

THE JUDD SCHOOL

FIRE SAFETY POLICY

Policy dated: October 2018

Review date: October 2019

GOVERNANCE

Scope/Statement of Intent

- To meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).
- To ensure the fire safety of people in and around all Judd School buildings and playing field areas; the protection of property and the environment and to minimise business disruption in case of fire.

General intentions

- Commitment to continuous improvement: to achieve high standards of fire safety for service users, employees and the public.
- Providing an effective prevention and loss control system.
- Exercise good management of fire safety to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in our premises is able to escape to a place of safety easily and quickly.

Criteria and principles upon which actions are based

- Fire safety is a management responsibility (competence in managing fire safety is an essential part of professional management).
- Named 'responsible person' for fire safety to be identified within each building; to be responsible for the fire safety of all employees and premises under direct control. (Fire Wardens)
- Front line managers identified as the key resource to ensure day to day fire safety. Key front line managers to have delegated performance for local fire safety arrangements.
- Promote employee involvement and commitment at all levels.
- Proactive.

Objectives

Senior Management:

- Senior Management to operate an effective fire safety management system to ensure the effective planning, organisation, control, monitoring and review of the preventive and protective fire safety measures.
- Named responsible person to be identified within each building.

All premises:

- To have completed an annual fire risk assessment to identify the hazards and risks within the premises and to ensure the safety in case of fire of all 'relevant persons'.
- All places of work to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment.

THE GOVERNING BODY OF THE JUDD SCHOOL

The Governing Body to nominate responsible person at management level to oversee fire safety for the School. In addition, each building to have a fire warden. Responsibility to include:

- Operation of an effective fire safety management system for the:
 - Planning, organising, control, measuring and auditing of performance.
- The appointment of one or more competent persons to assist in fire safety duties. (A competent person is someone with enough training and experience or knowledge and other qualities to be able to carry out the preventive and protective measures).
- Consultation with employees or representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety.
- Overseeing a programme of fire risk assessment for all places of work and premises.
- Ensuring managers with fire safety duties are competent and have sufficient authority, appropriate resources and relevant training is given.

SCHOOL LEVEL

The School Business Manager (person in overall control of the premises) and the Fire Officers must ensure a fire risk assessment is completed. The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire is detected.
- To ensure fire safety training is carried out as necessary to include fire warden training and fire extinguisher use and these are recorded.

Based on the fire risk assessment the Premises Manager is to maintain and operate an appropriate 'fire log book'. This is to describe and provide details where appropriate and in proportion to the risk the:

- management arrangements for controlling fire safety, including logs and reports of fire drills in the year, fire bell tests (carried out every Monday morning before school), emergency lighting, etc.
- fire prevention measures (storage of dangerous substances; electrical safety, etc).
- safety procedures (instruction and training; ensuring means of escape available, etc).
- fire precautions (plans, systems, signage and equipment availability and checks).
- procedures for the identification of people who may have special needs, including those with a disability, and for their safe evacuation in case of fire. The SENCO should also be involved. (PEEPs)

EMPLOYEE DUTIES

- All employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk.

- Employees must also draw to the attention of their line manager any shortcomings in safety arrangements.

Key Personnel and Responsibilities

Tristan Kemp	Assistant Headteacher - Operations	Fire Officer Fire Drills/Evacuation Plans Training
Clare Morey	School Business Manager	Fire Regulations Fire Policy
Nick Maunder	Premises Manager	Fire Safety Checks Fire Log Book completion Fire Extinguisher check, including signage, annually

Copies of the School's Fire Evacuation Plan, Fire Routine and Fire Marshals are attached in the Appendices.

Health and Safety

Please refer also to the 'Fire Safety' section of The Judd School's Health and Safety Policy for further guidance.

This policy has been agreed by the F&GP Committee and ratified by the Full Governing Body.

