

Bishop Chadwick Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy: 40	Fire Safety Policy
Ratified by MAT Directors:	December 2020
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Sr. M. Josepha</i>
Review Date:	December 2021
Ownership:	M. Shepherd (Head Teacher)

A basic guide for staff and governors

Step 1 – Identifying fire hazards – everyone needs to be aware of this

Step 2 – The location of people at significant risk – everyone needs to be aware of this

Step 3 – Evaluating the risks in your area – everyone needs to be aware of this

Step 4 – Recording of findings and action taken – leadership and senior leadership team

Step 5 – Review – leadership and senior leadership team

STEP 1 – MAKE SURE YOU KNOW ABOUT FIRE HAZARDS – EVERYONE NEEDS TO BE AWARE OF THIS.

Identify fire hazards

- sources of ignition – naked flames, electrical/gas/oil fired heaters (fixed or portable), hot processes (eg. welding or grinding work) , cooking, engines or boilers, machinery, faulty or misused electrical equipment, lighting equipment (eg. halogen lamps), hot surfaces and obstruction of equipment ventilation, friction (eg. from loose bearings), static electricity, metal impact and arson
- sources of fuel
- flammable gases (eg. liquefied petroleum gas and acetylene)
- flammable liquids (eg. paints, varnish, thinners and adhesives)
- flammable liquids and solvents (eg. petrol, white spirit, meths, paraffin)
- flammable solids (eg. wood, paper, card, plastics, rubber , foam, furniture, textiles, packaging, waste materials)
- construction materials (eg. hardwood, chipboard, polystyrene tiles)
- sources of oxygen
- some chemicals (oxidising materials), oxygen supplies eg. cylinders

NB St. Anthony's has a "No Smoking" policy – Governing Body decision Summer 2005.

STEP 2 – MAKE SURE YOU KNOW THE LOCATION OF PEOPLE AT SIGNIFICANT RISK – EVERYONE NEEDS TO KNOW THIS

Identify the location of people at significant risk in case of fire.

Whole School

- Pupils- c.1 300
- All staff
- Teaching staff- c.96 (full time and part time)
- Support staff- c.50 (full time and part-time)
- Visitors (speakers, students, teaching school visitors etc.) – variable
- Student teachers - variable
- Contractors (builders, painters etc.) – variable
- Supply staff- variable

STEP 3 - MAKE SURE THAT YOU HAVE EVALUATED THE RISKS IN YOUR TEACHING AREA, OFFICE ETC. – EVERYONE NEEDS TO KNOW THIS

Evaluate the risks

A) All staff need to be aware of how fire spreads

Fires in enclosed spaces, such as buildings, behave differently to fires in the open air. The smoke rising from the fire gets trapped by the ceiling and then spreads in all directions to form an ever deepening layer over the entire room or space. During this process, the smoke will pass through any holes or gaps in the walls, ceiling or floor and eventually into other parts of the building. The heat from the fire gets trapped in the building greatly increasing the temperature. There is an added danger to people due to toxic gases. It may be necessary to detect the fire in seconds rather than minutes. People need to be signalled to evacuate the building. The Fire Alarm will sound. All staff and students have been trained how to evacuate the building.

B) Reducing the sources of ignition

- Remove unnecessary sources of heat or use safer alternatives, use equipment in accordance with instructions and maintain it properly
- Install machinery with minimal risk of fire or explosion
- Ensure that all fuses and circuit breakers are of the correct rating
- Ensure that sources of heat do not arise from faulty or overloaded electrical equipment
- Keeping ducts and flues clean
- Prohibition of matches, lighters and naked flames in some high risk areas

C) Minimising the potential fuel for fire

- Care with the transport, storage and use of flammable materials
- Replacing materials and substances with less flammable alternatives
- Ensuring adequate separation distances between flammable materials
- Storage of flammable materials in fire resisting stores
- Removing, treating or covering flammable wall and ceiling linings
- Replacing or repairing furniture with damaged upholstery where foam is exposed
- Ensuring that waste materials are not allowed to build up
- Avoid storage areas being susceptible to arson or vandalism
- Ensuring the fire resistance during the construction of the workplace or refurbishment of the workplace

D) Reducing the sources of oxygen

- Close all doors, windows and other openings not required for ventilation, particularly out of working hours
- Shutting down ventilation systems which are not essential to the functioning of the

workplace

- Do not store oxidising materials near or with any heat source or flammable materials
- Controlling the use and storage of oxygen cylinders

E) Fire detection and fire warning

On discovering a fire, break the glass of the nearest fire alarm.

WHO ARE THE KEY HOLDERS?

The Key Holders responsible for opening OLH Main Academy Gate /Somerleyton Gate/Westburn Gate (pedestrian):

M. Shepherd – Head Teacher
M. McDonagh – Deputy Head Teacher
M. Lanaghan – Deputy Head Teacher
F. Collins – Senior Assistant Head Teacher
P. Hodgson/D.Callaghan – Premises/Technical
Westburn Reception

Fire bell rings

Immediately Premises Team member on duty opens all gates (check 1)

Fire bell rings

Immediately SLT make a visual check that all gates are open. If not, they must open the gates immediately (Check 2)

Fire Bell rings

Class teacher takes control of class

Class teacher evacuates their form from the site (see instructions for the evacuation of each building below.

All belongings should be left behind.

Do not use lifts.

Turn off electrical equipment and close the classroom door as you leave.

Once you have exited your class to their assembly area join your form group.

Admin. staff bring registers and visitor book to assembly area and give to Key Stage Directors.

Key Stage Directors distributes to Assistant Directors who distribute to Tutors. Tutors register students and then return registers to Assistant Directors, who return registers to Key Stage Directors to link with Deputy Head/Head Teacher, who compiles a list of missing staff or children, from this information.

HOW DO I ESCAPE?

In buildings most deaths from smoke are due to inhalation of smoke. Escape routes
N.B. north in all subsequent text is the direction facing Thornhill Terrace from the school.
South faces Thornholme Road, East faces Oaklea Convent.

Escape routes are to be kept clear at all times. Premises staff will inspect escape routes for any obstructions daily as they open up the school in the morning and close the school in the evening. They will remove obstructions and alert the Deputy Head Teacher.

There are 7 buildings:

- Westburn House
- The Cottage
- McAuley House
- O'Connell House
- Somerleyton House
- Gabriel House
- The Sports Hall

The attached plans show how to evacuate from each floor of each building.

There are 4 gates:

- Gate 1 (the pedestrian gate adjacent to the Cottage)
- Gate 2 (the vehicle gate adjacent to Westburn House)
- Gate 3 (the pedestrian gate adjacent to Somerleyton House)
- Gate 4 (the pedestrian gate adjacent to the Sports Hall)

There is 1 off-site assembly area:

- Thornhill Terrace
Each tutor group lines up in its assigned area in "three's"
Y7 nearest to the Cottage through to Y12/Y13 nearest to Gabriel House.

1. Escape from Westburn House:

Descend to ground floor and exit

- via the normal pupil exit (at the rear of Westburn House)
- via the front door of Westburn House (fire exit)
- the french doors in the HT Office (fire exit)
- the exit adjacent to Mrs. Liddell's room (fire exit)

Then exit the site via Gate 1 or Gate 2.

N.B. Gate 1 is the pedestrian gate adjacent to The Cottage and Gate 2 is the vehicle gate adjacent to Westburn House.

2. Escape from the Cottage:

Exit via the main door and then exit the site via Gate 1 (pedestrian gate adjacent to the cottage).

N.B. Gate 1 is the pedestrian gate adjacent to The Cottage and Gate 2 is the vehicle gate adjacent to Westburn House.

3. Escape from McAuley House:

Descend to ground floor and exit

- via the normal exit adjacent to Westburn House and Y7 yard
- via the normal exit adjacent to the Music Rooms ground floor McAuley

Then exit the site via Gate 1 or Gate 2.

