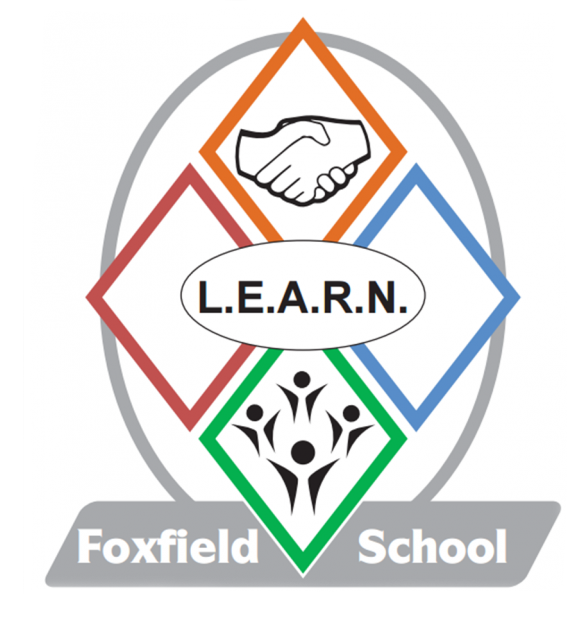
Foxfield School

**Fire Safety October 2022**

This policy is due for review on October 2023



**In the event of a fire**

1. Sound the alarm.
2. Leave the building by the nearest exit.
3. Close all doors behind you.
4. Move to the appropriate assembly point.
5. Contact the fire brigade.

DO NOT try to tackle the fire.

NO NOT return to the building until told to do so.

\*If using the school internal phone system please remember to dial 9 before dialling any external numbers therefore, to contact the emergency services the number would be 9999.

\*To contact the Emergency control room directly: 0151 666444

**Woodchurch Site Evacuation Procedures** (before 2:40pm) – see **Fire Evacuation Plan 1**

When an alarm is raised it is the duty of the teacher and staff to evacuate the building as calmly and effectively as possible. There are however a number of other staff who have responsibilities in the event of an emergency. Assuming that all office staff are in the building but the caretaker is off site i.e. between 10.30am and 2.30pm, then the following people are responsible as follows;

**The Office Clerks** will take out the printed electronic registers, Inventry records, Evolve forms, emergency bags and move to Assembly point 1, located on the main playground. By studying these we are able to quickly ascertain who should be accounted for, and whether or not we still have someone missing in the building.

**The Finance Clerk** will move to the front of school to prevent anyone entering the school whilst the alarm is sounding. Only when the alarm stops is it safe for anyone to re–enter the building. Only a Senior member of staff will make this decision.

**Teachers/TA3** will remain with their designated class at the appropriate assembly point and check they have all the relevant pupils and staff. If any staff or pupils cannot be accounted for or they have refused to leave the building this must be communicated with their pathway lead.

**Senior Teachers** will liaise with class teachers/TA3s within their pathway to establish attendance etc. This information will be fed back to the deputy via mobile phone from both assembly points (main playground and MUGA).

**The Head Teacher** (Lead Fire Warden) will look at the alarm panel to discover in which part of the building the alarm panel was activated. He will then go to that point to ascertain whether or not it is a false alarm. Once he has gathered this information he will move to assembly point 1 to discuss his findings with the deputy.

If he is sure that it is a false alarm he will issue instructions to the deputy to allow pupils to re-enter the building once the alarm has ceased. If he has discovered a fire he would have rung the fire brigade on the way to assembly point 1 and will then give instructions to the deputy whilst he goes to meet and direct the fire brigade.

**The Deputy** will be responsible for overseeing the congregation of staff and pupils to both assembly points (main playground and MUGA) and then carryout a roll call. The Deputy will also be responsible for opening up all gates which aid access to evacuation of the premises should this be needed i.e. gate to path alongside the Outdoor Fitness Equipment and the gate onto the path between Woodchurch High and Foxfield. There are a number of staff who hold a key for these gates which all have identical locks.

