

Fire Safety

This policy should be read in conjunction with the College's Health & Safety Policy which sets the overall framework for the College's approach to Health & Safety matters.

Fire Safety - general principles

- All colleagues must ensure they are familiar with the Fire Safety policy and how to apply this in their departments/areas of work. The College has issued specific Fire Safety procedures (included as an Appendix to this policy) which are held on the colleague SharePoint site.
- Form Tutors/Class Teachers are required to bring the procedures to the attention of all pupils/students at the start of each year.
- The fire alarm is signalled by continuous bell. [The alarm used in the event of a terrorism incident is an intermittent sounding of the alarm].
- Lifts are not to be used in the event of a fire alarm sounding.
- All pupils/students and colleagues leaving the premises **MUST** sign in/out at Reception.
- Lists of pupils/students who are taken off site during the school day must be provided to Melrose or Senior School Reception.

Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the Premises Manager as "Fire Safety Manager".

The Premises Manager will:

- provide the Policy for Fire Safety and keep it updated as appropriate
- ensure that the requirements of Guernsey fire safety laws are observed, for example, by ensuring the maintenance of exits and fire routes. They will also ensure that the fire detection and fire warning system, emergency lighting and firefighting equipment (e.g. extinguishers) are maintained by appropriate personnel and subject to regular internal checks.
- Ensure that notices and signage relating to fire procedures are appropriately displayed and maintained

- Identify any special risks, e.g. the storage of hazardous materials, and with relevant colleagues put in place appropriate measures
- carry out and record risk assessments of the fire and emergency procedures on a regular basis or following any significant alterations to the workplace.
- arrange Fire Drills throughout the College at least 2 times per year
- ensure the Fire Log is completed correctly and updated regularly.

Emergency Assembly Area:

Senior School

- Students and full-time teaching colleagues should convene at Assembly Point A which is located on the front lawn of the main building (lined up in their forms)
- Part-time teaching colleagues, operational colleagues and visitors should convene outside the exit to The Core on the paved area.

Melrose

- Pupils, teaching colleagues, operational colleagues and visitors should convene at Assembly Point B which is located on the Netball Court to the front left as you exit the main Melrose building.

If you discover a fire:

Raise the alarm by operating the nearest fire alarm; these are located at strategic points throughout the buildings.

Procedures - if you hear the fire alarm:

Teaching colleagues:

- On hearing the fire alarm close all windows and switch off lights, where possible. Leave the room immediately, directing pupils/students to the nearest exit walking in silence. The door should be closed behind you.
- Ensure that all students that you are currently responsible for have left the building and moved on to the assembly point
- Should any student or member of staff be incapacitated
 - Firstly, use your best judgement to try to support them to leave the building (using previous training if possible, such as the evacuation chair)
 - If it is impossible to do so, use your best judgement in the context to help them reach the safest possible space (ideally a refuge area) and as quickly as possible go straight to the Principal/Head of Melrose to alert them so that they can take action to help that individual.
- Follow the fire exit routes as displayed in every classroom. Check fire doors close as you move through the building.

- Ensure the area is evacuated and assemble in the allocated Emergency Assembly area.

Senior School

- Form Tutors to line up with their class on the main lawn. The Receptionist (or office colleague) will distribute registers to each Form Tutor, working down the line of assembled forms.
- If a Form Tutor is absent the Head of Section will assign another teacher to the group.
- Form Tutor to check absences against the attendance printout and inform Year Co-ordinator
- Year Co-ordinators to inform Head of Section of any unaccounted for students.
- The Heads of Section will then confirm with the Principal that all students are accounted for
- Form Tutor to Return register to Office colleagues.
- Form Tutors to remain at the front of their groups and await further instructions.

Pupils/Students:

- Leave your classroom immediately and walk in silence via the nearest available exit to the front lawn.
- Do not stop to collect personal belongings.
- Line up in alphabetical order.
- Wait in silence until officially dismissed.

Melrose

- Class teachers to collect their registers from School Secretary.
- Check absences against the attendance print out and inform Head Teacher / Deputy Head of any unaccounted for pupils.
- Return register to School Secretary.
- Class teachers to remain with class and await further instructions.

Pupils:

- Leave your classroom immediately, in silence, and walk in silence via the nearest available exit to the netball court/playground.
- Do not stop to collect personal belongings.
- Line up in classes and wait in silence until given instructions by your class teacher.