N.B. Gate 1 is the pedestrian gate adjacent to The Cottage and Gate 2 is the vehicle gate adjacent to Westburn House.

4. Escape from O'Connell House:

Descend to the ground floor via the nearest staircase.

Exit via the nearest of the six normal exits, or the five fire exits, which are situated on

the ground floor of O'Connell.

Then exit the site by Gate 2 or Gate 3 or Gate 4.

N.B. Gate 2 is the vehicle gate adjacent to Westburn House, Gate 3 is the pedestrian gate adjacent to Somerleyton House and Gate 4 is pedestrian gate adjacent to the Sports Hall.

It is important that classrooms at the north end of O'Connell ie. the end of the building facing Thornhill Terrace use the North Staircases and those in classrooms at the south side of O'Connell ie. the end of the building facing the car park use the South Staircases. Please check the location of your nearest staircase.

5. Escape from Somerleyton House:

Descend to to the ground floor and exit via either of the two main entrances situated at the front and rear of this building.

Exit via Gate 3 or Gate 4.

6. Escape from Gabriel House:

Descend to the ground floor and exit via the main exit or the two fire exits.

Then exit the site and proceed to assembly point.

7. Escape from the Sports Hall:

Exit by either the normal exit or the three fire exits.

Exit the site via Gate 4.

WHAT ARE THE MEANS OF FIGHTING A FIRE?

- **Fire extinguishers**
- **Fire doors – remember they must be kept closed**
- **Fire escapes**
- **Emergency lighting**
- **Smoke control systems**

REGULAR CHECKS OF EQUIPMENT, DOORS ETC.

Will be undertaken by the "Safe and Secure" contractors who are employed by the school for fire safety checks. The current contractor is McDonald Martin.

Fire Doors

Fire Doors should be fitted with self-closing devices and labelled, "Fire Door- Keep Shut" Emergency escape and fire exit signs take the form of a pictogram which may incorporate a directional arrow and may have the words, "Fire Exit".

Emergency lighting

In new/refurbished buildings eg. Gabriel and Somerleyton – checked annually by sub contractor organised by Premises Supervisor

Portable fire extinguishers

Distributed throughout the school - checked annually by the sub-contractor organised by Premises Supervisor. They are to be used to tackle small fires by staff trained in their use.

Fire procedure policy and training

To be undertaken annually.

Copies of Fire Safety available to all staff each September on the intranet and paper copies made available in Reception areas and main Staff Room. New staff receive Fire Safety information as part of their induction pack.

MAKE SURE YOU ARE FAMILIAR WITH THE EMERGENCY PLAN - EVERYONE NEEDS TO KNOW

THE EMERGENCY PLAN

The purpose of the emergency plan is:

- to ensure that the people in your workplace know what to do if there is a fire
- to ensure that the workplace can be safely evacuated

The action employees should take if they discover a fire

Break the glass of the nearest fire alarm

Ring Reception using the nearest phone

Evacuate any pupils and staff who you have responsibility for by the planned route

How people will be warned if there is a fire

The fire alarm will raise the alarm

How the evacuation of the workplace should be carried out

All pupils and staff are to evacuate to Thornhill Terrace.

The adult in charge takes charge of the teaching group/team and any other adults present eg. visitors, student teachers etc. and follows the evacuation procedure for the particular area

Windows are quickly closed, lights switched off and the door closed on leaving.

The adult takes pupils to the assigned area on the Thornhill Terrace.

Registers are brought out by Admin. staff.

- Pupils report to their Form Teacher.
- Form Teachers check the registers to ensure all pupils are present and alert Assistant Director of relevant Key Stage any missing children
- Assistant Directors of Key Stage then check that all their Form Teachers are present and report to Key Stage Director any missing staff
- Assistant Directors of Key Stage report to the Director of Key Stage
- Ms. Britton then checks that all Directors of Key Stage are present.
- Visitors report to Mrs J. Liddell. Receptionist (Westburn) brings Visitor Book and gives it to Mrs J. Liddell who checks that all visitors are present.
- Chaplains, clergy etc. report to Mrs. Lanaghan who checks that all are present.
- Students/Trainees report to Mrs. Ward who checks that all are present.
- Mrs Ward checks that all students/trainees are present.
- Invigilators (during exam time) report to the Mrs. Taroni who checks that all are present.
- Admin. and Technical staff report to Mrs. J. Liddell who checks that all are present.
- Catering and Cleaning staff report to Ms. Foster (Catering) and Mrs. van Gastel (Cleaning) who check that all are present.

- Lunchtime Supervisors report to Mrs. McCulloch who checks that all are present.
- Pupil Support Staff report to Mrs. K. Richardson – Dunn who checks that all are present.
- Premises/Technical staff report to and link with Mr. M. McDonagh regarding the nature and location of the fire. They meet the Fire Brigade on arrival.
 - Mr. M. McDonagh ensures that the road is clear for the passage of the Fire Engines.
 - The Fire Brigade inform the Premises/Technical staff as to when it is safe to re-enter the building and the Head Teacher is informed.
 - HT informs SLT who informs all their teams that it is safe to re-enter the building.

In the event of the absence of any of the above staff, the relevant deputy undertakes their role.

Where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated

- Everyone must assemble in Thornhill Terrace.
- Y13 assemble at the end of the Terrace nearest to Gabriel House and Y7 near to Westburn House. There are marks on the wall showing which area is assigned for each year group.
- It is crucial that each form tutor takes firm control of each form group to allow for the passage of fire engines up the Terrace. There is a congestion issue in this cul-de-sac. Pupils line up in threes on the pavement one behind each other and remain quiet for the register to be taken.
- Only when directed by the Year Team Leader do pupils move from their assigned area. Teaching Staff will be directed by their Year Team Leader. If they are not in charge of pupils they must assemble on the pavement opposite the pupils in their team and their team leader will check that they are present.

When an alarm sounds

- The Subject Leader or Deputy Subject leader ensures the area of the building in which they are situated is evacuated quickly when an alarm is raised.
- In the case of Gabriel House and Somerleyton House the most senior member of staff fulfils this role.
- Evacuation arrangements for each building are described on Pages 4 and 5.

Arrangements for the safe evacuation of people identified as being especially at risk eg. visitors, contractors, disabled people etc.

- Teaching Assistants are responsible for individual pupils with additional needs or disability in their care at the time of the alarm.
- Visitors are to accompany the group they are working with to the evacuation area, where they report to Mrs. J. Liddell.
- Contractors report to the Mrs J. Liddell.
- On arrival at the school any visitor must be made aware of evacuation procedures by the staff member who is accompanying them on site.

The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke

- Each individual is responsible for closing the doors in their area prior to evacuation.

Machines or power supplies which need isolating in the event of a fire

- Each individual is responsible for any machines or power supplies in their area.

Specific arrangements for high risk areas

Science, Technology and Catering Departments have specific subject specific plans in place for high risk equipment, activities etc.

Reasons for not using lifts

- In the event of a fire lifts may stop functioning and those inside trapped. Consequently lifts must not be used in the event of a fire.

How the fire brigade will be called and who is responsible for doing this

- The Receptionist in Westburn is responsible for calling the Fire Brigade.

Procedures for liaising with the fire brigade on arrival and notifying them of any special risks

- Premises/Technical staff will liaise with Fire Brigade and notify them of any special risks eg. where chemicals are stored or other risky materials.

Training employees need and the arrangements for ensuring that this training is given

- Fire Safety training will be flagged at one Staff Training Days or Twilight per annum. All staff have access to this document on the school web site.
- All staff sign up to the school Fire Safety and Health and Safety documents annually.

The importance of good housekeeping

- The premises Supervisor to alert staff to any issues regarding housekeeping.
- If no action is taken within three days the Head Teacher to be alerted.

