



URSULINE HIGH SCHOOL
Wimbledon

Fire Policy

June 2017

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Ursuline High School (UHS) policies and procedures relate to its operation, staff, facilities, Health and Safety, risk management and services provided.

UHS strive to ensure equality of opportunity for all. This policy forms part of UHS commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice to ensure fairness and consistency for all those covered by it regardless of their individual differences and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

Policy title:	Fire Policy
For use by:	All staff.
To be read with:	
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Ursuline Ethos/Mission Statement.

As an Ursuline School we aim:

- ❖ To build a caring and supportive Christian community where each individual is able to grow in their understanding of the faith and their commitment to Christ.
- ❖ To set standards of excellence in teaching and learning and to provide a broad, balanced and relevant curriculum.
- ❖ To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.
- ❖ To foster an attitude of respect for all regardless of age, race, colour, creed or gender.
- ❖ To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.
- ❖ To widen horizons, to encourage a sense of commitment and service to the wider world, and to enable each one to go on learning and changing all through life.

Policy.

Employers must ensure fire precautions at the school comply with all relevant health and safety legislation. Additionally, all workplaces are required by the Regulatory Reform (Fire Safety) Order 2005 to have an emergency plan which includes the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade.

The Regulatory Reform (Fire Safety) Order replaces most fire safety legislation with one simple order and means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The safety of students, staff and visitors is of paramount importance to UHS and appropriate attention by leadership and management is taken to reflect this. Fire safety is also considered in the school's health and safety policy.

Objectives.

UHS aims to secure an education environment that is as safe from fire as far as is reasonably practicable. If a fire does occur, it is imperative that all staff are trained in procedures for safe evacuation and mitigation of damage.

The governing body delegates to the **Headteacher:**

- Operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, at least once per term.
- Responsibility for ensuring that staff and students are all educated in the need to be fire-safety aware and fire safety is integrated into the curriculum wherever necessary.

The **Business Manager** must:

- Be responsible for how the school manages and maintains its premises so as to adequately control the risk from fire and ensure adequate monitoring and supervision of activities to minimise its risk.
- Be responsible for ensuring that all the firefighting equipment, fire detection systems and emergency escapes are adequate and regularly maintained.
- Ensure all Contractors on the school site understand and implement this fire safety policy.
- Train staff in conjunction with the school's health and safety officer.

The **Health & Safety officer** must:

- Carry out fire risk assessments.
- Make frequent informal checks to confirm fire safety rules are being followed, especially that fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly.
- Ensure that a fire safety report is included in any health and safety report to the governors.

The **Site Manager** must:

- Keep a log book containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill), tests on firefighting equipment, and results of fire drills.

All **staff** must:

- Be aware of the position of fire alarms and fire extinguishers in their work areas.
- Know the nearest exit and the route to it.
- Know 2 routes to their Assembly Point. Which for the main school is in the tennis courts and outside the main entrance on the drive to the Ursuline Prep School. Classes should not cross The Downs.

Notices are posted in all rooms throughout the school detailing the evacuation procedures in the event of a fire.

Under no circumstances should a fire door be propped open when the room is vacant.

Any member of staff who has to leave the building must sign out in the book outside the Head's Teacher's office to enable UHS to account for all staff in the event of an emergency.

Procedure. Main School.

If you discover a fire:

- Break the glass and sound the alarm at the nearest alarm point.
- Ring the Headteachers' PA (ext. 4322 or 4381) and tell her to call the Fire Brigade.
Do NOT attempt to call the Fire Brigade directly.
- Only deal with the fire if it is a minor one and you are competent to deal with it – YOU MUST NOT TAKE ANY RISKS.

On hearing the alarm:

- Close any open windows and vacate the room quickly and quietly to the Assembly Point, taking all students in your care with you. Students must be escorted in single file and in a calm, orderly manner.
- Do not stop, or allow the students to stop, to collect any belongings.
- Also, escort any visitors in your care to the Assembly Point.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point.
- No running is permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Report your arrival at the Assembly Point to the SLT Fire Controller.
- Anyone who is not in class when the fire alarm sounds must go immediately to the Assembly Point.

Do not return to the building until you are instructed that it is safe to do so by a member of the SLT.

Assembly.

Everyone must make their way to the Assembly Points.

The Assembly Point for the main school is in the tennis courts

Registration.

On arrival at the assembly point the register will be taken to ascertain that no one remains in the premises. Any visitors or contractors in the premises must be included.

The register is collected from ***** who brings all registers to the Assembly Point when the alarm sounds.

Each person in charge of a class or group will report to the SLT member in charge of the evacuation procedure that everyone in their charge is accounted for or inform him/her of the number of persons missing.

Firefighting.

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Procedure. St Angela's Centre.

If you discover a fire:

- Break the glass and sound the alarm at the nearest alarm point.
- Ring the Headteachers' PA (020 3908 3122 or 020 3908 3181) and tell her to call the Fire Brigade.
Do NOT attempt to call the Fire Brigade directly.
- Only deal with the fire if it is a minor one and you are competent to deal with it – YOU MUST NOT TAKE ANY RISKS.

On hearing the alarm:

- **Head of Faculty / Head of Art** should discover where the alarm has been activated and advise Headteacher's PA as above whether fire or false alarm.
- Close any open windows and vacate the room quickly and quietly to the Assembly Point, taking all students in your care with you. Students must be escorted in single file and in a calm, orderly manner.
- Do not stop, or allow the students to stop, to collect any belongings.
- Also, escort any visitors in your care to the Assembly Point.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point.
- No running is permitted to avoid panic.
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Do not return to the building until you are instructed that it is safe to do so by a member of the SLT.