The policy was signed by the Chair and Headteacher at the meeting 3 October 2017. Signed copy is on file

Review Date: October 2019

Appendix 1

FIRE EVACUATION PLAN – September 2018

AREA	EXIT
Headmaster The Study Deputy Head Development Office HM's PA Reception/Office Finance First Aid Room Premises Taylor Room	Via Headmaster's Front Door. <i>Turn left, towards Atwell, down the steps and left along the path to the all-weather pitch.</i>
Old Dining Room Old Kitchen Green Room	Via North door to playground, turn right. <i>Down Cohen/Atwell steps, up the steps and left along the path to the all-weather pitch..</i>

MAIN SCHOOL	EXIT
Schoolroom	If seated towards the back – exit through the Schoolroom at the rear, turn left and exit through main student entrance. <i>Turn right along the front of the school, turn right at the Sports Hall and access the AWP through the side entrances from the path between Library and AWP.</i>
Schoolroom Balcony	If seated towards the front, or on stage - exit through annexe fire door into Cohen playground. <i>Cross playground and descend steps between Library and Cohen and left along the path to the all-weather pitch.</i>
	Exit via top corridor. <i>Turn right passed laboratories, go downstairs and exit via disabled ramp to Cohen playground. Go straight ahead, then descend steps between Library and Cohen and left along the path to the all-weather pitch..</i>
Schoolroom Annex	Exit through annex doors. <i>Cross playground and descend steps between Library and Cohen and left along the path to the all-weather pitch.</i>
Food Technology Room Ladies/Visitors Toilets / Room 13 & Interview Room (old Maths office)	Exit through main student entrance. <i>Turn right along the front of the school, turn right at the Sports Hall and access AWP from the path between Library and AWP.</i>
Main Boys' Changing Rooms	Exit through main door (by toilets). <i>Turn left and walk between the Library building and AWP on to the AWP via the side gates.</i>
Staff Room, Quiet Room (Room 10) Heads of House Office / Room 12 / Male Staff Changing Area	Exit via lower corridor exit by gym. <i>Walk towards Library block and access AWP from the path between Library and AWP via the side gates.</i>

Sixth Form Common Room (6CR) Work Area / Sixth form offices / Careers office / Exams Office	(i) Via 6CR stairs to quad or (ii) along corridor and down concrete stairs to main entrance or (iii) top corridor passed balcony, downstairs and exit via disabled ramp. (i) Turn left at pine tree and access AWP from the path between Library and AWP via side gates. (ii) Turn right along the front of the school, turn right at the Sports Hall and access AWP from the path between Library and AWP via the side gates. (iii) Go straight ahead then descend steps between Library and Cohen and then left along the path to the all-weather pitch.
Rooms 25, 26, 27	Along corridor and down sixth form concrete stairs. Turn left and exit via door opposite Room 13, cross quad, turn left at pine tree and access AWP from the path between Library and AWP via the side gates.
Room 28, 29	Exit via science staircase and out via disabled ramp to Cohen playground. Cross playground and descend steps between Library and Cohen and then left along the path to the all-weather pitch.

COHEN BUILDING	EXIT
C01, C02 (DT Office), C03 (including prep room and sixth form area), toilets	Exit via fire door in each room. Turn left, walk along the path and on to AWP. DO NOT walk on to the grass.
C11, C12	Exit via fire door in C11. Down Cohen/Library steps and turn left, follow the path on to the AWP.
C13	Exit via fire door in room. Turn right through Cohen playground and descend steps between Cohen/Library building and turn left, follow the path on to the AWP.
C21, C22, C23	Down main staircase and through side fire door (by C11) Enter Cohen playground, turn right and down Cohen/Library steps and turn left, follow the path on to the AWP.
C24	Exit via main/fire door in room. Descend steps into Cohen playground, turn right through Cohen playground and descend steps between Cohen and Library building and turn left, follow the path on to the AWP.
C25	Exit via fire door at rear of room. Down the turret steps and descend Cohen/Atwell steps on to the field and turn left, follow the path on to the AWP.
C31	Descend main stairs and exit through the main door.