There is a main fire/gate key hanging up in the office key cupboard. The Head and Deputy also have copies of these keys.

**Follow up**

SLT or Caretaker will reset the alarm, reset the swimming pool and make the appropriate record in the fire log. Any actions must be addressed accordingly.

**Fire Assembly before 2:40pm** – Refer to Appendix 1

**Assembly Point 1 – Main playground**

In the event of a fire at Foxfield School prior to 2:40pm. Please evacuate via the nearest exit and line up in the far right side of the playground.

|  |  |
| --- | --- |
| O1 | Number 1 |
| O2 | Number 3 |
| O3 | Number 5 |
| G1 | Number 7 |
| G2 | Number 9 |
| G3 | Number 11 |
| G4 | Number 13 |
| R1 | Number 15 |
| R2 | Number 17 |
| R3 | Number 19 |
| R4 | Number 21 |
| R5 | Number 23 |
| R6 | Number 25 |
| Visitors | Number 27 |

**Fire assembly point 2 – MUGA**

B1

B2

B3

B4

B5

**Woodchurch Site Evacuation Procedures** (after 2:40pm) – see **Fire Evacuation Plan 2**

As plan 1, however, after 2:40pm the pupil transportation is blocking assembly point 1. During this time pupils may be directed onto their bus where the escort is responsible for them. Pupils who are still waiting for their transport vehicle to arrive or are attending an after school club will assemble under the pergola. When their vehicle arrives they can get on in preparation for leaving the school site. Pupils and staff on the blue corridor will assemble on the MUGA (Assembly Point 2.

**The Office Clerk** will take out the printed electronic registers, Inventry records, Evolve forms, emergency bags and move to the main assembly point (main playground pergola). By studying these we are able to quickly ascertain who should be accounted for, and whether or not we still have someone missing in the building.

**The Finance Clerk & additional office clerk** will move to the front of school to prevent anyone walking into the school whilst the alarm is sounding. They will also make a list of any pupils who leave the building by the front doors with their parents/guardian during this time. Only when the alarm stops is it safe for anyone to re–enter the building. Only a Senior member of staff will make this decision. A member of staff will also prevent any vehicles entering via the front of school in preparation for guiding the fire brigade if necessary.

**Teachers/TA3** will be responsible for getting the pupils in their class on to the correct vehicles in preparation for leaving the school site. They will then remain with the remainder of their class at the appropriate assembly point (pergola on the main playground or MUGA) and continuously monitor the pupils and staff they have. If any staff or pupils cannot be accounted for or they have refused to leave the building this must be communicated with their pathway lead.

**Senior Teachers** will liaise with class teachers/TA3s within their pathway to establish attendance etc. This information will be fed back to the deputy via mobile phone from both assembly points (main playground pergola and MUGA).

**The Head Teacher** (Lead Fire Warden) will look at the alarm panel to discover in which part of the building the alarm panel was activated. He will then go to that point to ascertain whether or not it is a false alarm. Once he has gathered this information he will move to the assembly point to discuss his findings with the deputy.

If he is sure that it is a false alarm he will issue instructions to the deputy to allow pupils to re-enter the building if attending a club or authorise the transportation vehicles to leave the site. If he has discovered a fire he would have rung the fire brigade on the way to the fire assembly point and will then give instructions to the deputy whilst he goes to meet and direct the fire brigade. Pupil transportation vehicles will be asked to leave the site if they have the correct quota of pupils on board.

**The Deputy** will be responsible for overseeing the congregation of staff and pupils to the main assembly point (pergola) and then taking registers and roll call. The Deputy will also be responsible for opening up all gates which aid access to evacuation of the premises should this be needed i.e. gate to path alongside the Outdoor Fitness Equipment and the gate onto the path between Woodchurch High and Foxfield. There are a number of staff who hold a key for these gates which all have identical locks.