Reporting of faults and incidents, including leaks and spills

- All such incidents must be reported by the individual direct to the Premises Supervisor (or in his absence the Caretakers) immediately

Providing for disabled people

- Able bodied adults must ensure that either assistance is given to any disabled people or the Fire Brigade is alerted to their location, if they are unable to evacuate the building, via the premises Supervisor.
- There are designated safe areas located on staircase landings.

The visual plan:

Visual evacuation plan is attached. Include on plans of building:

- escape routes, doorways, walls, partitions, corridors, stairways, fire doors etc.
- number, type and location of fire fighting equipment
- location of fire alarm points and control equipment
- location of emergency lighting and exit route signs

- location of any automatic system eg. sprinkler system
- location of the main electrical supply, the main gas shut off valves and the main water shut-off valve
- **information and instructions for employees**

This information is contained in the Fire Safety document contained on the school web site and in hard copy available from the Company Secretary.

MAKE SURE YOU ARE AWARE OF WHAT ACTION TO TAKE IN THE EVENT OF A FIRE **– ALL STAFF:**

- Operate nearest fire alarm
- Consider fire safety checks

Fire Safety Checks:

Ensure that the workplace is left in a safe condition before it is vacated. This should include checking that:

- all windows and doors are closed, including doors held open by automatic release
- electrical equipment not in use is switched off, and where appropriate, unplugged
- smokers materials are not left smouldering
- all naked flames are extinguished or left in a safe condition
- all flammable rubbish and waste is removed to a safe place
- all highly flammable materials are safely stored
- the workplace is secured against unauthorised entry
- leave building by the nearest exit
- report to assembly point
- do not stop to collect belongings
- do not re-enter until told to do so

Training

- All new employees to be told of the procedures on arrival as part of their induction and alerted to the detail (this document) on the school website.
- Revisit procedures at least once a year.

OTHER PRACTICAL MEASURES:

Housekeeping

Do not store anything in corridors, stairways or lobbies which could cause an obstruction and hinder safe escape or support the spread of a fire.

The risk of arson can be reduced by good security.

- the workplace is secured against unauthorised entry

STEP 4 – RECORDING OF FINDINGS and ACTION TAKEN – LEADERSHIP.

Premises staff record findings linked to any fire alarm/incident:

- note the significant findings
- note any significant hazards
- note any people at risk
- investigate and take action regarding any existing controls/risks which are not adequately controlled
- decide what further action is needed, by when and by whom and discuss with the Deputy Head Teacher any amendments to this policy, which will then be circulated to stakeholders with amendments highlighted and the updated copy placed on the academy website.

The Head Teacher:

- Prepares and amends this emergency plan.
- Ensures a full copy is available to all stakeholders on the academy website.
- Informs, instructs and train employees in fire precautions and any changes to arrangements.

STEP 5 – KEEP ASSESSMENT UNDER REVIEW – LEADERSHIP.

Head Teacher/Deputy Head Teacher to record findings and action taken

- changes in personnel, equipment, buildings etc. will require review or a 'near miss'.
- revise if situation changes

TERMLY FIRE DRILLS – any changes resultant from drill or any changes to personnel, policy and practice are made to this policy by Head Teacher and shared with staff and governors on the Academy website.

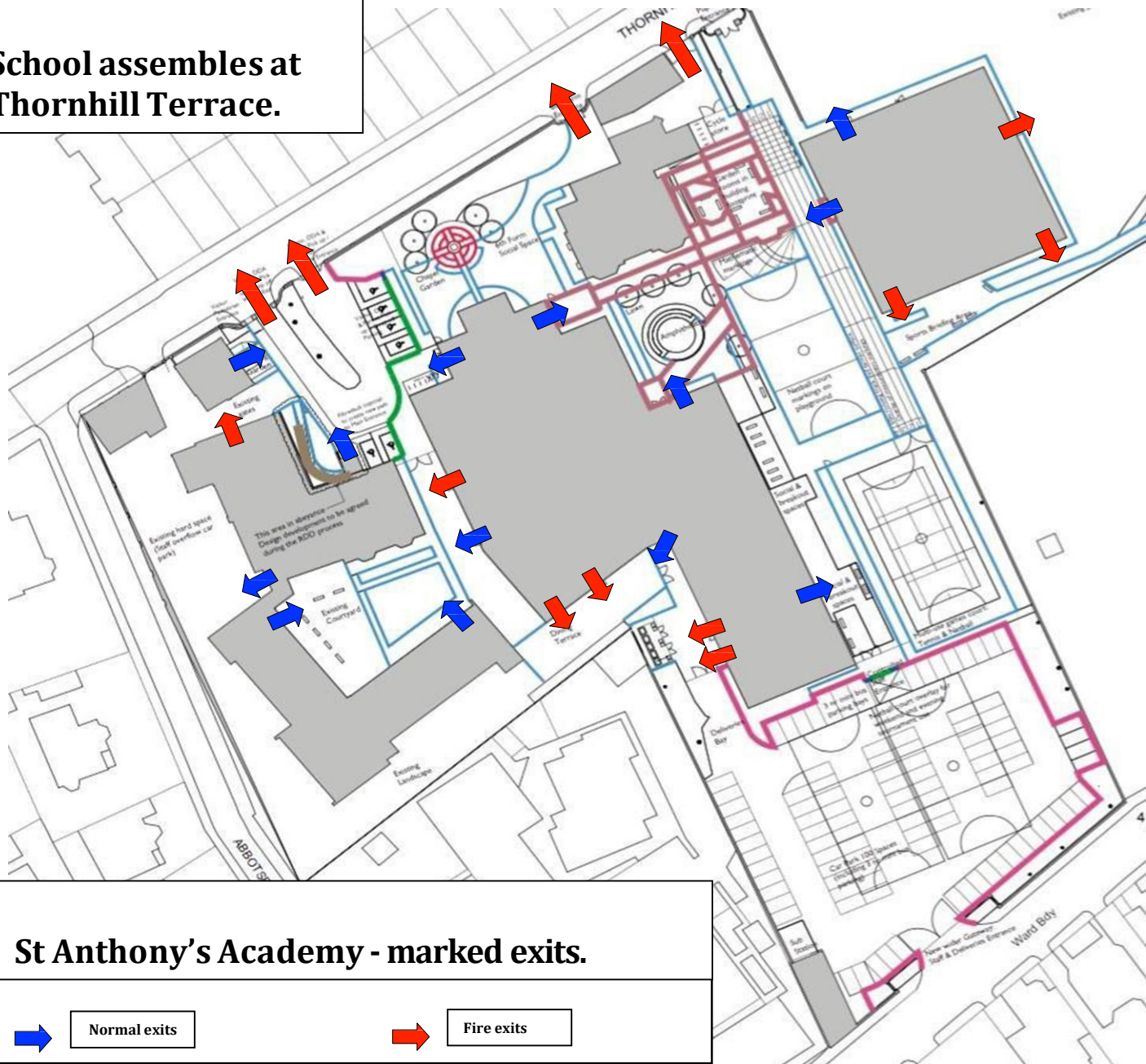
- Each year group undertook a fire drill practice – first week of term September
- There is then a full Fire Drill during each of the subsequent terms.
- Mrs Lanaghan to arrange unannounced termly drills.
- Mr. Hodgson/Mr. Callaghan keep drill records and records of any occasion when the alarm sounds.

SAFETY EQUIPMENT - please see Appendices for the locations of break glass and fire fighting equipment ie. extinguishers. This equipment is serviced annually by an external contractor. The current contractor is McDonald Martin.

LIGHTENING CONDUCTORS – this technology is installed and serviced annually by an external contractor in line with Fire Safety regulations. The current contractor is HLA.

REVIEW - Last review of policy and practice: see policy cover sheet. All policies are reviewed annually each December by the full governing body.

School assemblies at Thornhill Terrace.



St Anthony's Academy - marked exits.



