridge: On tarmac by grass area in main outside space.
- Assembly point for The House: On tarmac by grass area in main outside space.
- The SFW (The Provision Manager) and SFW (SITE MANAGER) will carry out a sweep of the building.
- A full role call will be taken.

Escape routes from all areas of the premises

- All exit routes are identified by 'Fire Exit' signage.

Arrangements for the safe evacuation of those identified at being especially at risk such as the disabled, contractors, visitors.

- All visitors will sign in before entering the premises
- All visitors will be briefed on the evacuation procedure via A5 card given on arrival
- A procedure is in place for issuing 'Personal Emergency Evacuation Plans' (PEEPs) for students, staff and visitors.
- The SFC is responsible for ensuring PEEPs are suitable and sufficient.

How the fire service will be called and who is responsible for calling them.

- The fire alarm signal passes directly to a call centre who inform the fire service.
- On confirmation of a fire the SFW (SITE MANAGER) and DFW (ASSISTANT SITE MANAGER) will ensure that a back-up call is made by ringing 999.

Procedures for meeting the fire service and supplying information on the incident and notifying them of any special risks

The Edgware Primary SCHOOL BUSINESS MANAGER AND/OR HR ASSISTANT together with the IT MANAGER should meet the Fire Service on arrival.
The SITE MANAGER will open the gate for the fire brigade.
The SBM and/or HR Assistant and IT Manager should first wait by the fire panel (next to the main office) to be briefed by Richard on the location of fire etc. They will provide the fire brigade with the following information;

- Location of fire and if known what is on fire.
- Confirmation that the building has been evacuated.
- The last known whereabouts of any persons not accounted for.
- Location of any hazardous materials i.e. cylinders, flammable liquids etc. (in cleaning cupboards which are in the girls toilets in both buildings, ground floor)
- How to isolate gas/electricity/water supplies/air conditioning. (SITE MANAGER TO ADVISE)

Review

- The fire Evacuation/Emergency Plan will be reviewed regularly (following fire drills), all staff should inform the Building Manager of any concerns or amendments they feel should made to the plan.

1. Fire Precautions: General duties

1.1 These instructions are designed to ensure that the statutory requirements of the Regulatory Reform (Fire Safety) Order 2005 are fully enforced in this building.

1.2 It is the 'Responsible Person's duty, to ensure that all staff understand the Fire Evacuation Plan and carry out the procedures fully in an emergency and to ensure the safety of the building and all its occupants.

1.3 It is the 'Responsible Persons' responsibility to provide and train sufficient staff to enable the implementation of the plan. This will include sufficient numbers to cover for absence.

1.4 All staff (including regular volunteers) should ensure they are familiar with the plan and with all means of escape provided.

1.5 Regular fire evacuation drills will be carried out and all members of staff must comply fully with these tests.

1.6 The SFC (Provision Manager) will assume overall charge in an emergency until the arrival of the Emergency Services.

1.7 Any visitors must be made aware of the Fire Evacuation Plan and the actions they are required to take.

2. Action to be taken on discovering a fire or one is reported to you

2.1 Anyone detecting a fire is to raise the alarm by operating the nearest fire alarm call point and evacuate the area.

2.2 Do not stop to collect personal belongings.

2.3 Do not re-enter the building once you have evacuated.

2.4 Do not use fire extinguishers (see item 10 below) unless you have received training on their use and it is safe to do so.

2.5 The evacuation of students will take priority over tackling a fire.

2.6 Contain the spread of fire/smoke by **closing all doors behind you**.

3. Action to be taken on hearing the fire alarm sounding

3.1 On hearing the Fire Alarm, all persons must leave the building at once using the nearest available fire exit and proceed to the assembly point **on the Field.**

3.2 **Those staff members responsible for checking their areas are clear should ensure that the checking is methodical and complete.**

3.3 The evacuation should be carried out in an orderly manner, do not run and **never re-enter the building.**

3.4 Students should be escorted from the building and taken to the assembly point.

3.5 If possible contain the spread of fire/smoke by closing all doors behind you.

3.6 The SFW (SITE MANAGER) will, check the panel in the main entrance foyer to ascertain which zone the fire signal has originated from and advise SFC (Provision Manager)

3.7 The SFW (SITE MANAGER) and DFW (ASSISTANT SITE MANAGER) will make a final sweep of the building to confirm that building is empty and note any signs of fire or smoke; if possible they will ascertain which head or break glass point has activated.

