



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

St Mark's CE School

Fire Safety Policy

Policy Statement and Guidelines

Policy Date: May 2024
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Fire Safety Policy

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1. FIRE SAFETY RESPONSIBILITIES

a. Responsible Person

I, Stephanie Bryant the Executive Headteacher confirm that I am the legally responsible person for fire safety for St Mark's Church of England School, Stafford Road, Southampton. I assume responsibility for fire safety as per the Regulatory Reform Fire Safety Order 2005.

I nominate the Director of Operations and the Site Manager as Appointed Competent Persons who will assist in managing the fire safety and risk control measures at the school.

Signed:

Date:

b. Appointed Competent Persons

I, Helen Crowhurst the Director of Operations, confirm that I am an Appointed Competent Person and am responsible for the following elements of St Mark's fire safety policy:

- Delivering fire safety training for staff at least yearly including
 - Safe working practices and general precautions to be taken to avoid a fire
 - Action required in the event of a fire
- Scheduling Fire Drills once per term
- Ensuring weekly and monthly checks are completed by Site Team.
- Providing fire safety information to visitors, contractors and third parties who let parts of the site

Signed:

Date:

I, Chris Durham the Site Manager confirm that I am an Appointed Competent Person and am the Senior Fire Marshal responsible for the following elements of St Mark's fire safety policy:

- Weekly checks of the **Fire Alarm** system using a different call point each week on a rotational basis
- Weekly internal fire safety walks to check **exit routes, extinguishers and signage** are unobstructed
- Weekly **external fire safety walks** to ensure clear fire exit routes absence of accumulated combustible materials that might be vulnerable to arson
- Weekly checks of **Fire Door Integrity** including seals, self-closing mechanisms and correct functioning of fire exit door mechanisms.
- Keeping the Fire Safety Policy up to date.
- Providing fire safety information to visitors, contractors and third parties who let parts of the site
- Ensuring all hirers have a fire policy that is in line with our own
- Arranging for a yearly Fire Risk Assessment by a Registered Fire Assessment Company and recommended actions are investigated and acted upon as appropriate
- Monthly checks of **Fire Extinguishers** to ensure the following :- Correct location, Missing parts, Obvious defects, Leakage of contents are not out of date and have been serviced in the last 12 months by a Fire Safety Company
- Ensuring statutory maintenance checks are completed by a Fire Safety Company every 6 or 12 months according to the compliance regulations. Emergency Lighting, Fire Extinguishers, Fire Dampeners, ensuring the Fire Alarm System Has no faults and all other related Fire Safety issues.

Signed:

Date:

c. Fire Marshals

The duties of the Senior Fire Marshal in an evacuation are:-

NB The senior fire marshal is the person co-ordinating the evacuation and is usually the site manager unless they are not on site

1. On activation of the fire alarm, the Senior Fire Marshal will identify the area and zone from the nearest fire control panel resulting in the alarm.
2. The Senior Fire Marshal will coordinate the full evacuation of the School using the designated Marshals, if any Marshals are not in their designated areas, if possible and if safe to do so, an alternative Marshall will be sent to check.
 - a. Marshals will check their areas, classrooms, offices, workrooms and toilets etc.
 - b. Marshals will immediately report any signs of smoke or flames.
 - c. Marshals will report any disabled/wheelchair bound staff/students and if not already assist them to the nearest safe refuge point.
3. If the Senior Fire Marshal or any other Marshal reports smoke or fire, the Executive Headteacher/Director of Operations will notify (or give authority to a member of staff) to notify the emergency services. If no smoke or fire is discovered by the Fire Marshals, the Senior Fire Marshal and/or Marshals will check the area and report back to the Executive Headteacher/Director of Operations who will then investigate the cause of the alarm.

Other responsibilities of the Marshals are:-

- To coordinate evacuation and ensure all members of staff, students and visitors have been safely evacuated from their respective building as quickly as possible.
- To ensure that any incident in their area is recorded on the fire drill record.
- If passing a Ground Floor Window that is open, if safe to do so, close it from the outside.