There is a main fire/gate key hanging up in the office key cupboard. The Head and Deputy also have copies of these keys.

**Follow up**

SLT or Caretaker will reset the alarm, reset the swimming pool and make the appropriate record in the fire log. Any actions must be addressed accordingly.

**Fire Assembly after 2:40pm** – Refer to Appendix 2

As many pupils as possible to their correct buses or with parent’s carers at reception to leave the premises safely, at the earliest opportunity.

After staff have support pupils to their buses, staff will assemble under the outdoor shelter.

If after school clubs are on (Monday and Wednesday) the following will occur.

As above and any pupils who are due to be in after school club will assemble under the outdoor shelter. Except for pupils and staff from the Informal pathway who will assemble on the MUGA.

\*All drivers, escorts and parents who collect their children from the main playground will receive a copy of expectations and procedures for in the event of a fire after 2:40pm. See Appendix 3.

**In the event of a fire – Wallasey Site**

When an alarm is raised it is the duty of the teacher and staff to evacuate the building as calmly and effectively as possible. There are however other staff who have responsibilities in the event of an emergency. The following people are responsible as follows;

**The Office Clerks (if on duty)** will take out the printed electronic registers, Inventry records, Evolve forms, emergency bags and move to Assembly point, located by the pedestrian entrance gate to Foxfield School. By studying these we are able to quickly ascertain who should be accounted for, and whether or not we still have someone missing in the building.

**Teachers/TA3** will remain with their designated class at the assembly point and check they have all the relevant pupils and staff. If any staff or pupils cannot be accounted for or they have refused to leave the building this must be communicated with their pathway lead.

**Pathway Lead** will liaise with class teachers/TA3s within their pathway to establish attendance etc. This information will be fed back to the member of SLT on duty.

**SLT on duty** (Lead Fire Warden) will look at the alarm panel to discover in which part of the building the alarm panel was activated. They will then go to that point to ascertain whether or not it is a false alarm. Once this information has been gathered they will also move to the assembly point to discuss findings with senior teacher.

If they are sure that it is a false alarm they will issue instructions to the pathway lead to allow pupils to re-enter the building once the alarm has ceased. If a fire was discovered they would have rung the fire brigade on the way to the assembly point and will then give instructions to the Marshalls and Pathway Lead whilst they go to meet and direct the fire brigade.

**Marshalls** There are two designated Marshalls. They are responsible for unlocking the pedestrian gate, but keeping them closed so the Fire Assembly point is a safe zone.

**Follow up**

SLT or Caretaker will reset the alarm, reset the swimming pool and make the appropriate record in the fire log. Any actions must be addressed accordingly.

**System Delay**

The Foxfield site has a 5 minute delay fitted due to its proximity to the Clare Mount site.

In the event of a real fire at Foxfield staff should follow the evacuation procedures above.

If a false alarm is triggered at the Foxfield Site, a member of SLT enters 1 2 3 4 using the keys on the left hand side of the fire panel. Followed by pressing 1, 2 on the right hand side of the panel in quick succession. This sequence will reset the fire alarm system. This allows Foxfield to shut the alarm down before it impacts on the Clare Mount site.

If Clare Mount have a false alarm, it will automatically trigger the 5 minute delay at Foxfield site. This will enable staff to follow the evacuation procedures above.

Clare Mount must reset their main fire panel before Foxfield can reset their panel.

**Fire Assembly – Wallasey Site** – Refer to Appendix 4

**Assembly Point – Footpath behind the community café**

In the event of a fire at Foxfield School. Please evacuate via the nearest exit and line up on the footpath on the school side of the pedestrian gate behind the community café.

**Fire Safety Measures & Precautions**

**Fire Fighting Equipment**

There is a range of firefighting equipment across the school. Staff should be aware of where these are located. However, do not attempt to tackle a fire. Rise the alarm and evacuate the building.

**Displays**

Recent information has shown that displays can be a major contributory factor in the spread of fire. Therefore the following points should be noted.