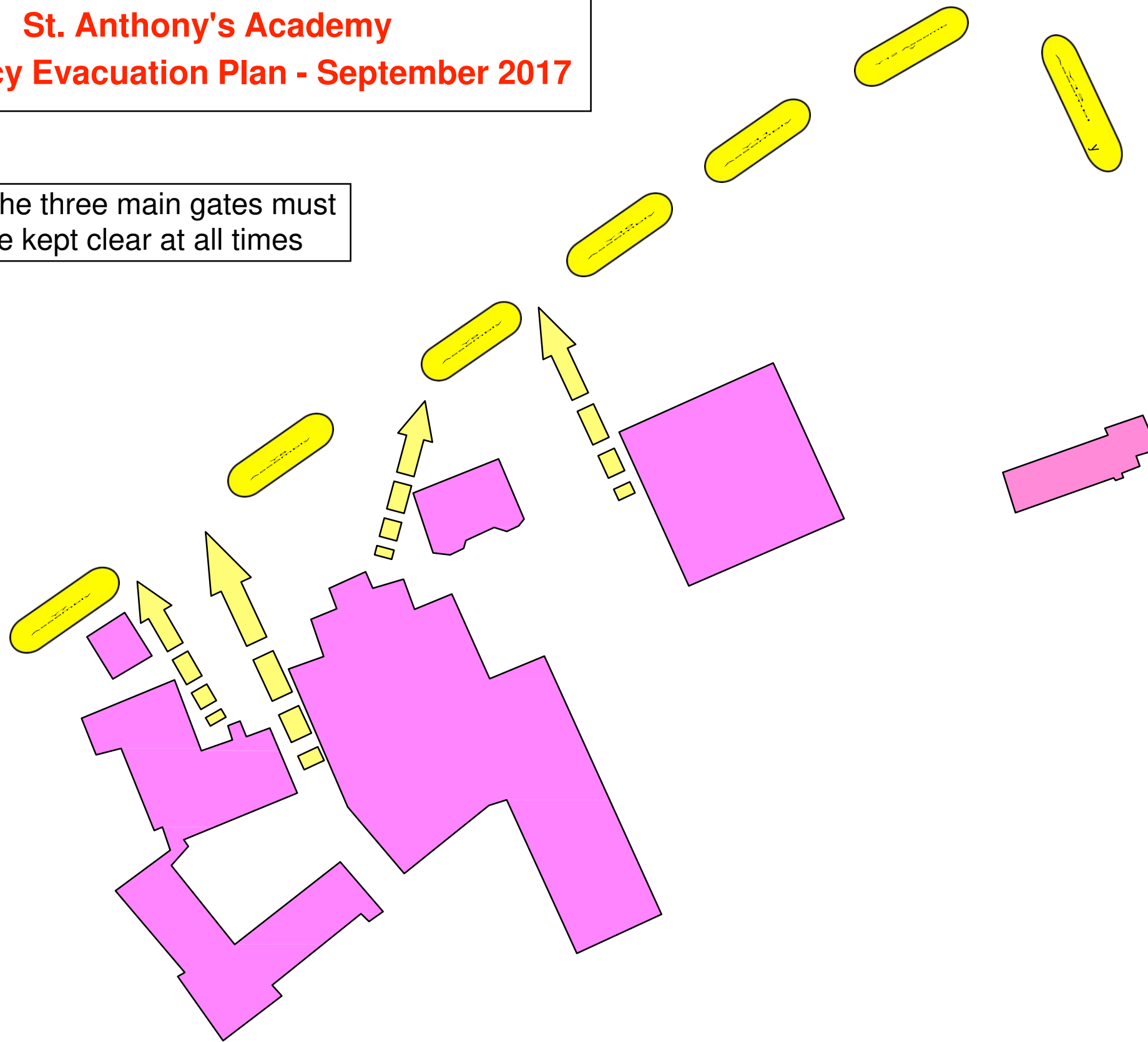
Normal exits



Fire exits

St. Anthony's Academy
Emergency Evacuation Plan - September 2017

The three main gates must
be kept clear at all times



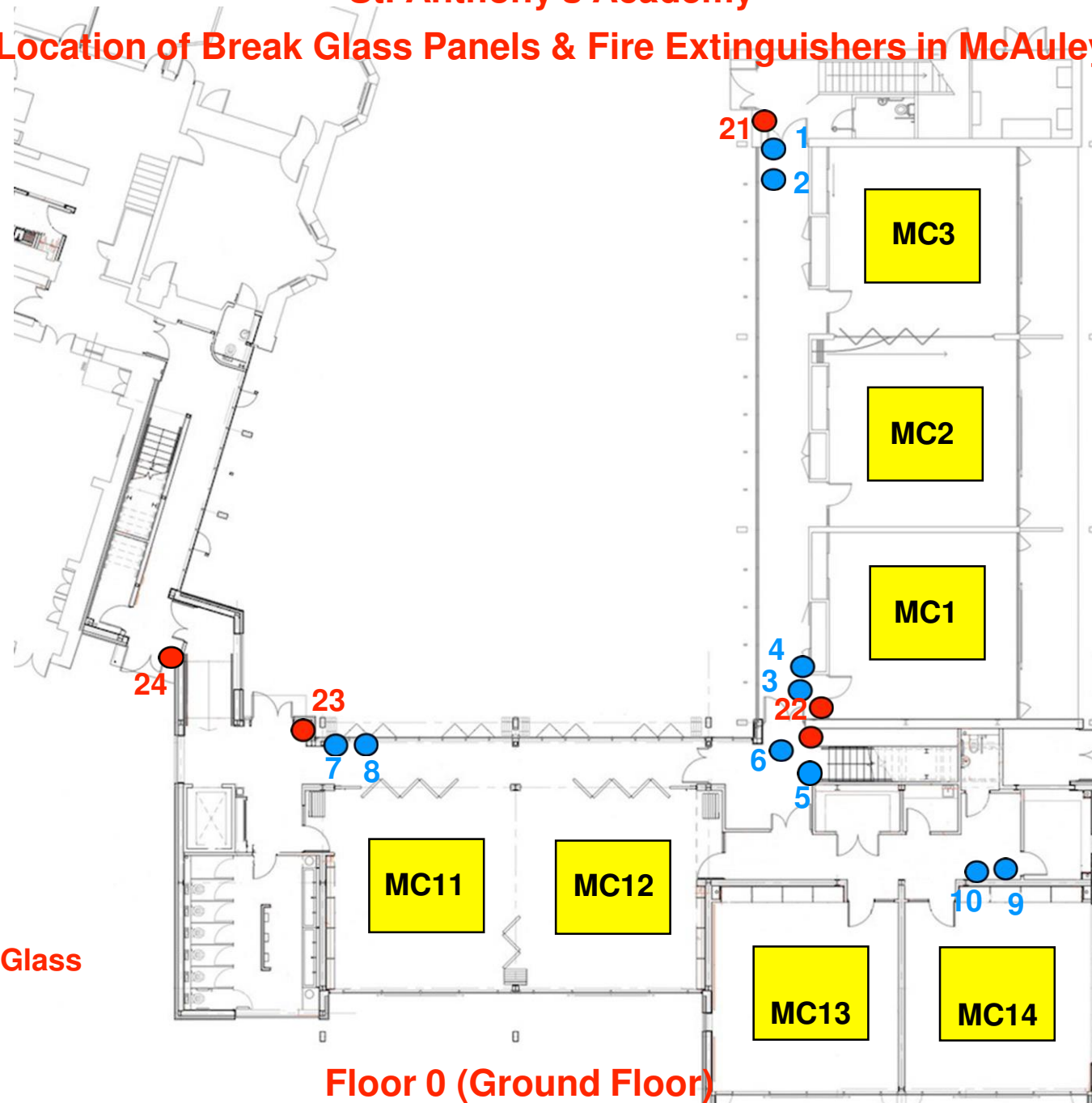
St. Anthony's Academy

Location of Break Glass Panels & Fire Extinguishers in McAuley

No.	Type
1	Foam
2	CO2
3	Foam
4	CO2
5	Foam
6	CO2
7	Foam
8	CO2
9	Foam
10	CO2

● Denotes Fire Extinguishers
(CO2 or Foam)