2. FIRE EVACUATION STRATEGY

a. Action on discovering a fire

- Sound the fire alarm.
- Start the evacuation of children/staff.
- Contact a member of the senior team and if instructed dial 999 and call the Fire Brigade
- Only attempt to fight the fire if there is no personal risk and the fire is small, under no circumstances should personal safety be compromised. If you do extinguish a fire then the Fire Service MUST check it BEFORE anyone is allowed back in the building.
- Evacuate the building as soon as possible.

b. Action on hearing the alarm

- Children line up silently and evacuate the building via the nearest exit leaving all belongings behind.
- Close all windows and doors and switch off all electric and other appliances in the classroom as you leave IF POSSIBLE.
- Fire Marshals are responsible for checking respective toilets on the way out.
- On no account must anyone run or be allowed to return to the building for any reason.
- The Fire Assembly point is on the 4G pitch. Teaching staff must line up with their class. Non-teaching staff, visitors and contractors and will stand in a designated area near the pupils to ensure they have been accounted for. If a visitor or contractor is with a staff member or class they should go with them and be directed to the designated area
- Office staff will distribute class registers which class teachers must use to account for all children. A head count of children is to be actioned by class teachers immediately. Children in other areas e.g. PE, interventions etc will be accounted for. Any children unaccounted for must be reported to the Executive Headteacher/Director of Operations or the Responsible Person IMMEDIATELY.
- If fire or smoke has been reported the Executive Headteacher/Director of Operations will notify (or give authority for a member of staff to notify) the emergency services giving the following response:

“Fire at St Mark’s School, Stafford Road, Southampton, SO15 5TE.” and state which access will be the nearest to the fire (Malmesbury Place, Shirley Road or Stafford Road).

No one should re-enter the building until authorised to do so by the Executive Headteacher or the Director of Operations. (Note - The alarm may stop because of the fire, this is NOT a reason to think it is safe or to re-enter the building).

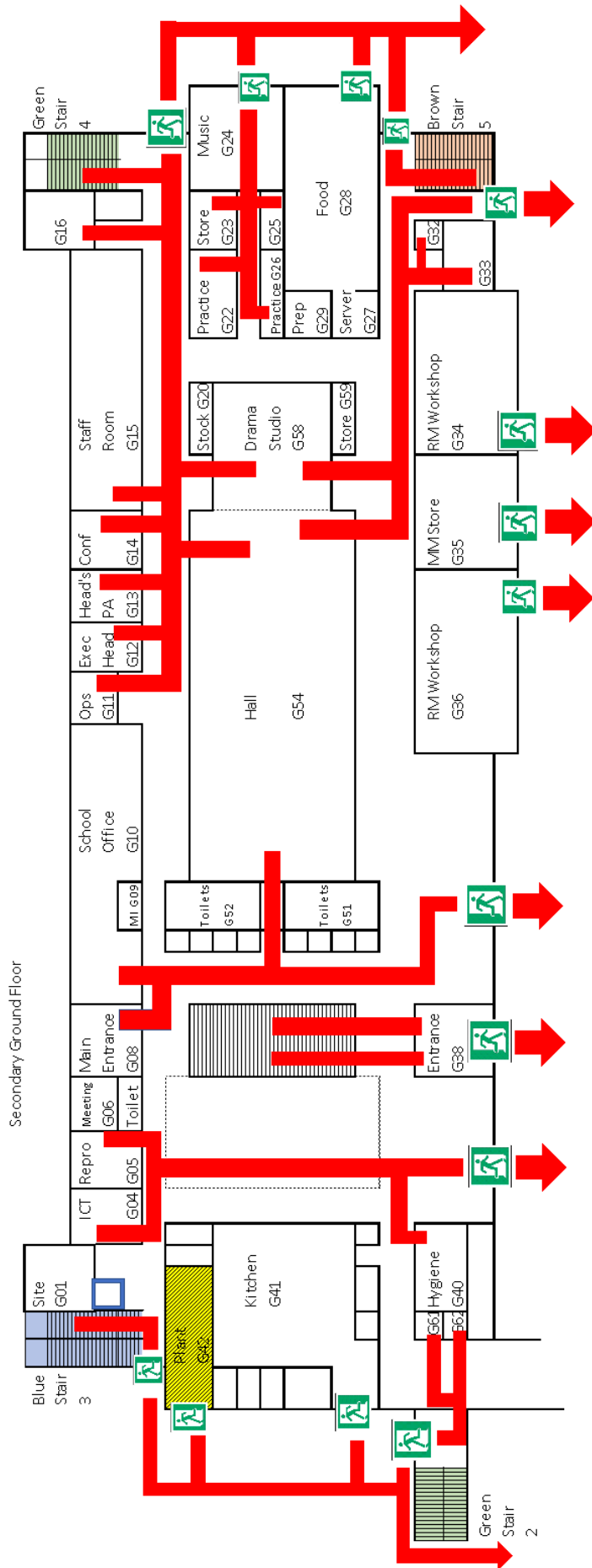
It is the responsibility of each teacher to know the planned evacuation route from their classroom. They should communicate this to any teaching assistants or other adults in the classroom. Fire doors/exits and the Evacuation Assembly point are indicated in the map below.