* Free standing displays must not obstruct entrances.
* Displays should not be hung from the ceiling as a rule, and never near entrances and exits.
* **NO** displays on any surface other than the boards, and only within the bounds of the board.

This is because the overall surface area covered by displays should not exceed 20% of the overall surface area.

**Pool Safety**

If you are using the pool when an alarm is sounded you should allocate a member of staff to go to the control box in reception to establish if it is a false alarm or fire. If it is established that it is a false alarm you can remain in the pool. If it is a fire all pupils must get out of the pool. Staff and pupils should put on either a gown, towel or foil blanket (located in the emergency bags), and proceed to the car park. Once at the exit the group leader can allocate a member of staff to inform the Fire Wardens (senior managers) that the group is safe and clear of the pool. This member of staff will need to walk around the perimeter of the building to reach the fire assembly point 1 on the main playground.

In the event of a pupil refusing to move out of the pool a member of staff should stay by the poolside with them whilst another member of staff informs Fire Wardens (senior management) of the problem once other pupils are safe. Pupils should not be forcibly removed from the pool unless there is a clear, imminent danger. Only if pupils are in imminent danger should they be evacuated from the pool in any other way.

**Hoists & Slings during an Emergency**

Foxfield School is equipped with ceiling mounted hoists in several classrooms, in a hygiene room, the medical room, sensory room and both pool areas. If you are working with a pupil who is a wheelchair user and the alarm is sounding you should start to evacuate the pupil using the correct hoisting methods (unless instructed otherwise by a senior manager). Once pupils have been hoisted into wheelchairs they can be taken out of the building, safely. All overhead hoists have a back – up system enabling them to be used even when power has failed so are safe to use at all times.

**Exits**

Should be kept clear at all times, including the external gates so as to allow access for fire appliances.

**Fire Doors**

These should be kept closed at all times when the alarm has sounded. They are vital in ensuring the spread of fire is restricted. All fire doors have been designed to keep a fire back for at least 30 minutes. Corridor fire doors should automatically close when the alarm is raised, classroom doors (which are also fire doors) should be closed when leaving the building to prevent the spread of fire and minimise risks and damage. Fire doors also have a pane of glass in them which is designed to give a visual inspection of classrooms to make sure rooms have been evacuated without the need to open the door and also to ascertain if there is a fire in that particular room. For these reasons;

* Fire Doors should never be wedged open.
* Picture/blackouts should not block cover viewing windows.

If you suspect the fire is on the other side of a solid door do not open it. Tell tale signs may be hot door handles, or smoke seeping through.

**Shutters**

When the fire alarm is activated the shutters in the hall and gym will slowly close and the air conditioning closes down so as not to provid an added source of oxygen to the fire.

**Ventilation systems**

Air circulation for the kitchens and pool plant room also switch off and will need to be manually restarted once the alarm has been reset, however other systems will automatically go back on once the alarms are set.

**Training**

All staff will receive some instruction from a competent person at regular intervals. In between these times, new staff will be provided with copies of the fire safety policy, and given brief verbal guidance, as part of their induction.

**Visitors**

Should inform the school if they are undertaking any ‘hot work’. (See Lone workers policy).

**Contractors**

Should sign in/out using the Inventry System in reception. Should inform the school if they are undertaking any ‘hot work’. (See Lone workers policy).

**Rubbish & Waste**

This should not be allowed to accumulate. Please report to Caretaker and/or Head if you are concerned about this.

**Electrical Equipment**

Due to health and safety guidelines and the recommendations of Wirral Authority, all electrical equipment in Foxfield School should not be used unless it has a valid P.A.T. testing certificate.

All staff should;

* Visually inspect for obvious faults (loose plugs, exposed wire, hot plugs etc).
* Report faults immediately to their pathway lead or SLT.
* Unplug all kettles after use, empty them of water and put away in cupboards. Turn off cookers after use.