	<i>Enter Cohen playground, turn right and down Cohen/Library steps and turn left, follow the path on to the AWP.</i>
C32, C33	<i>By fire door in C33 (Turret). Down the turret steps and descend Cohen/Atwell steps and turn left, follow the path on to the AWP.</i>
LAWTONS	EXIT
	<i>Exit via front entrance or back fire door Pass front of music block, continue along front of school passed flagpole, turn right before the sports hall and access the AWP from the path between the Library and the new building/tennis courts.</i>
LIBRARY BUILDING	EXIT
L01	<i>Exit via lower level main exit. Turn right and access the AWP from the path between Library and AWP.</i>
L02, L03	<i>Exit via side fire door (next to lift) Turn right and access the AWP from the path between Library and AWP via the side gates.</i>
L11-15, L21, L22, Library Store & Library	<i>Exit via front entrance Turn right and access the AWP from the path between Library and AWP via the side gates.</i>
MUSIC CENTRE	EXIT
	<i>Exit via main door. Pass RS block and continue along front of school, passed the flagpole, turn right at the sports hall and access the AWP from the path between the Library and the new building/tennis courts.</i>
RS BUILDING	EXIT
R11,12, R13 and CCF office	<i>Exit via front door on to HM's lawn. Turn right, continue along front of school passed the flagpole, turn right at the sports hall and access the AWP from the path between Library and the new building/tennis courts.</i>
R21, R23, RS Office	<i>Exit via rear fire door Turn left, and left again, walk passed student reception, passed the flagpole, turn right at the sports hall and access the AWP from the path between Library and the new building/tennis courts.</i>
SCIENCE	EXIT
PL1, PL2	<i>Exit via door to sixth form quad. Access AWP from the path between Library and the new building/tennis courts.</i>
PL4, Physics Prep Room	<i>Exit via door to Cohen playground.</i>

	<i>Turn left and across the Cohen playground and descend steps between Cohen and Library building, turn left, follow the path on to the AWP.</i>
PL3	Exit via fire door. <i>Turn right and descend steps between Cohen and Library building, turn left, follow the path on to the AWP.</i>

S16 (Library Block)	Exit via fire door. <i>Down Cohen/Library steps, turn left, follow the path on to the AWP.</i>
S17	Exit behind the schoolroom and out of the main student entrance. <i>Turn right, continue along front of school, turn right at the sports hall, turn left and access AWP from the path between Library and the new building/tennis courts.</i>
CL1, CL2, Chemistry Prep Rooms, Chemistry Office	Exit via main stairs to Cohen playground. <i>Walk straight across the Cohen playground and descend steps between Cohen and Library building, turn left, follow the path on to the AWP.</i>
CL4	Exit via students' stairs to Cohen playground. <i>Walk straight across the Cohen playground and descend steps between Cohen and Library building, turn left, follow the path on to the AWP.</i>
CL3	Via stairs to exit through main doorway to pine tree <i>Turn right and access AWP from the path between Library and the new building/tennis courts.</i>

SPORTS HALL	EXIT
Sports Hall	Exit <u>side</u> door. <i>Turn left and continue along sports hall to its main entrance, turn left and access AWP from the path between Library and the new building/tennis courts.</i>
Gym, Fitness Room, PE office	Exit via fire door in gym. <i>Turn left and access AWP from the path between Library and the new building/tennis courts.</i>
Gym Changing Room	Exit via door to tennis courts <i>Access AWP from the path between Library and the new building/tennis courts.</i>

ATWELL BUILDING	EXIT
A01, A04	Exit via fire door in A01. <i>Turn <u>left</u>, pass along rear of Atwell and Cohen and onto the AWP.</i>
A02, A03	Exit via fire door in A03. <i>Left along the path to the all-weather pitch..</i>
A11, A12, A15 (Maths Office)	Exit via main entrance doors (fire curtain will slowly descend on activation of fire alarm)

	<i>Down Cohen/Atwell steps and left towards the AWP.</i>
A13, A14	Exit via fire doors in A13 (fire curtain will slowly descend on activation of fire alarm) <i>Turn right, and then left, walk passed student reception, passed the flagpole, turn right at the sports hall and access the AWP from the path between Library and AWP.</i>
A21, A22, A25 (Geography Office)	Exit via fire doors at main entrance doors (fire curtain will slowly descend on activation of fire alarm) <i>Down Cohen/Atwell steps and turn left along the path to the all-weather pitch..</i>
A23, A24	Exit via fire door exit in A23 (Stairs) <i>Turn right, and then left, walk passed student reception, passed the flagpole, turn right at the sports hall and access the field from the path between Library and AWP.</i>

