



Fire Safety Policy

Responsible person

Extract from the Fire Safety Order

The responsible person must-

(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of employees; and

(b) in relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements, this will be achieved by the following provisions laid out in this policy.

The responsible person for CES Worthing is:

Responsible person: Simon Dooley, Principal

Fire Risk Assessment (FRA)

The responsible person will:

- Carry out, or cause to be carried out, a suitable and sufficient fire risk assessment of the premises
- Maintain and update the assessment as necessary
- Inform all staff of relevant significant findings

Emergency Action Plan (EAP)

The responsible person will:

- Nominate in writing specific duties and tasks to be undertaken by employees in the event of a fire (EAP).
- Ensure the Emergency Action Plan is regularly reviewed and put into practice by carrying out regular fire drills and training.
- Make available a copy of the emergency action plan to staff and outside contractors. This plan is reproduced at the end of this policy.

Recording of tests, training and inspections

The responsible person will:

- He or she is meeting all requirements under law
- Record all relevant details of fire safety provisions in fire safety log book
- Train all staff to appropriate level of competence and record in fire safety log book
- Ensure that all necessary systems that are required as part of the general fire precautions and all other general systems and or appliances are tested and maintained

Full records of these measures should be kept and made available for audit by the Fire & Rescue Service as required

The management recognise and accept their responsibilities under The Regulatory Reform (Fire Safety) Order 2005. They will conduct the affairs of the premises in such a way that the health and safety of employees and others who may be affected by the operations in the premises will not, so far as is reasonably practicable, be put at risk. They will make every effort to meet their legal obligations

under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation. They will ensure, insofar as is reasonably practicable, that all their responsibilities are met by paying continuous attention to all aspects of fire safety in the premises under their control.

The managers will, so far as is reasonably practicable, take action to:

- Promote the effectiveness of this policy,
- Define areas of responsibility for fire safety.
- Provide adequate training for all levels of management.
- Extend the protection of this policy to employees engaged in external activities, and to those persons who are not employees but are attending any premises under the management control of the company.
- Provide the necessary resources to enable this policy to be carried out effectively.
- Ensure safe conditions of work, without detracting from the primary responsibilities of managers.
- Take all reasonably practicable steps to provide competent technical advice on fire safety matters where necessary.

Emergency action plan

Class registers

Registers should not be left on desks but should be left in the appropriate place on the dedicated shelves in the staffroom. Registers for morning classes should be left on the shelf labelled 'Morning Registers' and afternoon registers should be left on the shelf marked 'Afternoon Registers'. They are only to be removed from these shelves

- when the teacher takes the register to his or her class or
- to look at them briefly for preparation purposes or
- in the morning break during handover when it is ok to leave the register on your desk
- afternoon registers should be brought back to the staffroom during the afternoon break

Responsibilities of teachers

1 *If a fire alarm sounds before lesson time (08.30-09.30):*

- Whoever is in the teacher's staff room should leave the staff room via the fire exit in the staffroom
- once outside the building, any students present that early should be led along to the far end of Rothesay Place whilst ensuring that all students stay on the pavement at all times.
- any other staff present at that time should leave by the fire exit indicated on the wall wherever they happen to be at the time an alarm goes off
- wait for the all clear from the Principal before re-entering the building

2 *If a fire alarm sounds during morning or afternoon lesson time then the teacher should:*

- take his or her register (note, if the alarm sounds during morning break then the teacher should take his or her register for the second lesson)
- tell his or her students to follow him or her calmly and quietly to the fire exit indicated on the wall of that particular classroom
- advise students that they should not delay to collect personal belongings
- not take anything (drinks etc) with him or her except for the register
- lead his or her students once outside the building along to the far end of Rothesay Place whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for