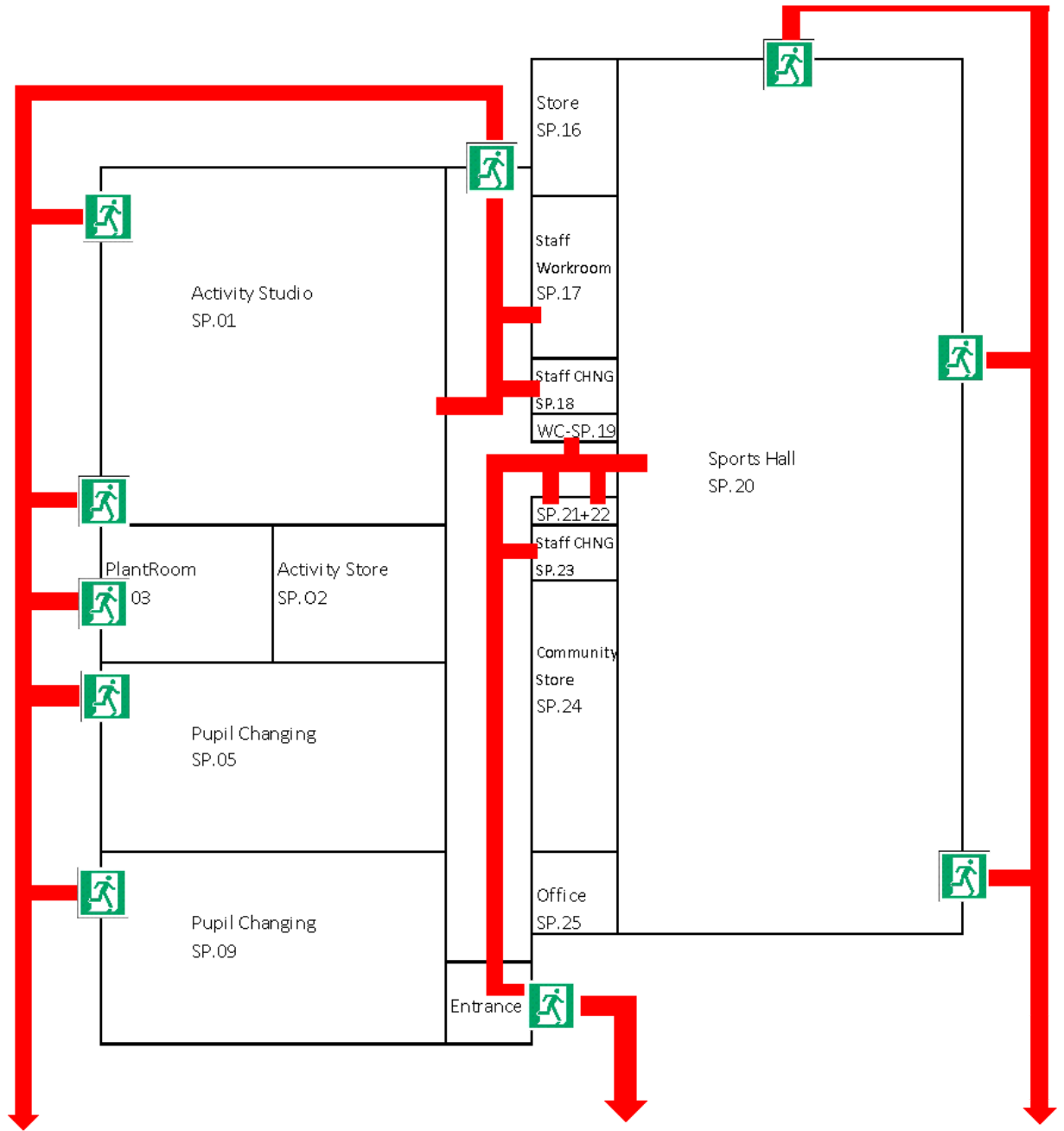
SUPPLY TEACHERS MUST FAMILIARISE THEMSELVES WITH THE EVACUATION ROUTE FROM THE CLASSROOM IN WHICH THEY ARE TEACHING.

