



## **CRANMORE SCHOOL FIRE PROCEDURES POLICY**

*Cranmore School's mission is to be a Catholic School committed to the teachings of the Gospel with the aim to help all children fulfil their potential, by fostering their individual talents and providing for their needs within its caring Christian community.*

### **Introduction**

The Health and Safety of the pupils whilst in the care of Cranmore School is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to ensure all staff and pupils are aware of their responsibilities on discovering a fire or during a fire test.

### **School Provision**

In accordance with legislation and good practice the school will ensure that:

- The buildings are protected by a fire detection system comprising both heat and smoke detectors which activate an audible alarm
- Fire risk assessments are carried out to ascertain the needs of the school and the level of provision required. These are kept on file by the Health and Safety Co-ordinator
- The necessary fire equipment is available.
- All staff are made aware of the School Fire Action Plan
- A written record is kept of all fire tests and activations
- Termly fire evacuations are carried out.
- Fire safety equipment is inspected annually.

## **School Practice**

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the school.

It is the responsibility of Form Teachers to ensure that the iSAMS system (School Register) is updated each school day at:

8:40 am all morning classes

1:05 pm afternoon Junior classes

2:05 pm afternoon Senior classes

It is the responsibility of Reception to ensure that the class register is up to date and available.

## **Fire Exits**

All fire exits in the school are clearly marked, and with the exception of the main doors these are equipped with push-handles to open them. At NO TIME must these doors or the access areas around them be hindered by any obstacle.

## **Fire Equipment**

The buildings are protected by a Fire Detection System comprising both heat and smoke detectors which activate an audible alarm.

The system is serviced annually by WJ Fire Protection Services. Weekly tests are also carried out internally.

Firefighting equipment consists of appropriate extinguishers, and where necessary, fire blankets.

All equipment is tested annually by WJ Fire Protection Services.

Emergency gas cut off switches are located in:

- both senior science rooms
- main kitchen area (x2)

All Fire Exit Routes from the building are clearly signed.

Fire Exit notices are displayed in all classrooms and other areas

## **Classrooms**

Entrances into classrooms must be kept clear of all obstructions.

Classrooms must be kept tidy at all times. Flammable material must be kept away from all heaters and lighting. Litter is to be disposed of in the bins provided. It is the responsibility of the Teacher to ensure bins that are filled are notified to the cleaning manager and they are emptied as soon as possible.

Smoking is not permitted at ANY TIME in the school

**School Fire Action Plan:**

EVACUATION OF THE BUILDINGS

1. Any person discovering a fire should;
  - a) Raise the alarm by breaking the glass of the nearest call point
  - b) Inform the Office at once.
2. The Office will be responsible for calling the Fire Brigade and any other emergency services.
3. On hearing the alarm all other persons must leave the building via the closest available exit in accordance to the Fire General instructions that can be found in every room.
4. The Office staff will bring the registers and signing out books to the assembly point for a roll call.
5. The nurse will bring out a first aid box.
6. Each Form Teacher should ensure that all the class are present.
7. The Assistant Head is responsible for ensuring that all staff are present.
8. In the event of a real fire only the Fire Brigade can determine whether the school is safe to return to.

FIRE DURING OUT OF SCHOOL HOURS

In the event of a fire being discovered during out of school hours, the person discovering the fire must call the Fire Brigade him/herself and then inform the Headmaster, or in his absence the Deputy Head