ASHTON BUILDING	EXIT
Dining room, Servery	<i>Exit only through fire doors in Dining Room (x 5).</i> If all exits blocked exit via main entrance lobby. Turn left around building and enter All Weather Pitch via the concrete steps.
Toilets, lobby, cleaners cupboard	<i>Exit via main entrance doors</i> If main entrance is blocked exit via Dining room fire exits. Turn left around building and enter All Weather Pitch via the concrete steps
Kitchen	<i>Exit via main entrance doors</i> If main entrance is blocked exit via Dining room fire exits. Ensure fire shutters are clear of any obstruction before exiting. Turn left around building and enter All Weather Pitch via the concrete steps

<p>Ashton Office, toilets, BL1 and BL4</p>	<p><i>Exit via main staircase to ground floor and out main entrance door. Use both exit doors of the laboratories.</i></p> <p>If exit is blocked then either exit via upstairs fire door at Western end of building or through Dining Room and out of the fire exits.</p> <p>Turn left around building and enter All Weather Pitch via the concrete steps</p>
<p>Biology Office, Prep Room, BL2 and BL3</p>	<p><i>Exit via external fire escape on the Western end of the building utilising both doors of the laboratories.</i></p> <p>If exit blocked exit via main staircase and out of the main entrance door or Dining Room.</p> <p>Bottom of external stairs, at Dining Room level, walk straight ahead, around building to the left and left again and enter All Weather Pitch via the concrete steps.</p>
<p>Plant Room</p>	<p><i>Exit via only door</i></p> <p>Turn left around building and enter All Weather Pitch via the concrete steps</p>



FIRE ROUTINE

If you discover a fire

Inform a member of staff who will:

- Arrange for the fire alarm to be sounded to start the evacuation procedure.
- Arrange for the school office/premises team to be informed.
- Use a fire extinguisher if you feel confident to and it's appropriate.
- A member of the premises team will assess the situation and, if necessary, advise reception to call the emergency services.

Fire Alarm

The signal to leave the premises is:

- Prolonged siren sound of the fire alarm and/or end of period bell.

Evacuating the premises - this should be done in SILENCE please to assist essential communication with the emergency services:

- Close windows and, if you are the last to leave, close the door and turn off the lights.
- Leave the room taking no baggage and walk in silence to the assembly point via the prescribed route.
- Follow instructions from staff.
- Staff in Science Laboratories/Food Tech/DT to ensure gas/electrical equipment is turned off and the area left safe.

Assembly Point

- Assemble in tutor groups, by House, in alphabetical order on the Pool Pitch.
- Remain in silence and await instructions.
- The Fire Officer (currently Mr Kemp) or his deputy will advise when it is safe to return to the building.

Checking Procedure

- Form tutors are to collect registers from Mrs Taylor and register their tutor group. If you covered a tutor group for AM registration, you must register them again if the tutor is still absent. Tutors and non-tutors (teaching and support staff) then report to their Head of House who will confirm with the Fire Officer all present.
- Fire Marshals with responsibility for checking buildings to report to Mr Kemp.
- Cleaning staff to report to Mr Maunder.
- Visiting music staff to report to Miss Balcombe.
- On site visitors and contractors to report to Mrs Bates/Mrs Boreham.
- Office staff to take walkie talkies out to the field for communication. The Fire Officer to be given a radio by Reception.
- Mrs Morey/Premises staff to await arrival of fire service and direct them to the fire.

**PLEASE REMEMBER TO EVACUATE THE BUILDINGS
AND ASSEMBLE IN SILENCE**

FIRE MARSHALS

Building	Area – if applicable	Name
Music Block/Lawtons		Rachel Balcombe
RS block	Top and bottom levels	Hannah Jayne
Atwell	Top Floor (Geography)	
Atwell	Middle and lower ground floors	
Main Building	HM House, including reception, offices and toilets	Sarah Moore/Vicky Marriott
Main Building	Chemistry and Biology Area	Danka Grenier
Main Building	Physics	Susanna Harvey
Main Building	History, Room 25, sixth form areas	Trish Winn
Main Building	Kitchen	Donna Drawbridge
Main Building	Food Tech, staff areas, changing rooms	Beverley Kendall
Cohens	Top floor	
Cohens	Middle floor	Andrew McCulloch
Cohens	Ground and lower floors	Freddie Reay
Library	Top floor	Wendy Crane
Library	Ground floor	Nawfel Hermi
Library	Lower ground floor	Richard Thornton
Sports Hall/gym		Simon Fraser
External areas		Premises Team

June 17