Office Responsibilities in an Evacuation

Upon hearing the fire alarm, the office staff are responsible for taking the following to the assembly point:

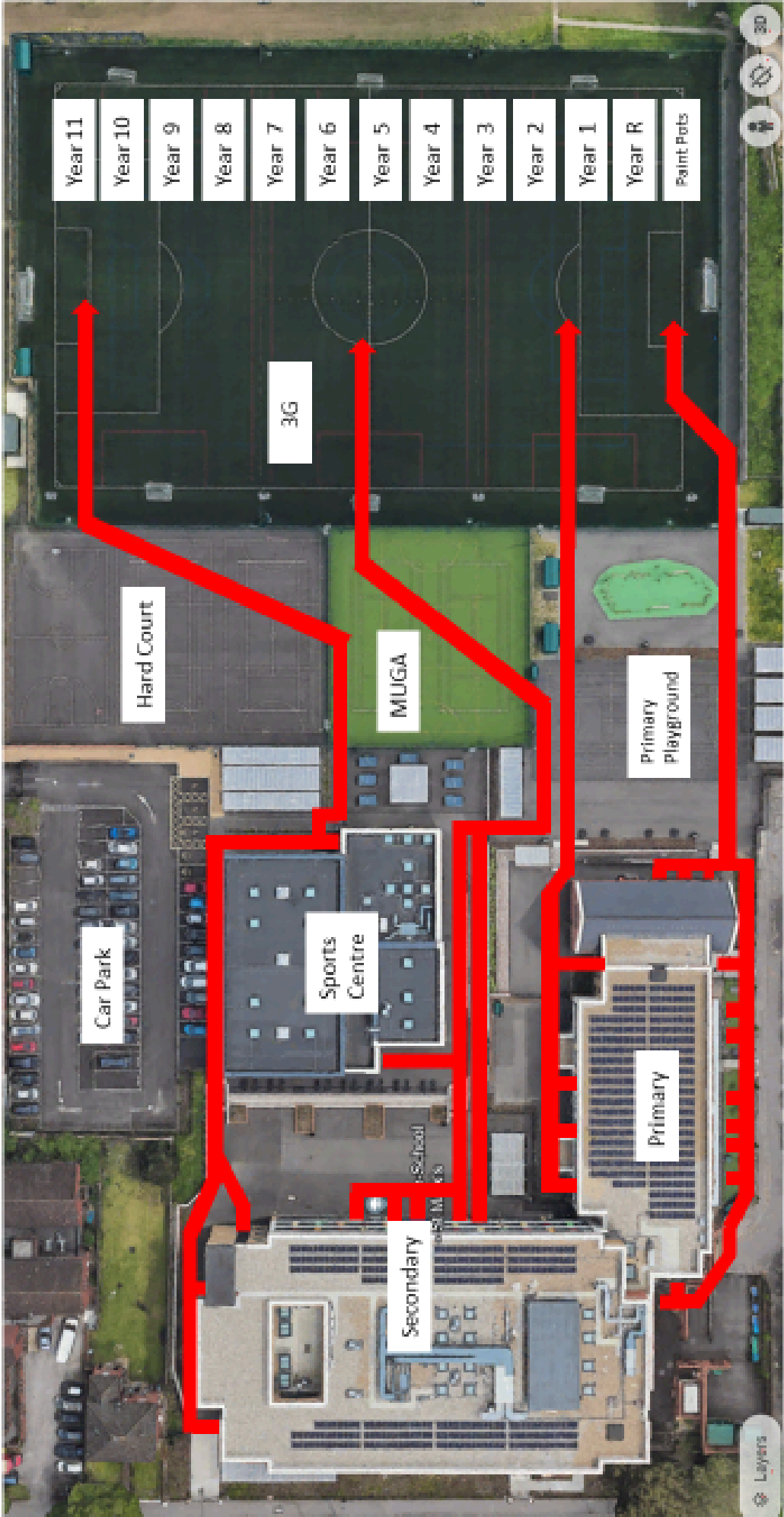
1. A print out from InVentry Evac (the electronic signing in system) for staff and visitors.
2. Full class registers
3. A mobile phone
4. First Aid Kit
5. Fire box





