



## **LEICESTER GRAMMAR SCHOOL AND LEICESTER GRAMMAR JUNIOR SCHOOL**

### **FIRE SAFETY POLICY**

#### **POLICY STATEMENT**

It is Leicester Grammar School Trust's policy to protect all persons on the Leicester Grammar School premises from the dangers of fire by ensuring the existence of a safe environment and safe systems of work so far as is reasonably practicable.

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures.

The Trust's arrangements for ensuring fire safety will be under ongoing review.

#### **ARRANGEMENTS FOR ENSURING FIRE SAFETY**

##### **Emergency evacuation procedures**

1. It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible and of themselves, to a previously designated place of safety.
2. When an alarm sounds, pupils should be marshalled in an orderly fashion following the nearest escape route. One adult should lead, with the class teacher responsible for ensuring that no-one is left behind in the classroom. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked.
3. If possible, doors and windows should be closed to help prevent the fire from spreading. However, no-one should attempt to close doors and windows if so doing would significantly delay their exit from the building.
4. In the event of a fire, or a fire drill, lifts should not be used.
5. The group will assemble at the predetermined place of safety, which is the Junior School playground (for LGJS) and the rear playing fields (for LGS). On arrival, names will be checked against the class list and the list of recorded absences, which are printed off daily from the electronic registration system by the reception staff.
6. The designated assembly point for the café and sports building is the rear of the main car park.

7. The reception staff at LGJS and LGS are responsible for providing class lists, a list of current day absences, a staff list and the visitors' book. These documents are then used to carry out a roll call of everyone evacuated from the building.
8. Staff are responsible for ensuring that the designated route by which the fire brigade would access the building remains clear at all times.
9. Anyone who requires assistance in exiting the building, either as a result of a disability or an injury, should be escorted by a member of staff.
10. Able bodied pupils and staff should be allowed to leave the building first, with anyone who requires assistance following more slowly.
11. Staff and pupils with disabilities which are likely to affect their ability to hear and respond to the fire alarm, or their ability to exit the building unaccompanied during an emergency evacuation should have in place an Individual Evacuation Plan which has been drawn up by the Head of Site Services in dialogue with the School Nurse and appropriate Academic staff, and discussed with the individual concerned.
12. Visitors are provided with information about Fire Evacuation procedures when they sign in and are asked to make staff aware if they have any impairment which may affect their ability to hear or respond to the fire alarm.
13. If it is not possible to evacuate an individual from the building, for example due to inability to descend from the first floor using the stairs, they should be escorted to a place of safety, usually a refuge point at the top of a stairwell. A member of staff should remain with them, and the fire brigade be informed who is still in the building, and where they are.
14. On leaving the building, everyone must congregate at the muster points, for the register to be taken.
15. As a general rule, if someone is unaccounted for, the building should not be re-entered but information should be given to the fire brigade for them to make a search.
16. In the event of a fire, nobody should re-enter the building until being given express permission to do so by the senior fire officer present.
17. Following a fire drill, nobody should re-enter the building until being given express permission by a member of the Senior Leadership Team.

## **MONITORING OF THE FIRE ALARM SYSTEM AND CALLING THE FIRE BRIGADE**

1. The School's fire alarm is monitored by a third party monitoring company. In the event that the fire alarm is triggered during the school day, the monitoring company telephones the school to check whether it is a false alarm or a genuine fire, before contacting the fire brigade. If the fire alarm is triggered at night, the monitoring company assumes that there is a fire and contacts the fire brigade.

## **FIRE WARNING EQUIPMENT**

1. The School is equipped with fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a bell similar to that sounded at change of lessons, but which will sound continuously.
2. Red fire break glass points are located throughout the building, normally located adjacent entrances and exits. In the event of a fire, the glass should be broken and the school alarm will automatically sound.

## **FIRE-FIGHTING EQUIPMENT**

1. Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the School. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their positioning. The main purpose of fire extinguishers is to clear a path to an exit.
2. Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.
3. No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.
4. Fire-fighting equipment is checked regularly, and is maintained by a suitably qualified contractor. Records are kept by the Head of Site Services.

## **EVACUATION DRILLS AND EQUIPMENT TESTS**

1. There will be regular, recorded, drills to test the emergency evacuation procedures, usually once per term.
2. The audible fire alarm, emergency lighting and fire call buttons are tested in rotation on a weekly basis by the Site services team, and records retained.

## **STAFF TRAINING**

1. Every fire evacuation, whether planned or unplanned should be treated as a training opportunity for staff and pupils.
2. The Senior Leadership Team and the Head of Site Services will review every evacuation and consider what can be learnt from it.
3. Staff training on the use of fire extinguishers will take place on a three yearly basis.
4. The Trust has a suitably experienced site staff. Where additional expertise are required, the Trust will seek independent expert advice.

## **GOOD HOUSEKEEPING**

1. Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
  - Portable electrical equipment should be checked annually.
  - Rubbish should not be left lying around.
  - Care should be taken to avoid large flammable displays along escape routes.
  - Escape routes should always be kept clear and fire exit doors never blocked.
  - Fire escape signage must be clearly displayed and never obscured.
  - Fire safety information should be provided in rooms and never obscured.
  - Hazardous substances must be stored appropriately, and included on a Register of Hazardous Substances.
  - The Leicester Grammar School site is a no smoking site.
2. The Trust is committed to eliminating the risks associated with dangerous substances, e.g. chemicals used by the science department, design and technology department and by the swimming pool.
  3. All buildings conform to relevant safety standards, including choice of building materials, consideration of exit routes, clear signage for designated fire exits and compartmentation to reduce the spread of fire.
  4. A Fire Safety Risk Assessment is provide by an external specialist company on a three yearly basis. The recommendations arising from the risk assessment are reviewed by the Head of Site Services and Director of Finance and Operations and actions are scheduled where deemed appropriate.

## **USE OF THE SCHOOL SITE OUTSIDE OF SCHOOL HOURS**

1. The School site is used for a range of activities by the School itself and by third parties.
2. Where an event is organised by a member of staff, that member of staff is responsible for carrying out a risk assessment when the event is planned. This includes determining where attendees will assemble in the event of fire, and how they will be informed of the appropriate fire safety arrangements.
3. Where a third party hires the site for an event, discussions are held with the hirer to ensure that the event is properly planned and expected to be safe for participants, and paperwork is provided to the hirer which clarifies the relevant responsibilities of the school and the hirer.
4. The School ensures that a responsible member of staff is always on duty when the site is open.

## **SECURITY**

1. In the knowledge that most school fires occur outside of term time and/or are started by persons outside of the building, the School places a high priority on site security.
2. This includes the use of a security alarm and CCTV cameras, locked gate across the entrance to the site at times when the site is closed, and Site Services or security guards present whenever the site is in use.

**RELATED DOCUMENTS:**

Fire Evacuation Procedure LGS  
Fire Evacuation Procedure LGJS  
Fire Risk Assessments