3.8 The office staff will print the electronic role call sheets and provide these to the SFC (Provision Manager).

4. Assembly Point

4.1 On leaving the building, the assembly point is on the tarmac by the grass in the main outside area . All personnel and students should be familiar with this location.

4.2 Students who for any reason are not with their class are to report/be returned to their class supervisor for roll call.

4.3 All persons must remain in their designated area until given further instruction by the SFC (PROVISION MANAGER).

4.4 The SFW (SITE MANAGER) will report to the SFC (PROVISION MANAGER) and confirm that a sweep of the building has been carried out and pass on any information on the incident.

4.5 The SFC (PROVISION MANAGER) will be responsible for confirming that the Emergency Services have been contacted as soon as possible after a fire has been confirmed (or a false alarm cannot be established) by liaising with the SITE MANAGER and confirming that this has been done.

4.6 No one should re-enter the building until authorised by the SFC (PROVISON MANAGER) or a Fire Officer.

4.7 If after taking the class registers there is an identified Student (or adult) missing, the fire wardens must be advised who will alert the fire brigade. The Fire Wardens should liaise with the Site Manager to see if it is safe to re-enter the school building to check for the missing person.

5. Fire Alarm and Detection

5.1 Each building has its own individual electronic fire alarm system.

5.2 Within each building fire can be detected or discovered by a person or by automatic fire detectors linked to the fire alarm system for each building.

5.3 Fire alarm call points (break glass panels) are positioned at various locations (storey and final exits) and personnel will need to pass a fire call point when leaving the building. To operate these, press the glass as per instructions; this will activate the fire alarm throughout the building.

5.4 Automatic detectors that are activated if they detect smoke or excessive heat are provided throughout Oakbridge and in the House.

5.5 The alarm system is connected to an alarm receiving centre who will contact the fire service. Any confirmed fire should be backed up by a 999 call.

5.6 If any activity is to be carried out that produces heat, smoke or excessive dust, then the automatic detectors should be isolated and the Site Manager informed.

6. Fire Prevention and Protection

It is pointless to provide an adequate means of escape and facilities for preventing the spread of fire/smoke in the building unless they are properly kept clear/accessible. Therefore, as persons go about their daily tasks they should pay attention to the following:

6.1 The staircases and corridors affording means of escape from any area should be kept free from ALL obstructions and combustible materials at all material times. SITE MANAGER & ASSISTANT SITE MANAGER check daily during opening and closing of the school.

6.2 Any obvious fire risks must be reported to the Site Manager.

6.3 Special arrangements (PEEPs) should be in place for any persons with impaired ability and who may need to be assisted during an emergency evacuation (see item 7. below)

6.4 Access to fire safety equipment i.e. break glass call points and fire extinguishers should not be restricted. Report any discrepancy to the Site Manager.

6.5 Fire exits must be kept clear and extinguishers not removed from their authorised position.

6.6 Due to safeguarding issues, the decision has been made by the Provision Manager to have the classroom doors held open when they are in use. However, it is the responsibility of the class teacher to ensure that doors to classrooms are closed when they are not in use and that in the event of an evacuation, the teacher must ensure the door is closed once all students have left the classroom.

6.7 The fire doors have automatic closures and the fire extinguishers are serviced annually.

7. Arrangements for the evacuation of persons with impaired ability

7.1 It is the 'Responsible Person's' responsibility to confirm that a procedure is in place that ensures suitable and sufficient Personal Emergency Escape Plans (PEEPs) are in force for the evacuation of students, staff and visitors with impaired ability.

7.2 These PEEPs should be pre-planned where possible and any staff appointed to implement these plans should receive instruction in and practice the procedures adopted.

7.3 Staircase landings are currently not suitable as places of relative safety and should not be used as a temporary refuge before evacuation to a place of ultimate safety.

7.4 Whatever procedures are put in place for the evacuation of those with impaired ability, these must be initiated immediately upon hearing the fire alarm.

8. Testing and maintenance of the fire safety systems and equipment.

8.1 The Site Manager will be responsible for ensuring that suitable and sufficient testing and maintenance procedures are in place for all fire safety systems and equipment. Both fire alarm systems should be tested weekly by testing a different call point each week in rotation and a contract in place for regular testing and maintenance of both systems by a competent person.

8.2 The Emergency escape lighting should be tested monthly and a contract in place for regular testing and maintenance of both systems by a competent person.