These maps show all preferred routes for ease of exit, each room/area will have an individual means of escape, a brief worded description and an individual photographed route (below) to the 4G pitch.

If you see smoke or fire you must go in the opposite direction, following the “Green Men Exit Signs” to the next nearest safe exit.



Fire Evacuation Routes

It is the responsibility of each Teacher/group leader to have a planned evacuation route from their classroom/area. They should communicate this to any TAs or other adults in the classroom/area. Fire doors/exits and the Evacuation Assembly point are indicated on the evacuation maps shown on pages 6 – 9.

During breaks, lunch times and wet play and extended school

- Staff on duty will ensure their areas are clear, whether it is the playgrounds or class rooms.
- On hearing the alarm, duty staff will take the children to the assembly point by the shortest route.
- Teachers will make their way to the assembly point to take the registers.
- Duty staff will report if they have had any challenges resulting in a possible missing child.
- Kidzplay and Paintpots maintain their own registers for the roll call and report to the senior person the numbers and confirmation that they have no one missing, staff or children.
- The club leader for our own clubs must supervise the evacuation of the students in their care and take the register. They then follow the usual procedure for students that are unaccounted for.

Alarm Activation after normal school hours

15:30 - 18:30 Deputy/Assistant Site Managers will be on site to coordinate the evacuation with any Senior Staff remaining. The activated sensor/call point area is to be investigated immediately. Any sign of smoke or fire, they are to leave the building immediately and inform all on the radio that fire is confirmed and dial 999. Areas near to the fire should be cleared as much as possible with help from the Fire Marshals who are on site. Staff must not, under any circumstances, put themselves at risk, especially when not fully supported by all of the Fire Marshals.

18:30 - 22:00 Only cleaners, EDU lettings staff and EDU customers are on site. As soon as the alarm sounds then everyone is to evacuate the building and assemble on the 3G pitch. EDU and Greenfox cleaners have been informed to contact the Site Manager or Deputy Site Manager IMMEDIATELY by phone and wait on the 4G pitch until they arrive to assist, if smoke or fire is observed, then 999 should be called IMMEDIATELY and then call the Site Manager.

Fire Evacuation Assembly Point

Assembly points have been chosen using the recommended criteria and are;

- Sufficient distance from buildings to protect from shattering glass.
- Sufficient distance from buildings to protect from fire and smoke.
- With sufficient exits to allow for an easy evacuation.

The assembly point is the 4G pitch.