Assembly.

Everyone must make their way to the Assembly Points.

The Assembly Point is outside the main entrance on the drive to the Ursuline Prep School. Classes should not cross The Downs.

Registration.

On arrival at the Assembly Point the register will be taken to ascertain that no one remains in the premises. Any visitors or contractors in the premises must be included.

The register is collected from ***** who brings all registers to the Assembly Point when the alarm sounds.

Each person in charge of a class or group will report to the SLT member in charge of the evacuation procedure that everyone in their charge is accounted for or inform him/her of the number of persons missing.

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Meeting the brigade.

The SLT member in charge will identify themselves to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade. The fire brigade will want to know:

- Is everyone accounted for.
- If anyone is missing: How many.
- What is their usual location.
- Where were they last seen.
- Where is the fire.
- What is on fire. (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building such as chemicals, solvents, gas or cylinders.

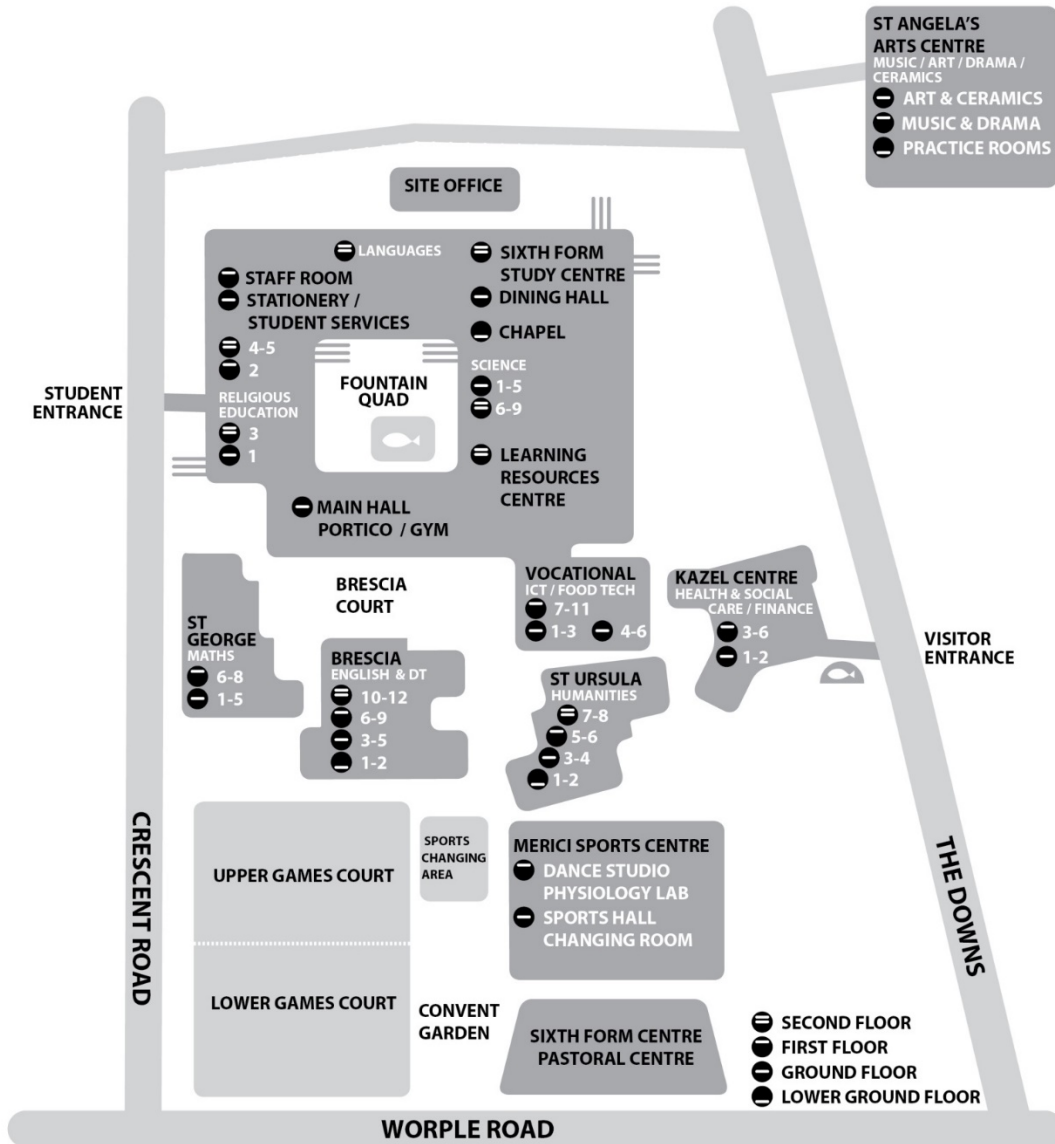
HEALTH & SAFETY

Health and Safety is everyone's responsibility

Staff are to:

Familiarise themselves with the school's H&S policy and:

- Take reasonable care.
- Not interfere with or misuse anything provided for H&S.
- Use equipment and machinery as they have been trained to do.
- Ensure that students behave in a responsible manner for their own safety.
- Inform their line manager of any situation they consider a H&S hazard.
- Comply with all extant H&S, COSHH and similar legislation.



URSULINE HIGH SCHOOL WIMBLEDON
SITE MAP