8.3 Fire extinguishers should be checked weekly to ensure they are in place, the security tag is in place and pressure gauges (if fitted) are in the green.

8.4 Fire doors should be checked weekly to ensure that all doors open/close fully and any intumescent strips and smoke seals are undamaged and in place.

8.5 Escape routes should be checked weekly to ensure they are available, clear and any doors are easily open-able.

8.6 All testing and maintenance records should be recorded in a premises fire log book.

9. Roles and duties of staff who have specific responsibilities

9.1 The 'Responsible Person' will be responsible for ensuring the following roles are filled by suitably and sufficiently trained/competent persons.

9.2 Senior Fire Co-Ordinator (SFC) (PROVISON MANAGER), responsible for; Taking overall responsibility during an emergency fire evacuation, confirming the building has been fully evacuated, confirming that emergency services have been called, liaising with the emergency services and implementing post fire plans.

9.3 The OFFICE STAFF are responsible for; collecting the electronic roll call sheets.
The AFC (DEPUTY PROVISON MANAGER) is responsible for ensuring the roll call has been carried out
The SFC (PROVISON MANAGER) is responsible for declaring the all clear after consultation with the SFW (SITE MANAGER)
Senior Fire Warden (SFW) (SITE MANAGER), responsible for; checking the fire alarm panel, investigating the incident, confirming if a fire incident or false alarm, co-ordinating the building sweep, if appropriate and if safe use the fire extinguishers available to extinguish small fires and assist the SFC.

9.4 Deputy Fire Wardens (DFW) (ASSISTANT SITE MANAGER), responsible for; assisting SFW carrying out a sweep of the building, carrying out the role of the SFW in their absence and if safe use the fire extinguishers available to extinguish small fires. The DFW (ASSISTANT SITE MANAGER) is responsible for assuming the role of the SFW when the Site Manager is absent/off-site.

9.5 Teachers/Support Staff are responsible for; immediately evacuating students to the designated area on actuation of the fire alarm, carrying out a role call and reporting to the SFC (PROVISON MANAGER).

10. Fire Extinguishers

10.1 These are located at strategically placed points throughout the building.

10.2 Fire extinguishers should only be used by persons instructed in their use.

10.3 Fire extinguishers are tested annually and the result recorded on the check sheet on the appliance.

10.4 Anyone noticing that any extinguishers are missing, or who have concerns over the Suitability of the extinguishers, should inform the Site Manager.

11. Fire Doors

11.1 Fire Doors are situated at strategic points on each floor. These doors are designed to resist the spread of fire and smoke for up to half an hour and are there for the protection of students, staff and the building.

11.2 These doors **MUST NOT** be propped open as in a fire incident the corridors and staircases could quickly become smoke clogged which may impede evacuation of the building.

12. Emergencies - Out of normal hours

12.1 All groups using the school outside of normal school times will provide their own fire emergency plan.

12.2 The 'Responsible Person' will determine if these are suitable and sufficient.

12.3 A SFW or DFW will be on site and will check the alarm panel and carry out a sweep of the premises.

13. Post Fire Actions

13.1 A post fire action plan should be prepared and include;

13.2 Plans for inclement weather

13.3 Transporting students if required

13.4 Contacting parents

13.5 Refreshments

13.6 Business continuity i.e. mobile classrooms, generators etc.

IMPORTANT NOTE

Remember it is your duty to ensure you understand these procedures and follow them fully in any emergency

Position	Name	Role
PROVISON MANAGER	Simon Clark	Responsible Person
Site Manager	Richard Blake	Site Manager

Position	Name	Role
PROVISON MANAGER	Simon Clark	Senior Fire Co-Ordinator
Deputy PROVISON MANAGER	Lorraine O'Brien	Assistant Fire Co-Ordinator
Site Manager	Richard Blake	Senior Fire Warden (both sites)
Assistant Site Manager	Kevin Langdon	Deputy Fire Warden (both sites)
Curriculum/ Transition Lead	Rachel O'Donnell	Assistant Fire Warden
Class Teacher	Carol Jones	Assistant Fire Warden
Office & IT Project Manager	Kareen Linton	Assistant Fire Warden
Teaching Assistant	Nathan Humphries	Assistant Fire Warden
Teaching Assistant	Lisa Brown	Assistant Fire Warden
Teaching Assistant	Dekhan Elmi	Assistant Fire Warden
Teaching Assistant	Ludmila Kargol	Assistant Fire Warden
Teaching Assistant	Jazz Brown	Assistant Fire Warden