Evacuation/Fire Drills

Planned and unplanned Evacuations/Fire drills will be carried out a minimum of once per term. Drills from the start of each September - December staff will be notified, drills from January - July will be unannounced.

The Senior Marshal or designated Marshal will be asked to set off the alarm by operating a call point using the test key.

The Senior Marshal will review the drill and evaluate the following points:

- Speed of evacuation
- Safety of evacuation
- Any issues with certain escape routes (direction, stairwells, bottlenecks etc).
- Communication difficulties with regard to the roll call and establishing that everyone is accounted for.
- Everybody's roles in the evacuation.
- Anyone re-entering the building, for coats, or any other belongings.
- Any staff training required.

Scheduled and unscheduled Evacuation/Fire drills will be recorded in the Fire Log book, electronically on the Civica system and all staff will be asked by email if there were any issues, anything that went well, etc. A report will be sent to the Director of Operations and Executive Headteacher of the findings.

3. FIRE SAFETY TRAINING

a. Staff Training – induction

For all new employees and temporary workers, the fire emergency procedures must be provided on the first day of starting work. This should be included within the 'staff induction' and cover the following points:

- A physical walk around to show the escape routes
- The location of the assembly point
- The importance of good housekeeping and their responsibility for ensuring fire exits are kept clear at all times
- How to call the emergency services (including the correct address including the school postcode – (St Mark's C of E School, Stafford Road, Southampton, SO15 5TE)

b. Staff Training – Ongoing

Complete the online training course bi annually.

Given access to the School's Emergency/Evacuation Plan to read.

Given access to the School's Fire Policy to read.

To look at the wall mounted diagrams and directives in each classroom, office etc.

Think of where their alternative escape route is, if their main route is blocked.

To ensure they do not put themselves or let anyone else put them or themselves at risk.

Make sure they understand that if they see smoke or fire to go in the opposite direction.

c. Visitor training/briefing

All visitors must be advised by the person they are visiting of the location of the emergency exits and Evacuation Assembly point.

All visitors are required to read and accept the fire information when they complete the electronic sign-in on arrival at site, on the Inventory system.

d. Contractors

Contractors will read and accept the fire information when they complete the electronic sign-in on arrival at site, on the Inventory system. They are then informed of where the Assembly Point is and shown the quickest route there from where they are working.

4. FIRE PRECAUTIONS

a. Fire Risk Assessment

Yearly Fire Risk Assessment will be carried out by a third-party assessor from a registered fire safety company. The most recent Risk Assessment was completed in December 2023 by FSS South. The Risk Assessment is being reviewed every year due to the changing dynamics of the school (yearly increase of students). If there are any changes to the building another Risk Assessment will be required.

b. Fire Action Plan

The Fire Action Plan is part of the Fire Risk Assessment and will be completed by the Site Manager, progress checked by the Director of Operations and when completed passed onto the Executive Headteacher. Actions could be delegated to other competent staff members. Actions should be completed and signed off within the time period advised by the third-party assessor unless there is good reason not to do so. When progress is checked any items not signed off in time will require an explanation.

c. Internal Weekly and Monthly Checks/ Statutory External Checks

Internal Weekly checks will be completed and logged electronically on the Civica Asset

Management System with paper copies held on site, in the Compliance Manual in the Site Manager's Office. They will also be sent to SCC via the info data collection email or directly on to the Tech Forge, the electronic SCC system.

Checks will include:

- Weekly External Walk - checking for clear fire exits and combustible materials that present an arson risk
- Weekly Internal Walk – checking exit routes are clear and extinguishers and signage are present and in working order
- Fire Alarm Check
- Any staff member noticing concerns about fire safety equipment must notify the Site Manager immediately through the Civica Asset Management System or, if it is a health and safety concern, in person.
- Self-closing fire door mechanisms
- Fire door seals
- Fire door opening mechanisms

All firefighting equipment is checked by Firecare every 12 months and 6 months (if applicable), reports are published, sent to SCC and any repairs are actioned as soon as possible.