● Denotes Break Glass
Panels



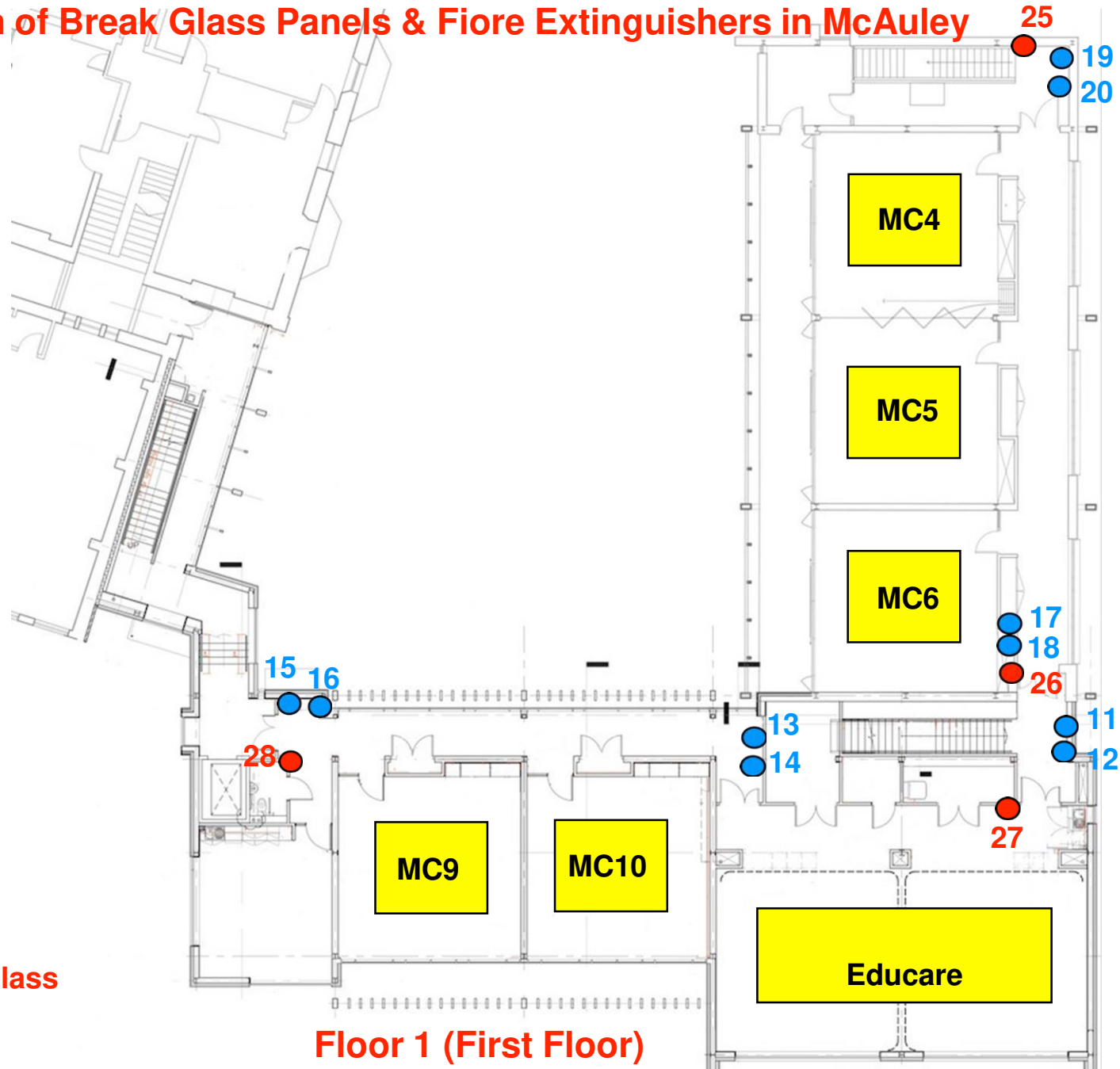
St. Anthony's Academy

Location of Break Glass Panels & Fiore Extinguishers in McAuley

No.	Type
11	Foam
12	CO2
13	Foam
14	CO2
15	Foam
16	CO2
17	Foam
18	CO2
19	Foam
20	CO2

● Denotes Fire Extinguishers (CO2 or Foam)

● Denotes Break Glass Panels



Floor 1 (First Floor)

St. Anthony's Academy

Location of Break Glass Panels & Extinguishers in New O'Connell

No.	Type	No.	Type
1	Foam	21	CO2
2	Foam	22	CO2
3	CO2	23	CO2
4	CO2	24	Foam
5	Foam	25	Foam
6	CO2	26	CO2
8	Foam	27	CO2
9	CO2	28	Foam
11	CO2	31	Foam
13	CO2	34	Foam
14	CO2	35	Foam
16	CO2	36	Foam
18	Foam	37	CO2
19	CO2	38	Foam
20	Foam	39	Foam
		40	Foam
		98	CO2

- Denotes Fire Extinguishers (CO2 or Foam)
- Denotes Break Glass Panels

Floor 0 (Ground Floor)

St. Anthony's Academy

Location of Break Glass Panels & Fire Extinguishers in New O'Connell



No.	Type
6	C02
42	Foam
43	C02
44	C02
46	C02
48	Foam
49	C02
50	C02
52	C02
54	Foam
55	C02
56	C02
57	C02
59	C02

● Denotes Fire Extinguishers (C02 or Foam)

● Denotes Break Glass Panels

Floor 1 (First Floor)

St. Anthony's Academy
Location of Break Glass Panels & Fire Extinguishers in New O'Connell

No.	Type
79	Foam
80	C02
81	C02
82	Foam
83	C02
84	C02
85	Foam
86	C02
87	C02
88	C02
89	C02
90	Foam
91	C02



— Denotes Fire Extinguishers (C02 or Foom>

— Denotes Break Glass Panels

Floor 2 (Second Floor)