- all other staff should follow the actions outlined in **Fire Alarm Procedures for Designated Staff** at the end of this document and on displayed around the school
 - wait for the all clear from the Principal before re-entering the building
- 3 *If a fire alarm sounds during morning or afternoon break time then the teacher should:*
- take his or her register for the second lesson (in the case of morning breaks) and take the afternoon class register in the case of afternoon classes. Most teachers will be in or close to the staffroom at this time but if any teachers are not present (i.e. outside smoking) then teachers who are present should collect registers from the desks of those not present
 - make his or her way out of the fire exit in the staffroom (or via the exit designated if in rooms other than the staffroom – i.e if still in a classroom during break time). Teachers in the kitchen should re-enter the staff room (assuming of course the fire is not in there) to collect registers and exit via the staff room exit
 - once outside the building, go to the far end of Rothesay Place whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for
 - all other staff should follow the actions outlined in **Fire Alarm Procedures for Designated Staff** at the end of this document and on displayed around the school
 - wait for the all clear from the Principal before re-entering the building
- 4 *If a fire alarm sounds during lunchtime (13.00-14.00) then the teacher should:*
- Whoever is in the teacher's staff room should leave the staff room via the fire exit. Teachers should take their register for afternoon classes with them
 - make his, her or their way out of the fire exit in the staffroom (or via the exit designated if in rooms other than the staffroom – i.e if still in a classroom during break time). Teachers in the kitchen should re-enter the staff room (assuming of course the fire is not in there) to assist with collection of registers and exit via the staff room exit
 - once outside the building, go to the far end of Rothesay Place whilst ensuring that all students stay on the pavement at all times. The Director of Studies should co-ordinate a roll call and report back to the Principal if all students are present or if there are any students unaccounted for. There will be large numbers unaccounted for as many students will go into town during lunch time, but at least with all registers outside we can establish who should and shouldn't be present
 - all other staff should follow the actions outlined in **Fire Alarm Procedures for Designated Staff** at the end of this document and on display around the school
 - wait for the all clear from the Principal before re-entering the building
- 5 *If a fire alarm sounds after lesson time (16.30-17.00):*
- Whoever is in the teacher's staff room should collect all registers from the shelves and leave the staff room via the fire exit
 - once outside the building, any students present that early should be led along to the far end of Rothesay Place whilst ensuring that all students stay on the pavement at all times.
 - any other staff present at that time should leave by the fire exit indicated on the wall wherever they happen to be at the time an alarm goes off.
 - wait for the all clear from the Principal before re-entering the building

Fire Alarm Procedures for Designated Staff

Before class time (08.30-09.30):

All staff and students should leave via the fire exit closest to their current position

During class time and break times:

School Principal (Johnathan Cockayne)

Will be situated at the control panel and their duties are to liaise with the Academic Manager, City of Edinburgh Fire & Rescue Service and the monitoring station. Their role is also to have an overview of who is and is not accounted for. The principal will cover the duties of any staff who are absent or sick.

Academic Manager (Ioana Serbanescu)

Will have the responsibility of coordinating the fast roll call of classes. She will report directly to the Principal or Control Panel by the front door, reporting any missing students or staff. She will supervise safe movement of students and staff along Rothesay Place to the muster points.

Registrar (Hannah de Bisset)

Will stand on the corner of Manor Place and Rothesay Place, directing the staff and students who have left via the main door to the assembly point.

Social Programme Coordinator (Stewart O'Neill)

Will check the garden for any students and, if safe, lead them through the building and out of the main front door. If it is not safe to enter the building, they will stay with the students at the far end of the garden until advised it is safe to reenter the building.

Teachers

Will be responsible for guiding their students out of the building during lesson times and for collecting registers from designated register shelves in the staffroom during lunch time.

All Staff

It is compulsory that everybody leaves the building during an alarm. Under no circumstances are you permitted to enter the building until you have had permission from the Fire Marshalls or the Fire Brigade. Once permission has been received you will re-enter via the front door. Designated staff will re-enter via their fire escape ensuring that it is locked and secure behind them.