Operational and other colleagues on site:

- On hearing the fire alarm close all windows and switch off lights in the area you work. Leave the room immediately. Doors should be closed behind you.
- Help with the evacuation of visitors and pupils/students and leave the building as quickly as possible.
- Report to the appropriate Emergency Assembly Area where you will be registered as present by a colleague from the Office/Melrose School Secretary

Responsibilities on hearing the fire alarm***The Premises Manager/members of the Premises team will:***

- check the location of the fire on the control box.
- check the reported location of the alarm and if possible, take steps to extinguish the fire but without taking personal risk and ensuring that a clear escape route is available at all times.
- receive the Fire Service onto the site.
- direct the Fire Officer to the fire alarm panel.

Office colleagues/Melrose School Secretary are responsible for ensuring that the evacuation registers are available as below and for checking that individuals are present:

- Pupil/Student absence and signing in/out logs (Receptionist and Office Administrator (as Relief Receptionist)

Senior School

- Teaching colleagues' timetables (part-time) and visitors' signing in/out book (Principal's PA)
- Teaching colleagues' checklist (full-time) and colleague signing in/out book (Registrar)
- Operational colleagues' checklist (Bursar)

All absences which cannot be accounted for must be reported immediately to the Principal (or Vice Principal) – in the case of a Senior School evacuation, and the Head Teacher of Melrose (or Deputy Head Teacher of Melrose) – in the case of a Melrose evacuation. In the case of the latter, the Head Teacher or Deputy Head Teacher of Melrose will then update the Principal/Vice Principal immediately.

The Principal/Vice-Principal:

- Will report any names of employees, visitors or pupils/students unaccounted for to the Fire Officer on the arrival of the Fire Service.

Frequency of fire drills

Fire Drills take place 2-3 times a year.

Melrose Fire Safety Procedures

If you discover a fire:

Raise the alarm by operating the nearest fire alarm call point; these are located at strategic points throughout the buildings.

Emergency Assembly Area:

Assembly point "B" is located on the Netball Court to the front left as you exit the main Melrose Building.

If you hear the fire alarm:

The fire alarm is signalled by continuous audible sounders throughout the school.

Teaching Staff:

- * On hearing the fire alarm close all windows where possible. Switch off lights. Leave the room immediately, leading pupils to the nearest fire exit. The door should be closed behind you.
- * Ensure the area is evacuated with visual sweeps of the toilets on leaving where possible and assemble on the Netball Court.
- * The Melrose School Secretary or member of SLT are to collect the registers from the designated area.
- * Preparatory colleagues are to check the Preparatory toilet area before leaving the building.
- * Once assembled on the Netball Court, check for absent children against the form registers and inform the Head Teacher of Melrose (or Deputy Head Teacher of Melrose) immediately.
- * Return registers to the Melrose School Secretary.
- * The Premises Manager or nominated Premises person must be informed of any absences so the emergency services can be advised accordingly.
- * The Premises Manager or nominated Premises person will advise the emergency services of the current status, location of the fire and any other relevant information as required.
- * Form Teachers to remain at the front of their groups and await further instructions.



Fire Action

Any person discovering a fire

1. Sound the alarm.
2. Phone **112 or 999** to call the fire brigade.
3. Attack the fire if possible using the appliances provided.

On hearing the fire alarm

4. Leave the building by **Your nearest** route.
5. Close all doors behind you.
6. Report to assembly point.

Your assembly point is B on the netball court



Do not take risks.
Do not return to the building for any reason until authorised to do so.
Do not use lifts.

Senior Fire Safety Procedures

If you discover a fire:

Raise the alarm by operating the nearest fire alarm call point; these are located at strategic points throughout the buildings.

Emergency Assembly Area:

Assembly point "A" is located on the Front Lawn to the front as you exit the main Building.

If you hear the fire alarm:

The fire alarm is signalled by continuous audible sounders throughout the school.

Teaching Staff:

* On hearing the fire alarm close all windows where possible. Switch off lights. Leave the room immediately, escorting pupils to the nearest fire exit. All manual doors must be closed behind you.

* Ensure the area is evacuated with visual sweeps where possible and assemble on the front lawn.

* Form Teachers are to collect the registers from the designated area.

* Once assembled on the Front Lawn, check for absent children against the form registers and inform the Principal (or Vice Principal) Teacher immediately.

* Return registers to the Senior School Receptionist.

* The Premises Manager or nominated person must be informed of any absences so the emergency services can be advised accordingly.

* The Premises Manager or nominated person will advise the emergency services of the current status, location of the fire and any other relevant information as required.

* Form Teachers to remain at the front of their groups and await further instructions.



Fire Action

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On hearing the fire alarm

4. Leave the building by **Your nearest** route.
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6. Report to assembly point.

Your assembly point is A on the front lawn



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