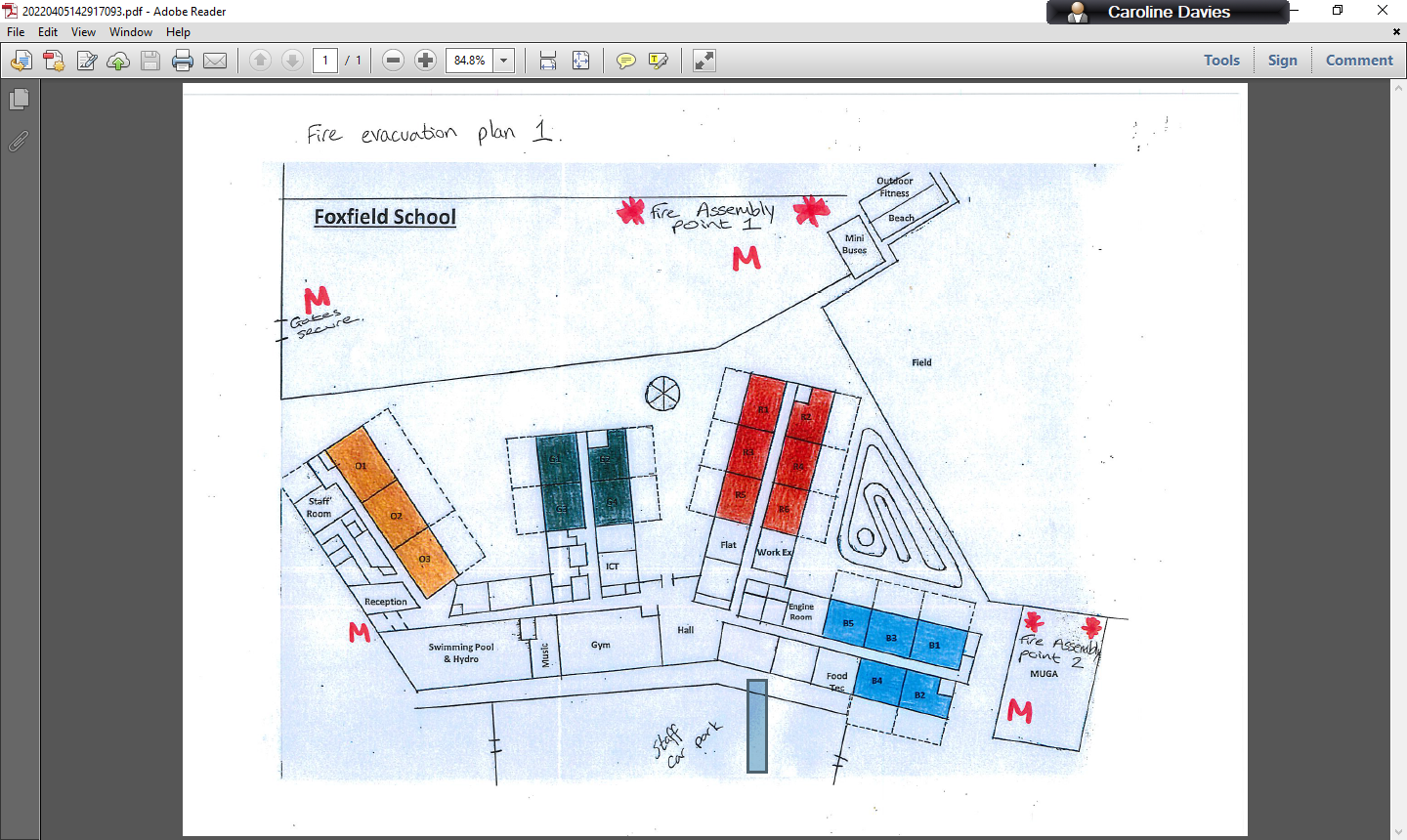
The school will not accept the donations of electrical items for sale or as prizes at fairs, functions or in the charity shop unless brand new and still in its box. (See Electrical safety policy for further details).