St. Anthony's Academy
Location of Break Glass Panels in New O'Connell



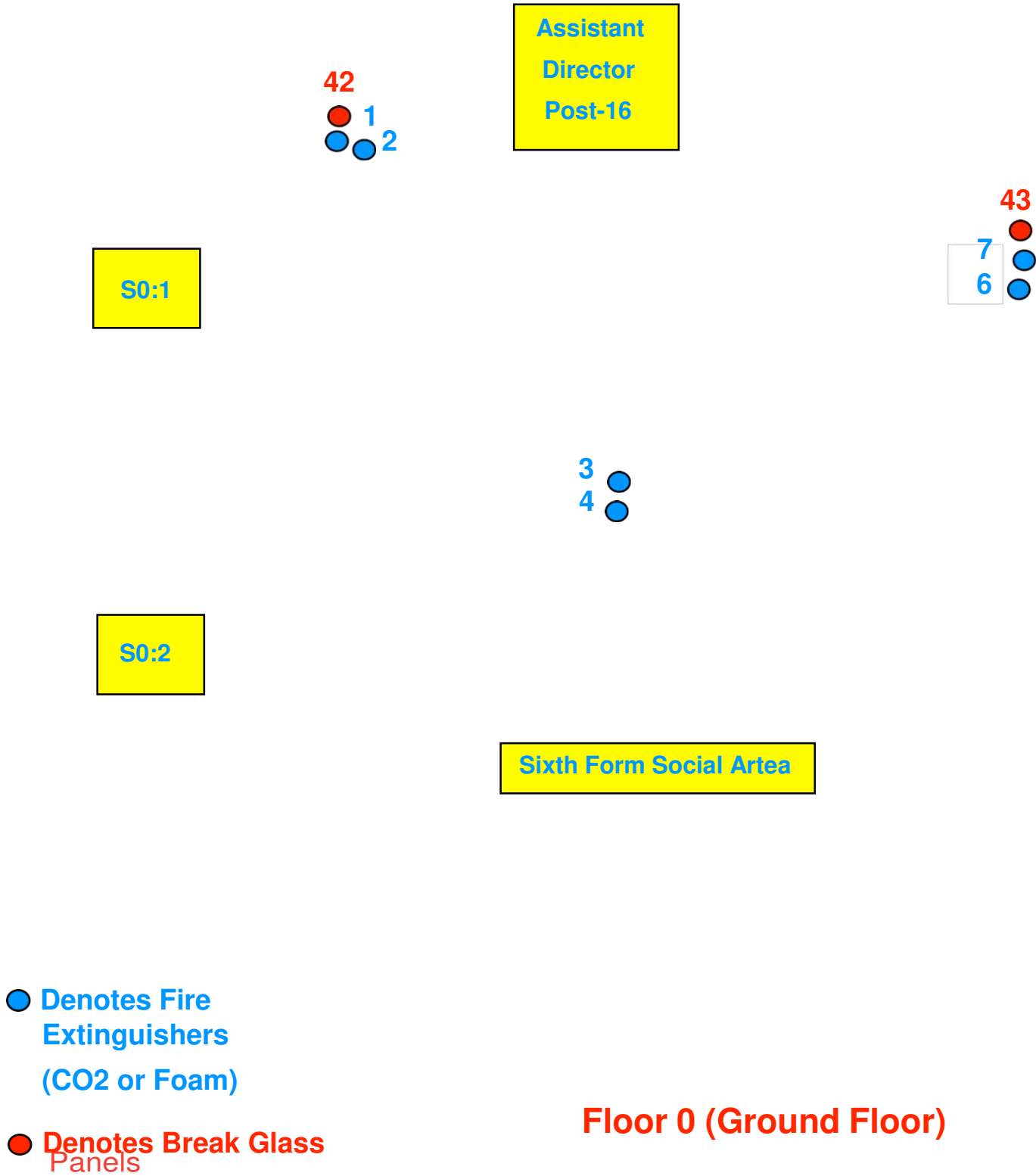
No.	
92	
93	
94	
95	C02
96	Foam
97	C02

● Denotes Fire Extinguishers
(C02 or Foam)

● Denotes Break Glass Panels

Floor 3 (Third Floor)

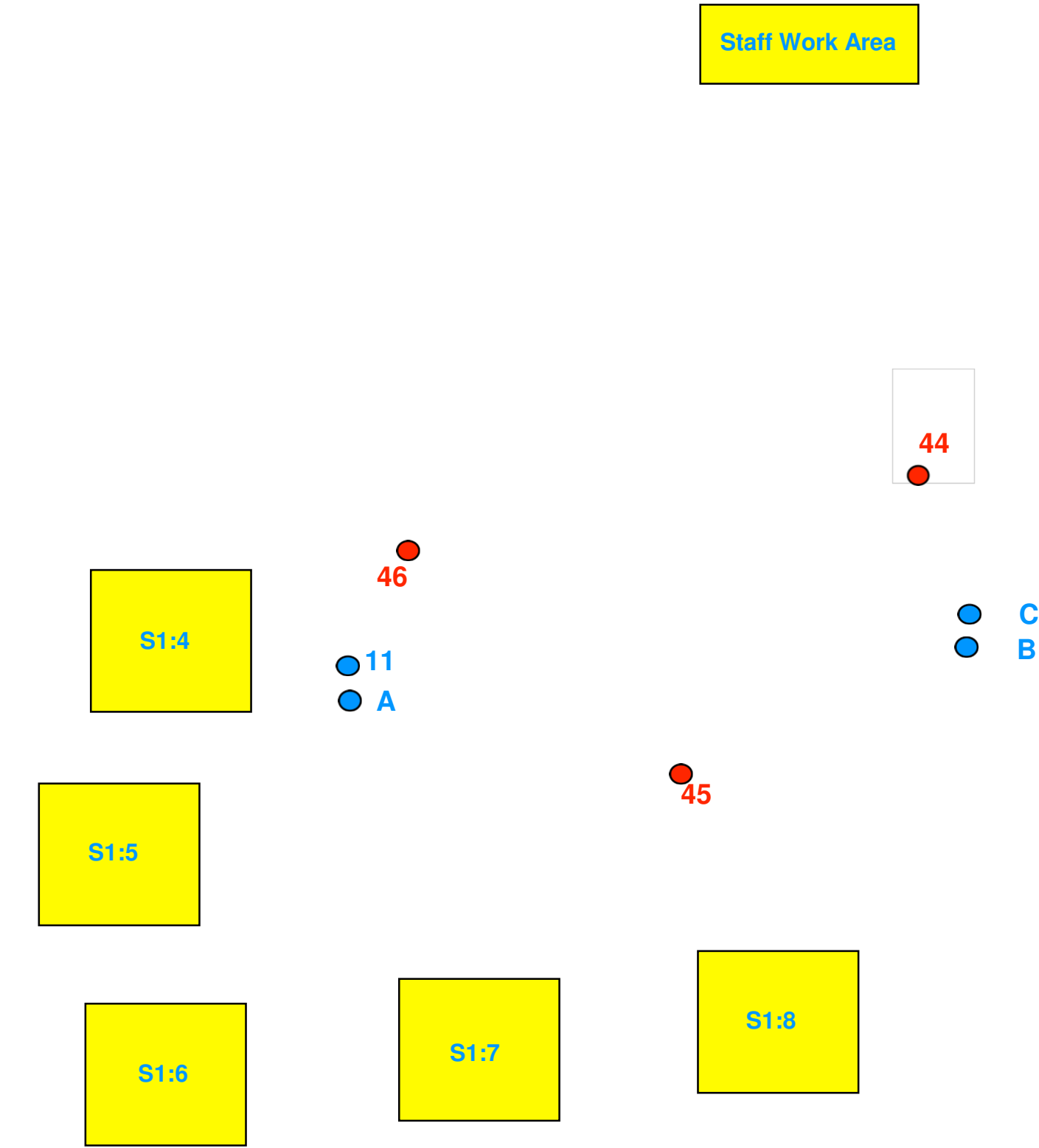
St. Anthony's Academy
Location of Break Glass Panels & Extinguishers in Somerleyton



No.	Type
1	Foam
2	CO2
3	Foam
4	CO2
6	Foam
7	CO2

Floor 0 (Ground Floor)

St. Anthony's Academy
Location of Break Glass Panels & Extinguishers in Somerleyton



No.	Type
11	CO2
A	Foam
B	Foam
C	CO2

● Denotes Fire Extinguishers (CO2 or Foam)

