



---

**CHALK HILL**

**Fire Safety Policy 2019**

---

Adopted by the Chalk Hill LAB:

Date: Nov 2019

Chair of Chalk Hill LAB

Review date: June 2021

Member of staff responsible for review: Office Manager

## **Aims**

This policy should be read in conjunction with the Health and Safety Policy. It aims to define the school's procedures to keep all students, staff and visitors safe from fire. It outlines the procedures in place to

- a) prevent and minimise the likelihood of fire,
- b) prepare all students and staff for the eventuality of a fire, and
- c) employ the appropriate actions in the event of a fire.

## **Fire Prevention**

A fire risk assessment is carried out annually by an accredited external provider. It is the responsibility of the Headteacher to ensure that all recommendations identified in the risk assessment are carried out. The day-to-day implementation is delegated to the Office Manager.

The caretaker carries out weekly tests on fire doors and visual checks on fire extinguishers; monthly checks on emergency lights; and weekly tests of the fire alarm, triggering it from a different call point each time. Visual checks are also conducted by the head of residential services and the caretaker when they undertake Health and Safety walkabouts.

Any issues are reported to the Office Manager to be passed on to the caretaker or repairs helpdesk for remedial action.

The Chalk Hill LAB is responsible for monitoring the implementation of fire prevention measures.

## **Preparation of Students and Staff**

Fire drills will be carried out each half term.

The first drill will be carried out with notice so that children are familiarised with the arrangements for evacuation.

The second drill will be without notice and in all probability during sleeping hours.

Drills will randomly have normal exits closed off or blocked in some way.

The alarm usage will be recorded - any concerns will be notified immediately by the senior staff on duty to the property helpdesk. Alarm systems will be tested in accordance with Vertas Property Management service arrangements annually, along with the checks performed by staff.

Whilst general safety is the responsibility of the Head teacher and / or the Deputy Head teacher it is the duty of **all staff** to bring issues of safety to the attention of senior staff **immediately**.

## **Procedures in the event of a fire**

### **Discovery of a fire - DAYTIME**

Don't panic.

Raise the alarm by pressing the nearest fire alarm.

Ensure that all children and staff are evacuated from the building as quickly and as calmly as possible and that they gather on the grass adjacent to the car park.

## **ASSEMBLY POINT –**

Students, teachers, teaching assistants and residential staff:

### **GRASS BANK BY CAR PARK**

Domestic and office staff, cooks, visitors and those with restricted mobility:

### **PAVING AT THE FRONT OF THE SCHOOL**

**Not on the car park as this may be used by emergency vehicles.**

### **On hearing the fire alarm**

Leave the building by the quickest possible route taking any children you are supervising to the assembly point.

Do not stop to take any personal belongings.

The senior staff on duty will phone for the Fire Brigade - **DIAL 999** - if senior staff are incapacitated or the phone(s) are inaccessible, staff should use a mobile or find the nearest phone to raise the alarm.

In the PRU telephones are located as follows:

Headteacher's Office

Main Office

Meeting room

Residential Office

Kitchen

Mobiles (school/personal)

Lift receiver, press 9, dial 999.

The Suffolk Fire Brigade give the following advice:

**GET OUT**  
⇓  
**CALL THE BRIGADE OUT**  
⇓  
**STAY OUT**

Once the building has been evacuated, no one is to return to the building unless cleared to do so by the Fire Brigade, or the headteacher in the case of a fire drill or false alarm. The staff "sign in" sheet, students' register and visitors book are all taken outside by the office staff. A roll call of staff, students and visitors' will be taken by whoever has the registers and the result shared with the Headteacher/lead member of staff.

On the arrival of the Fire Brigade the Senior Officer is to be informed immediately by the senior staff on duty if any one is missing. This is to be numbers only - 1 person missing - no name or other details unless they are asked for.

### **Discovery of a fire – AT NIGHT**

Procedures as above, except that a member of the residential team goes immediately to the Assembly Point. A senior staff member ensures that all boys are out of bedrooms. Bedrooms should be checked as should toilets and bathrooms as quickly as possible.

Once evacuation has been completed the Fire Brigade should be called by the residential staff.

It is the responsibility of the Senior Member of staff on duty to know how many boys and staff are in the PRU day and night. This can be checked by :

- i. the number on the white board in the residential office
- ii. the register
- iii. the senior member of staff's day book

Each senior member of staff will have an emergency list of all boys, addresses, phone numbers, home contacts and taxi details which will be regularly updated on each new admission by admin staff. Each senior member of staff will also have an Authority Emergency contact list. Authority Duty Officers can be contacted in accordance with the guidelines on the Emergency contact list.

At any time, day or night, the boys can be evacuated to The Dell.

If they are to be removed from the premises the senior member of staff should contact the Authority Duty Officer and arrange for them to be evacuated to The Dell prior to dispersal home or otherwise with the assistance of Social Services Department and Police.

Duty Social Worker should be called upon as a matter of course to render assistance.

If, in the event of a fire / accident or incident at the PRU there are casualties, the senior member of staff should stay on site and an RCCO / residential staff at night be directed to attend Hospital.

If it is necessary to evacuate the PRU e.g. serious incident nearby, day or night, the above procedures of contacting parents, Police, Social Services, taxis and evacuation apply.

### **Fire Instructions as displayed throughout the PRU**

#### **Fire Notice**

#### **The person discovering the fire will :**

Operate the nearest fire alarm.