There will be a yearly audit carried out of all electrical items. This will be conducted at the beginning of each year using the checklist in the fire precautions log.

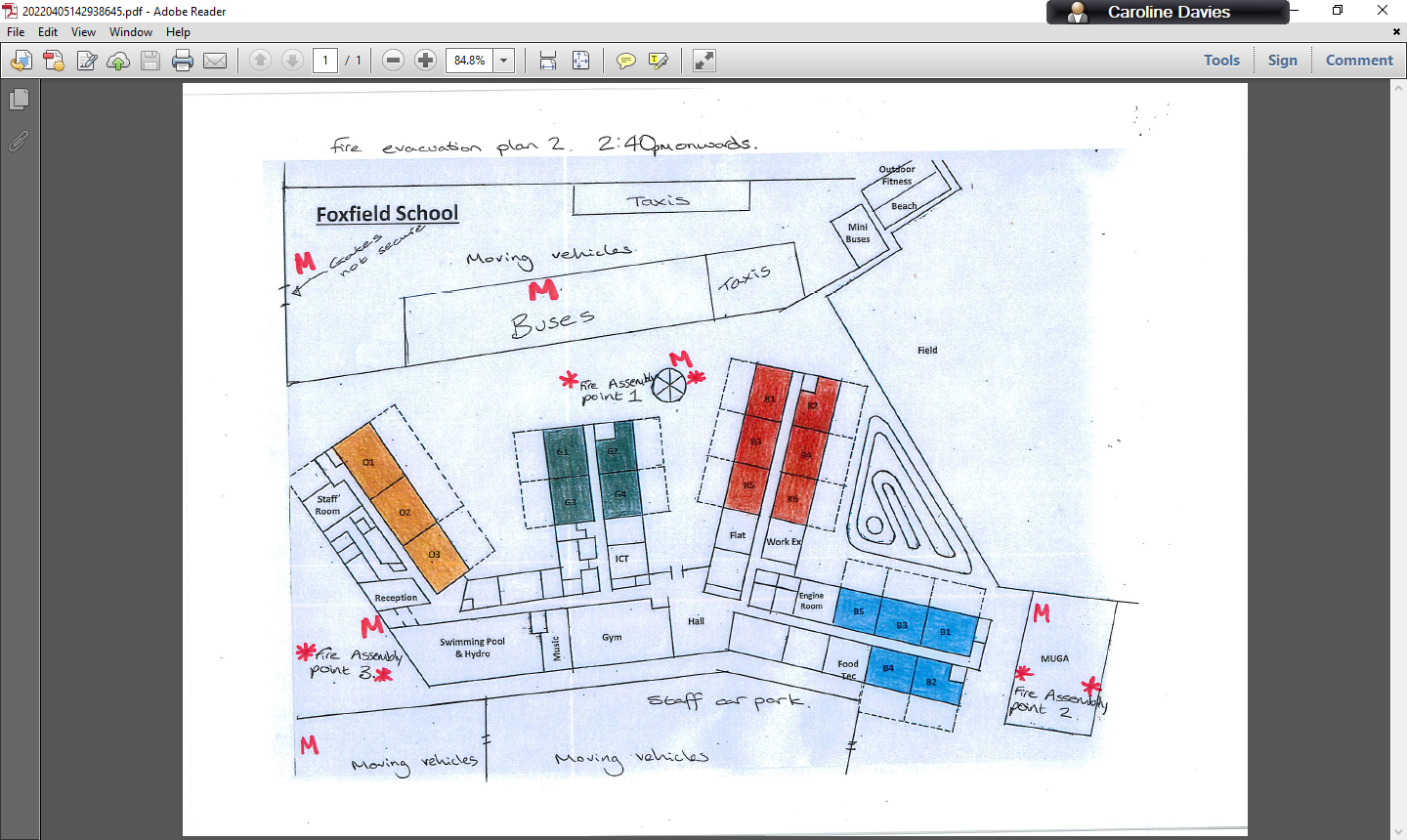
**Fire Precaution Checklist**

All points below should be carried out by an appointed person and recorded in the Fire Precautions Log Book which is located in the office.