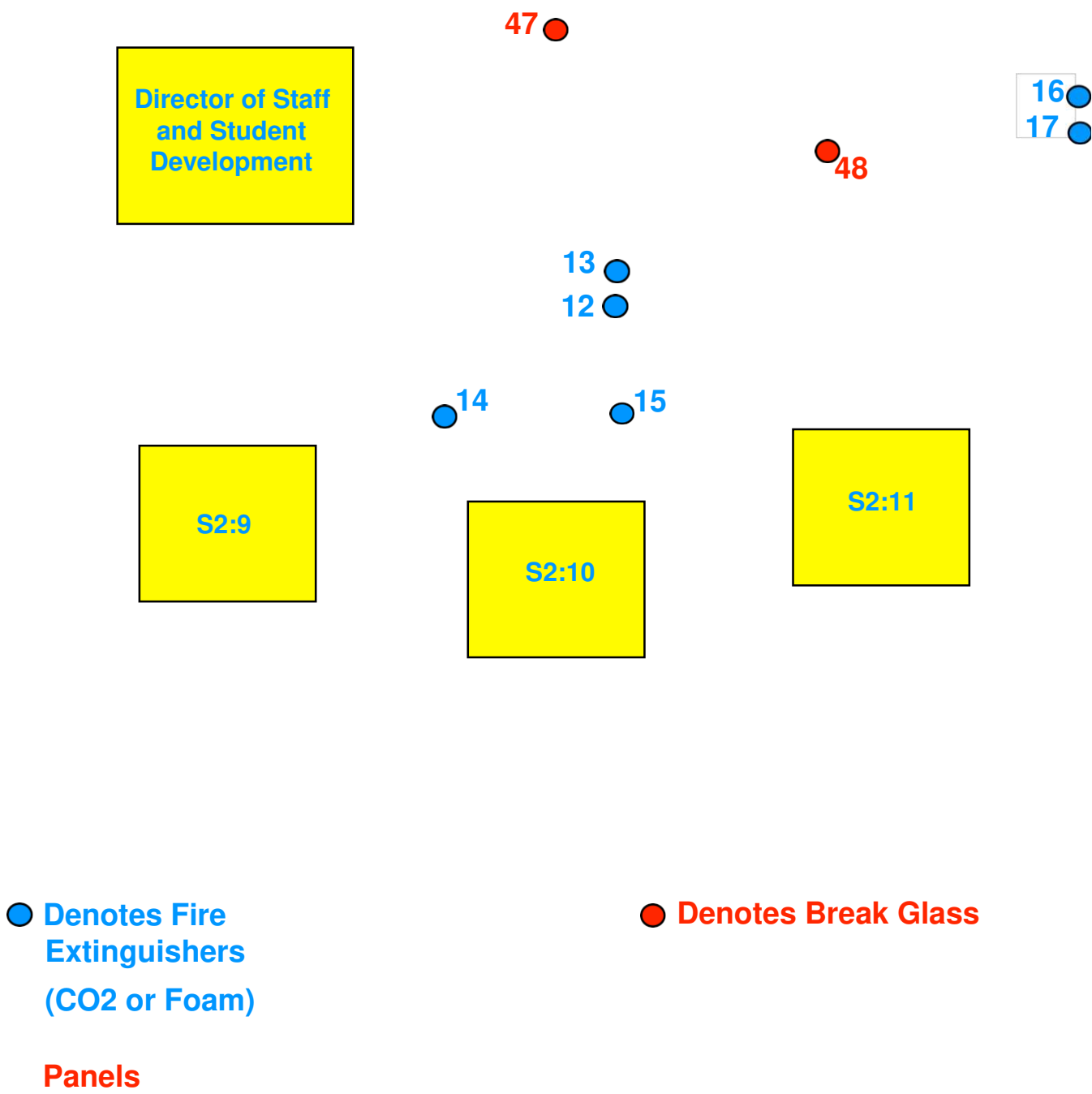
● Denotes Break Glass Panel

Floor 1 (First Floor)



St. Anthony's Academy

Location of Break Glass Panels & Extinguishers in Somerleyton

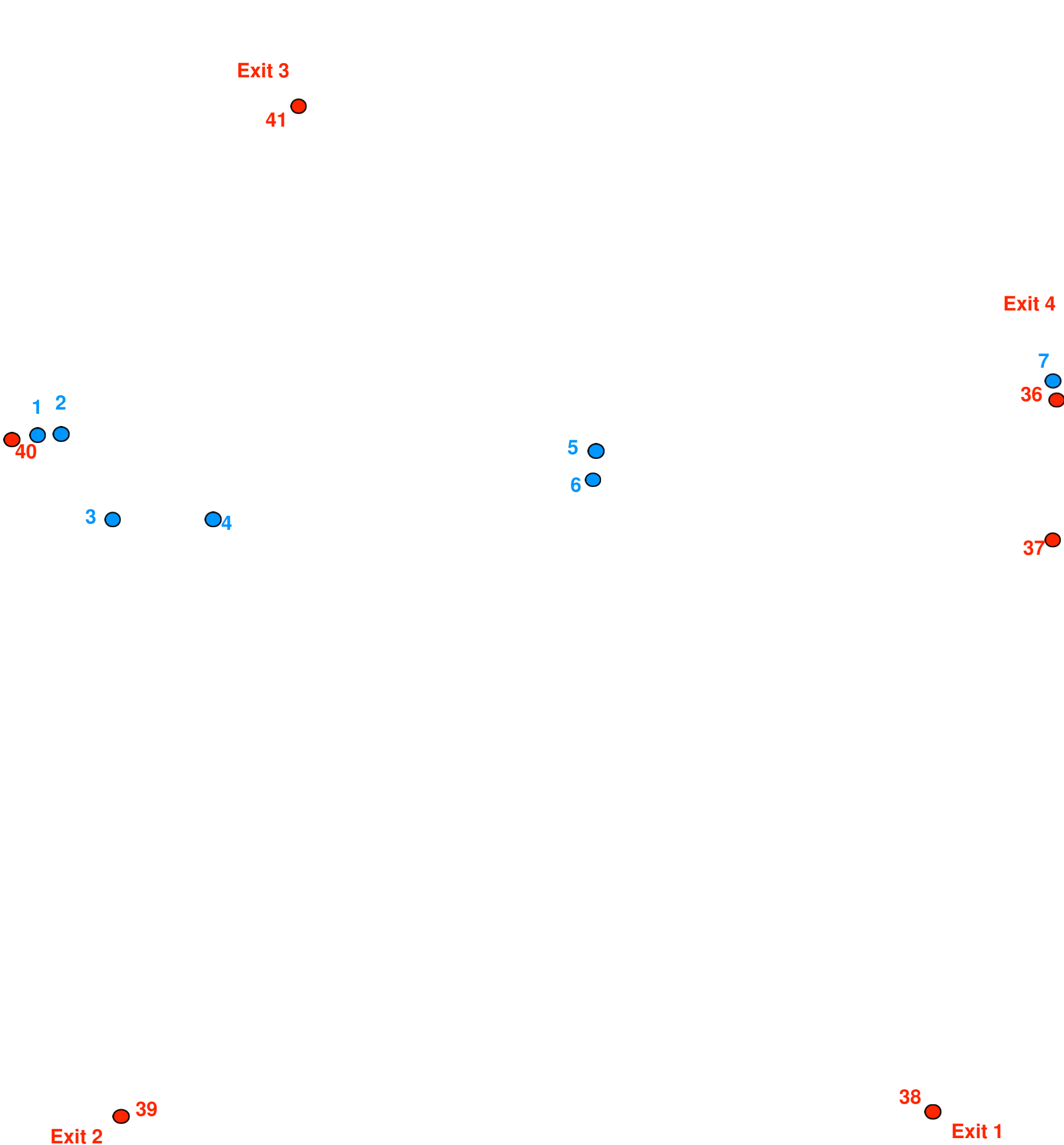


No.	Type
12	Foam
13	CO2
14	Foam
15	CO2
16	Foam
17	CO2

St. Anthony's Academy

Floor 2 (Second Floor)

