



Adopted by the Governing Body: Sept 2022
To be reviewed date: Sept 2027

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The prevention of fire is of vital importance at St Bede's Inter-Church School. All staff are responsible for ensuring that they are fully aware of the contents of this policy. Staff are also responsible for familiarising themselves with procedures and responsibilities in the event of the fire alarms being activated.

If the fire alarms sound, a member of staff's first priority is to look after the students and this means evacuating the building as quickly and safely as possible via the designated route. No one will re-enter the building until instructed to do so by a member of the Senior Leadership Team or the Fire Brigade.

Overall responsibility for fire precautions and procedures lies with the school's Governing Body and Senior Leadership Team.

Risk Assessments

The fire risk assessment will be reviewed annually by the Health and Safety Committee of the Governing Body. This will:

- Identify any person particularly at risk in case of fire (including those who are partially sighted, have hearing loss or another disability) and make plans for their safe evacuation
- Review evacuation procedures and health and safety signage, and ensure that each room has the correct information re evacuation clearly displayed
- Review the last year's records of fire drills etc
- Review the department-by-department fire and hazard assessment sheets and ensure these are kept up to date
- Ensure that fire extinguishers and other fire-fighting equipment are regularly checked.
- Ensure the provision of adequate staff training
- Review the provision of instructions to students and visitors to the school in and out of school hours

Staff Training

During induction, every member of staff will be briefed on the school's Fire Policy and procedures. On-line training will be undertaken by all staff and will be recorded in the Fire Log kept in the office. All staff will need to update their on-line training every three years. Refresher training on procedures will be delivered in the course of the first plenary staff meeting of the Autumn Term.

Fire Drills

Fire drills will be carried out once a term. A simulated evacuation drill will take place in the first week of the Autumn Term. All drills and evacuations, together with evaluations and action points, will be recorded in the Fire Log.

Testing of the Fire Alarm System

The fire alarm system will be tested weekly by site staff, with a different alarm point being tested each week. This will be recorded in the Fire Log.

Emergency Lighting

The emergency lighting will be tested regularly by site staff and this will be recorded in the Fire Log.

Emergency Exits

Staff will ensure that emergency exits are kept clear and free from obstruction at all times.

Smoking

Smoking is strictly prohibited anywhere on the school site

General Fire Safety

All staff will make it their responsibility to ensure that:

- Emergency doors are unlocked when the first person arrives (site staff generally lock them at night)
- Fire doors are never propped open
- Tops and fronts of heaters are kept clear
- There is at least 1 metre clearance to routes to exit doors
- If possible, displays will not be placed above heaters (if this is unavoidable then display material must be securely fixed)
- Combustible materials, including paper, card, fabrics etc, are not stored near sockets or lights
- Electrical appliances and lights are switched off when not in use and, where possible, unplugged
- All electrical items, plugs and cables are visually checked for safety each year

Please ensure you are familiar with this.

- On discovering a fire, staff should activate the nearest FIRE ALARM
- On hearing the FIRE ALARM (whining tone) ALL must evacuate the buildings using the escape route posted in the relevant area. Teachers must ensure that all are accounted for before leaving the room. Windows and doors should be closed
- Students should leave the room and walk in single file as quietly as possible
- The one way system will not be in operation during a fire drill or alarm activation
- Staff should not attempt to fight a fire unless it is essential to do so in order to get out of the building
- The assembly point for ALL is the hard playground behind St. Etheldreda Block and the Gym
- Students should line up alphabetically in their tutor groups IN SILENCE (sick children who have been in the medical room should go into their tutor groups)
- Kitchen staff should assemble at the back of the playground closest to the kitchen
- Visitors, teaching assistants, admin staff, supply staff, non-tutor teaching staff, part-time teaching staff should line up to the left of Year 11
- Admin staff distribute registers to tutors who check their tutor group and hand the register to the Heads of Years who will liaise with the Attendance Officer re unaccounted-for students. NAMES OF ANY UNACCOUNTED-FOR STUDENTS ARE GIVEN TO THE HEAD TEACHER or the DEPUTY HEADTEACHER AS QUICKLY AS POSSIBLE
- Receptionists will account for visitors to the school (including supply staff, Cambridgeshire Music staff and student teachers)
- Finance / Admin to account for support staff
- Asst Head (AG) will account for teaching staff other than tutors
- The Resources Manager will account for site staff who will not be on playground and staff with a PEEP
- The Receptionist / Attendance Officer will check students and visitors signing in and out
- The SENDCo will account for teaching assistants
- The Chef Manager will account for kitchen staff

NAMES OF ANY UNACCOUNTED-FOR ADULTS ARE REPORTED TO THE HEAD TEACHER AS QUICKLY AS POSSIBLE.

**THE MOST IMPORTANT THING IS TO GET STUDENTS AND YOU
OUT OF THE BUILDING AS SAFELY AND QUICKLY AS POSSIBLE.
EVERYTHING ELSE CAN BE REPLACED!**

Appendix 2 Fire Alarm Responsibilities

The Headteacher has responsibility for the whole of the school premises, staff, students and visitors, and, as a consequence, their welfare and security and has nominated the following responsible persons to enable compliance with statutory requirements.

Headteacher	Alistair Day (in his absence, Oliver Lambert) Will immediately proceed to the assembly point with a mobile phone. Staff and students may only re-enter school buildings when the Headteacher (or Deputy) gives authorisation to do so.
Deputy Headteacher	Matthew Chancellor (in his absence, Oliver Lambert) Will proceed to assembly point to oversee whole-school evacuation and ensure all tutors and heads of year are accounted for
Finance Staff	Will take all other staff register and report any absences to Headteacher or Deputy Headteacher
Resources Manager	Doreen Houghton (in her absence, Deputy Headteacher) Will check the fire panel in the foyer to identify where alarm has been activated. Will be in contact with site staff while the activation area is investigated. Once the alarm is silenced this will indicate no issue was discovered. Should the alarm not be silenced site staff will liaise with Headteacher and/or Deputy Headteacher by phone or in person.
Heads of Year	Will oversee tutor group registers and in case of tutor absence, will take form register. Will inform a member of SLT re student absences.
Site Officers	Site staff will liaise with Resources Manager / HT regarding the fire panel and investigation of alarm activation area. Will when area is safe or if further action is required.
Attendance Officer	Sarah Penny (in her absence, Jane Guy) Will ensure that form registers are available and distributed to form tutors at assembly point.
SENDCo	Imogen C-H (in her absence, Anna Grady) Will take registers of teaching assistants. Will report anybody unaccounted for to the Headteacher.
Data Manager	Jane Guy (in her absence, Admin staff) Will co-ordinate distribution and return of teacher registers and inform the Headteacher of any absences.
Receptionist	Will take COSSH sheets and Inventory reports. Will check for unaccounted-for visitors (including Cambridgeshire Music teachers, supply teachers and student teachers) and report to Headteacher if any are identified.
Receptionist	Will change phone to Break Mode when leaving Reception and set to normal service upon return
Form Tutors	Will complete register for their form and give to Heads of Years.
Chef Manager	Will account for all kitchen staff. Will report anybody unaccounted for to the Headteacher.

The decision to contact emergency services will be made by a member, or members, of the Senior Leadership Team who will authorise Resources Manager or site staff to call emergency services.