|  |  |  |
| --- | --- | --- |
| **Frequency** | **Task** | **Person Responsible** |
| Daily | Check exit doors & emergency routes are free from obstruction. | Caretaker |
| Weekly | Test fire alarm via different call alarm point | Caretaker |
|  | Ensure fire extinguishers are in correct location and that their tamper devices have not been disturbed. | Caretaker |
|  | Check fire signs are in situ. | Caretaker |
|  | Gate locks checked | Caretaker |
| Termly | Fire drill/evacuation | SLT |
| Annual | Check: fire extinguishers, fire blankets | Service engineers |



**Appendix 1** – Woodchurch Site Fire Assembly before 2:40pm



**Appendix 2** – Woodchurch Site Fire Assembly after 2:40pm

**Appendix 3**

**FAO: Drivers & escorts to and from Foxfield School, Woodchurch Site**

Please can you ensure the following;

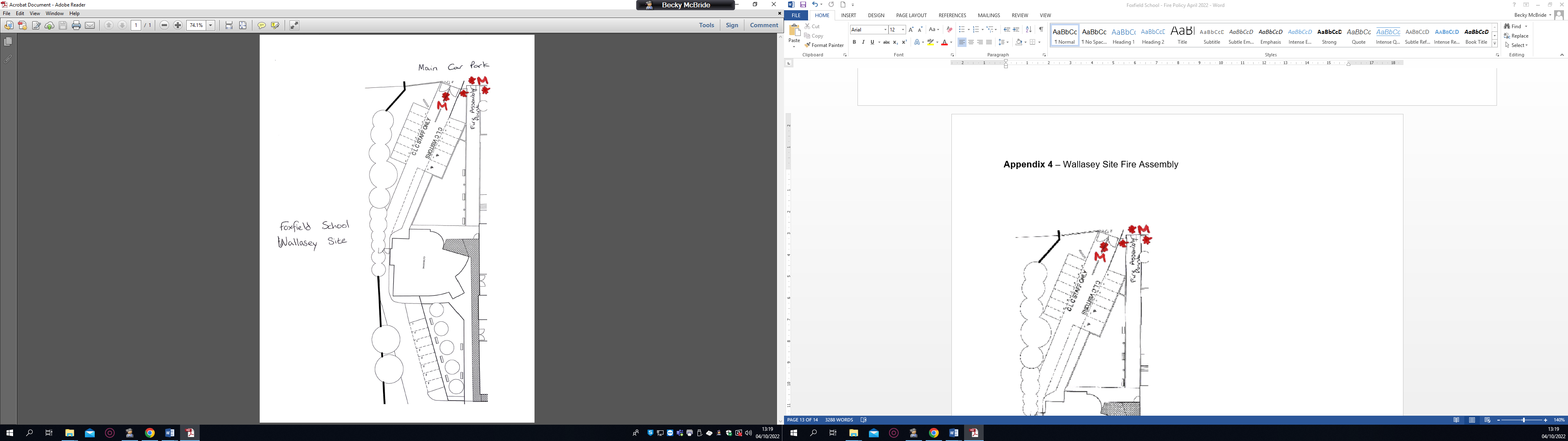
**In the event of a Fire Alarm after 2:40pm**

In addition to the above;

* Drivers and escorts remain with their vehicle. Do not enter the building.
* Staff will bring pupils to the vehicles.
* When your vehicle is full with correct pupils close your door and a member of senior management will establish locations of pupils.
* During this time you may be given a signal to leave the site at an earlier opportunity if instructed to do so by a member of senior management.

**Appendix 4** – Wallasey Site Fire Assembly

Main Car Park



Community Café & Garden area

Clare Mount School Building

Foxfield School