

POLICY: FIRE AND BOMB

PERSON RESPONSIBLE: B MANEK

MONITORING: I BRIERLY

DATE: September 2018

REVIEW DATE: September 2019

Adopted by the Governing Board on 19th September 2018.

RATIONALE

In the event of a fire alarm, bomb alert or major disaster it is essential that the school takes immediate action to secure the well-being, health and safety and security of our students, staff and buildings.

PURPOSE

Contingency plans have been prepared in order that everyone on the school site is protected and that the likely damage to the buildings is minimised. It is important that the school can return to normal at the earliest opportunity.

GUIDELINES

- Senior staff will assume key areas of responsibility in the event of a fire, bomb or disaster, be it a practice or real event.
- All staff are responsible for the health and safety in their classroom or working environment.
- Any aspect of their classroom or space that is felt to be a hazard or a risk should be reported to the Business Manager or the caretaker using the correct procedure.
- If the hazard is deemed as an emergency the hazard should be reported immediately.
- All staff should be familiar with the evacuation procedures and know where to report to once outside.
- Fire precautions and instructions should be displayed in every classroom and teaching area.
- The school will undertake regular fire and bomb practices.

CONCLUSION

Prevention, vigilance and preparation are essential when dealing with the health and safety of students and staff. All members of the school have a duty to follow the set procedures.

WORKING PRACTICE: FIRE AND BOMB

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FIRE PROCEDURE

- There will be a continuous sounding of the fire sirens.
- Students/staff exit from the building.
- Windows and doors to be shut.
- Exit by the designated fire exit.
- Staff to accompany teaching groups to the yard.
- Students to stand in tutor groups in the appropriate markings on the yard.
- Teaching Staff to report to the Office Manager, Teaching Assistants to report to SEN Co-ordinator, other support staff to report to the Finance Officer, Heads of Year to account for form tutors and the Business Manager to account for Heads of Year.
- Form tutors should register the students on the form registration lists.
- Form Tutors taking registers must inform Head of Year who in turn will inform the Business Manager that all students have been accounted for or report any missing students immediately after the register check. Business Manager and office staff to reconcile against this against absence and signing out slips. Business Manager to inform Headteacher.
- Staff without a tutor group move to the rear of the yard by the Cricket pitch.
- Absent form tutors to be covered by Head of Year, who will be covered by Assistant Head, Data.
- Absent Head of Year to be covered by Assistant Head, Data.
- The receptionist to take the iPad with inventory module on it.
- All visitors to report to the receptionist then move to the designated area.
- No person to return to the building unless officially advised it is safe to do so.
- Catering and cleaning staff evacuate directly to the yard and numbers checked by their supervisor.

BOMB PROCEDURE

- There will be continual intermittent ringing of the school bell.
- Students/staff exit from the building leaving possessions in the classroom.
- Windows and doors to be left open.
- Exit by the designated fire exit.
- Teaching Staff to report to the Office Manager, Teaching Assistants to report to SEN Co-ordinator, other support staff to report to the Finance Officer, Heads of Year to account for form tutors and the Business Manager to account for Heads of Year.
- Form tutors should register the students on the form registration lists.
- Form Tutors taking registers must inform Head of Year who in turn will inform the Business Manager that all students have been accounted for or report any missing students immediately after the register check. Business Manager and office staff to reconcile against this against absence and signing out slips. Business Manager to inform Headteacher.
- Staff without a tutor group move to the rear of the yard by the Cricket pitch.
- Absent form tutors to be covered by Head of Year, who will be covered by Assistant Head, Data.
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