St. Anthony's Academy
Location of Break Glass Panels & Extinguishers in New Gym



- Denotes Fire Extinguishers (CO2 or Foam)
- Denotes Break Glass Panels

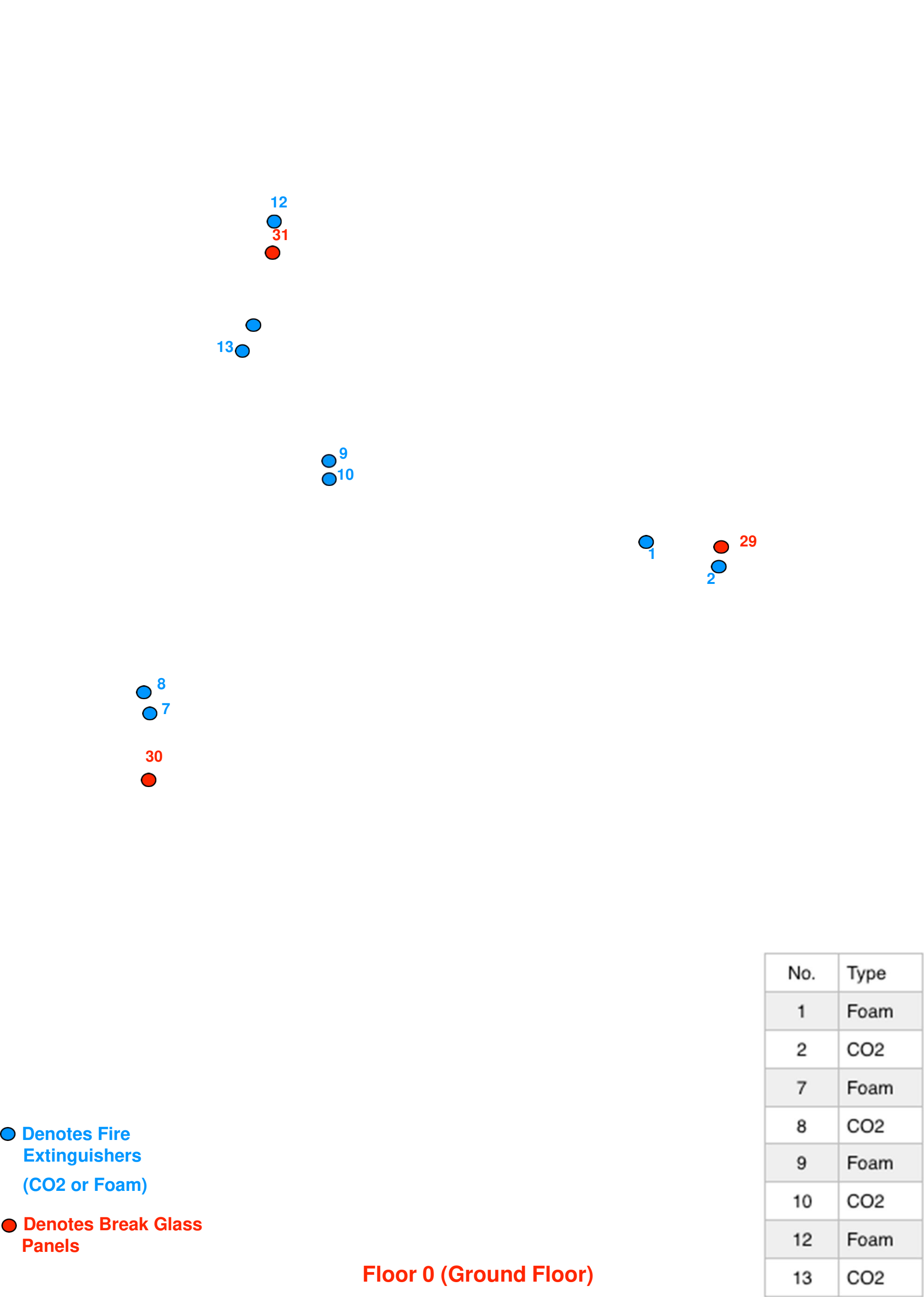
Floor 0 (Ground Floor)

St. Anthony's Academy

3	CO2
4	CO2
5	Foam
6	CO2
7	Foam

Panels

St. Anthony's Academy
Location of Break Glass Panels & Fire Extinguishers in Westburn



St. Anthony's Academy
Location of Break Glass Panels & Fire Extinguishers in Westburn

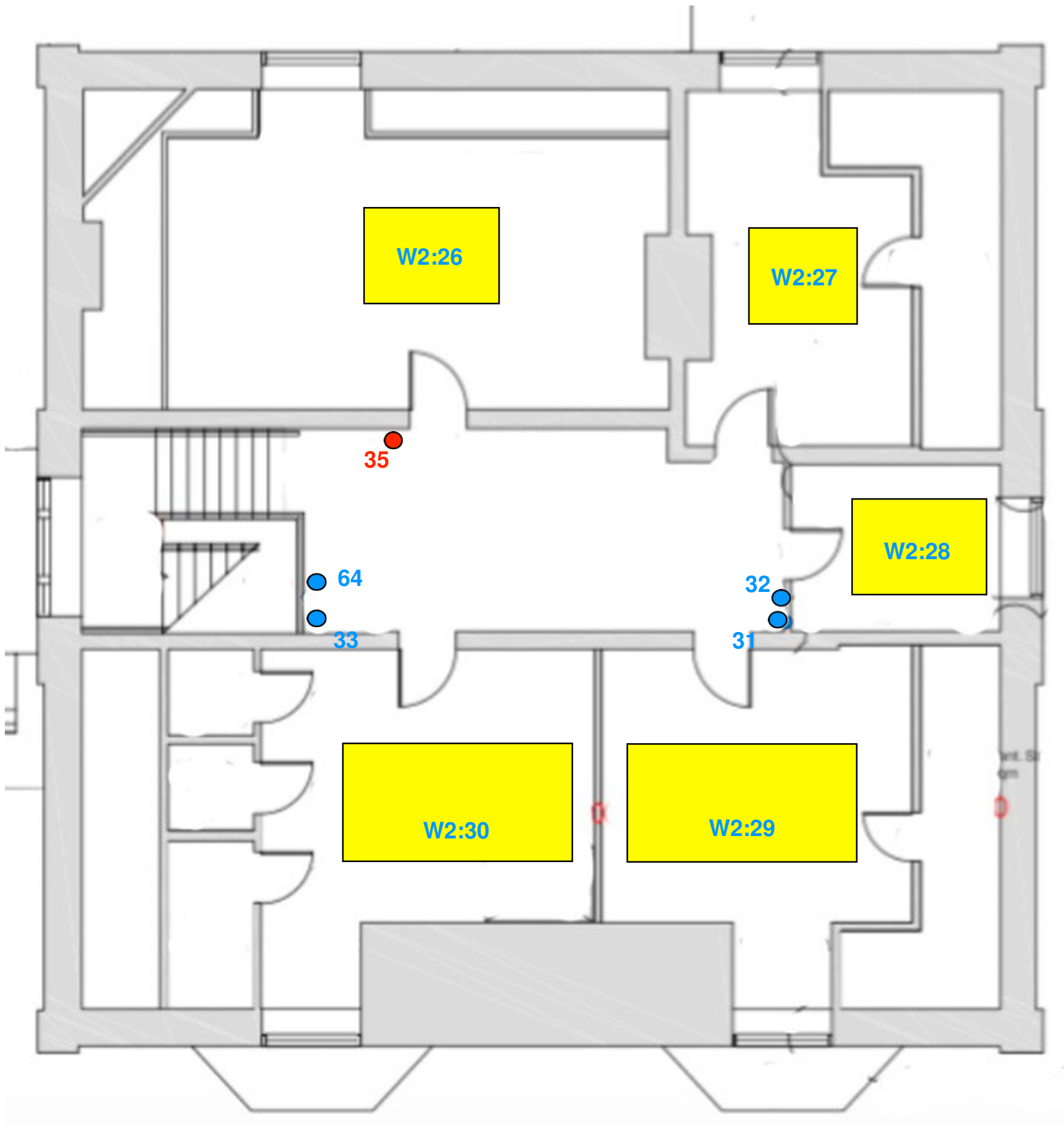


● Denotes Fire Extinguishers (C02 or Foam)

● Denotes Break Glass Panels

Floor 1 (First Floor)

St. Anthony's Academy
Location of Break Glass Panels & Extinguishers in Westburn



- Denotes Fire Extinguishers (CO2 or Foam)
- Denotes Break Glass Panels

No.	Type
31	Foam
32	CO2
33	CO2
64	Foam

Floor 2 (Second Floor)