On hearing the alarm

#### **By night**

1. Put on dressing gown
2. Do **not** stop to dress fully
3. Leave by the nearest exit which will be lit

3. Go to the assembly point as quickly and as calmly as possible – **GRASS BANK BY CAR PARK.**

### **By day**

Go to the assembly point as quickly and as calmly as possible - **GRASS BANK BY CAR PARK.**

Act quickly and calmly

Do **not** collect personal belongings

Do **not** attempt to pass others on your way

Do **not** re-enter the building for any reason unless so instructed by a fire officer.

Listen to instructions

### **Personal Emergency Evacuation Plans (PEEP)**

Where evacuation procedures already in place do not cater for pupils or staff with a disability who may require specific support in the event of an evacuation a Personal Emergency Evacuation Plan (PEEP) will need to be developed. This should be agreed with the disabled person and a member of staff nominated to support them in an emergency.

This should then be practiced and it is recommended that these are carried out separately to the standard test evacuation. In some cases a volunteer could take the place of the disabled person for such practices.

It is the responsibility of the Headteacher or a member of staff delegated by the Headteacher to discuss with disabled staff, service users, pupils etc to assess whether they require assistance in the event of an emergency. If assistance is required an Emergency Questionnaire should be completed by the responsible person or representative and in liaison with the individual with the disability.

From the information gathered a PEEP should be developed. A separate PEEP may be needed for each building used by the individual. If assistance is required the extent of assistance i.e. number of assistants and methods to be used should be identified as well as cover for absence of any assistants and training required.

The following lists practical advice for writing the PEEP and also a copy of the Emergency Egress Questionnaire to be completed by the disabled person in order to develop a Personal Emergency Evacuation Plan (PEEP):-

#### **Deaf and Hearing Impaired persons**

Generally, most deaf people working alongside hearing colleagues / students will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them.

However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light, or vibrating pager systems can be used.

#### Blind and Partially Sighted persons

Staff, service users, pupils, etc should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

#### Training

To be effective, any Emergency Plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire drills for staff, services users, pupils, etc.
- Specific training/instruction for nominated members of staff e.g. Fire Wardens.
- Specific training/instruction in the use of Fire Extinguishers etc.

## Emergency questionnaire for a person requiring a PEEP

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information to enable the establishment to develop a suitable plan.

Once developed the Plan will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Head teacher for assistance in finding suitable solutions.

### 1. Why you should fill in the form

As the establishment has a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

### 2. What will happen when you have completed the form?

You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. There may be some parts of the most appropriate premises where safe evacuation cannot yet be provided without alterations to the building/structure. In these circumstances the way forward will be discussed with you.

Name: \_\_\_\_\_

### Location

#### 1. Where are you based for most of the time?

Please name: the building, the floor and the room number.

---

---

#### 2. Do you routinely use more than one location in this building?

YES  NO

If you feel it is necessary please provide further details below. (Please list the buildings and floors you used in each building)

---

---

---

---

---

---

---

---

### Awareness of emergency evacuation procedures

#### 3. Are you aware of the emergency evacuation procedures which operate in the building(s) you attend?

YES  NO

**4. Do you require written emergency evacuation procedures?**

YES  NO

**4a Do you require written emergency procedures to be supported by BSL interpretation?**

YES  NO

**4b Do you require the emergency evacuation procedures to be in Braille?**

YES  NO

**4c Do you require the emergency evacuation procedure to be on tape?**

YES  NO

**4d Do you require the emergency evacuation procedures to be in large print?**

YES  NO

**5. Are the signs which mark emergency routes and exits clear enough?**

YES  NO

**Emergency Alarm**

**6. Can you hear the fire alarm(s) in your place(s) or work?**

YES  NO  DON'T KNOW

**7. Could you raise the alarm if you discovered a fire?**

YES  NO  DON'T KNOW

**Assistance**

**8. Do you need assistance to get out of your place of work in an emergency?**

YES  NO  DON'T KNOW

If **NO** please go to Question 12

**9. Is anyone designated to assist you to get out in an emergency?**

YES  NO  DON'T KNOW

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

---

---

**10. Is the arrangement with your assistant(s) a formal arrangement?**

(A formal arrangement is an arrangement specified for them by the Head of Department or written into their job description or by some other procedure.)

YES  NO  DON'T KNOW

**10a Are you always in easy contact with those designated to help you?**



YES  NO  DON'T KNOW

11. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

YES  NO  DON'T KNOW

### Getting Out

12. Can you move quickly in the event of an emergency?

YES  NO  DON'T KNOW

13. Do you find stairs difficult to use?

YES  NO  DON'T KNOW

14. Are you a wheelchair user?

YES  NO

Thank you for completing this questionnaire.

The information you have given us will help us to meet any needs for information or assistance you may have.

Please return to:

### Personal Emergency Evacuation Plan for:

Name \_\_\_\_\_  
Department \_\_\_\_\_  
Building \_\_\_\_\_  
Floor \_\_\_\_\_  
Room Number \_\_\_\_\_

### Awareness of Procedure

The disable person is informed of a fire evacuation by:

existing alarm system   
pager device   
visual alarm system   
Other (please specify)

### Designated Assistance:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_  
Contact details \_\_\_\_\_

Name \_\_\_\_\_

Contact details \_\_\_\_\_

**Methods of Assistance:**

(e.g.: Transfer procedures, methods of guidance, etc.)

---

---

---

---

---

**Equipment Provided** (including means of communication):

---

---

---

**Evacuation Procedure:**

(A step by step account beginning from the first alarm)

---

---

---

---

---

---

**Safe Route(s):**

---

---

---