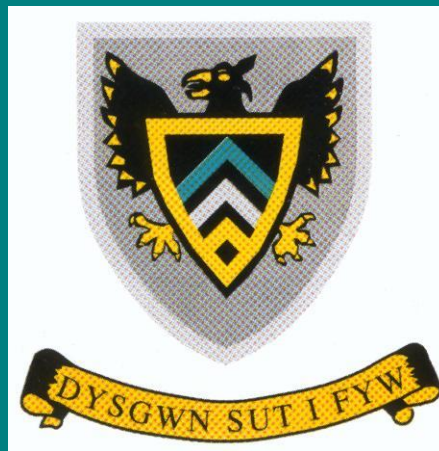


FIRE/EMERGENCY EVACUATION POLICY & PROCEDURES



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1. Introduction

Regulation 8 of the Management of Health and Safety at Work Regulations 1999 requires building owners and employers to establish and put into effect procedures to be followed in the event of situations giving rise to serious and imminent danger to persons working in their undertakings, and others effected.

The Regulation also requires that a sufficient number of competent persons should be nominated to implement any actions in relation to these procedures, and be readily identifiable. Other specific regulations such as the Regulatory Reform (Fire Safety) Order 2005 also call for procedures, in that case specifically relating to fire safety, to be put in place.

Bryntirion Comprehensive School takes health and safety and their responsibilities very seriously. Part of the strategy for Bryntirion Comprehensive includes an ongoing review of the existing policies and procedures regarding their validity and robustness and to ensure that they have appropriate procedures in place to deal with all foreseeable emergency situations.

The procedures contained within this document outline the measures to be taken by Building Management, and others to secure and reduce the disruptive effect of any emergency situation. The basic aims of the procedures therefore are to:

- Safeguard the individuals within the building,
- Safeguard others, who may be affected,
- Secure the property,
- Reduce the potential damage to the building fabric and services within,
- Assist in restoring normal operational circumstances as soon as possible.

Staff must co-operate in implementing these procedures and ensure that all appropriate staff are available and aware of such procedures in the event of an emergency.

Due to the varying nature of possible emergencies, these procedures should be used as a guide only and must remain flexible in their implementation if they are to be successful.

The purpose of the plan is to:

- Ensure that the people in the workplace know what to do in case of fire/emergency situation; and
- Ensure that the workplace can be safely evacuated.

Depending on circumstances the plan should be amended to meet the specific requirements of the building.

Roles and responsibilities listed in the first section may be linked to one or more persons dependent on the size of the premises and staffing arrangements.

RESPONSIBLE PERSONS:- Head Teacher, Deputy/Assistant Head Teachers, Business Manager, Operations Manager, All staff of Bryntirion Comprehensive School.

OWNER: - Bridgend County Borough Council.

ADDRESS:- Civic Offices Angel Street Bridgend CF314WB.

POSITION:- Local Authority.

Statement of Intent

Bryntirion Comprehensive School believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the School.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the School must play their part in the creation of a safe and healthy working environment for all.

Signed: _____ Date: _____

Head Teacher

Organisational Chart (Health & Safety)

Chief Executive Bridgend County Borough Council, Head Teacher, Deputy Head Teachers, Assistant Head Teachers, Business Manager, Operations Manager, All staff.

Responsibilities

Head Teacher, Deputy Head Teachers, Assistant Head Teachers, Business Manager, Operations Manager
Fire Wardens:- All Staff.

FIRE EVACUATION POLICY

- Staff should be aware that evacuation procedures which are successful under practice conditions may be less so in the event of a fire as they cannot adequately simulate the confusion, fear and uncertainty which can arise in an emergency.
- The school will regularly review the policy and procedures for evacuations (at least annually).
- The location of the fire is conveyed to the Fire Officer either directly by the member of staff who has detected the fire, by the Responsible person or via the Head teacher.
- The school will appoint Fire Marshalls. These will be all members of staff responsible for checking rooms and toilets as they are evacuated. Fire Marshalls will NOT be expected to return to the building.
- The school will ensure that all staff and visitors sign in at the main school office so that there is a record on site.
- The school will ensure that all adults (visitors and staff) sign out when leaving the premises and back in again upon their return.
- All parent helpers and volunteers will be made aware of the emergency evacuation procedures and their responsibility for ensuring that they are followed.
- Any clubs that are run outside school hours (after 15:30) by adults other than those working for the school will be responsible for ensuring the safe evacuation of those under their care to the assembly point. All clubs should maintain an attendance register and report to a senior member of school staff or the site supervisor at the assembly point.

Information regarding fire/emergency evacuation procedures must be shared with those hiring the premises outside normal school hours prior to signature of contracts of hire.

- The Staff Handbook and the Supply Teacher's Pack will include the fire/emergency evacuation procedures.

Fire Action/Evacuation Procedures

On hearing the Fire alarm

Leave the building by the nearest available exit closing all doors behind you.
Report to the person in charge of assembly point at tennis courts behind block D.

On discovery of a fire

Sound the alarm – Activate Break Glass Unit.
Leave the building by the nearest fire exit
Report to the assembly point: - **Tennis courts**
Do not return to the building for any reason until authorised to do so.

- If the fire alarm is activated an automated call will be relayed to the Fire Service.
- The location of the fire should be conveyed to the Operations Manager/Fire Service Officer either directly by the member of staff who has detected the fire or via the Head teacher.
- Lead pupils quietly and in an orderly manner to the assembly point (Tennis Courts behind Block D) and line up in year groups.
- **LIFTS MUST NOT BE USED IN THE EVENT OF A FIRE.**
- The office staff will bring all registers, along with the signing in/out folders (late book, visitor log) to the assembly point to enable a count of pupils to take place.
- Once registers are checked, alert the Head teacher/Member of SMT immediately if a child is missing. He/she will inform the Operations Manager who will be in direct contact with the fire officer in charge.
- **No member of staff should re-enter the building until given the all clear by the Fire Service.**

Responsibility

All members of staff must make themselves aware of the location of fire fighting equipment and break glass detection points.

The first priority of staff in the event of the alarm being raised is the safety of the pupils in their charge. They will lead their class to safety selecting the safest route, ensuring no one is left in the room or toilets on the way out. The Head teacher or a member of the office staff, in his/her absence, will check the staff toilets and Admin area.

In the event of a fire a member of staff will operate the nearest break glass unit to signal the need to evacuate the school buildings. Staff must follow the procedure laid out below. The only exception to this is when the fire alarm is being tested - this will be announced before hand.

Major Incident (Bomb Threat)

In the event of an incident occurring which requires evacuation of the whole school site the following procedures will be implemented:-

1. The Head Teacher/Responsible person will contact the emergency services 999 and local authority/Health and Safety department (telephone:- 01656 642880) to inform them of the threat and to request Police traffic control whilst in transit to safe site on foot:-

Bridgend Rugby Club, Tondu Road, Bridgend, CF314JE - Telephone Mr Norman Spain, Stadium Manager 07860786857 / 01656 838281
2. The fire alarm will be sounded by the Responsible person to initially evacuate on mass to the tennis courts where a roll call will be carried out and immediately evacuate to safe site by foot.
3. The Head teacher/Responsible person will ensure that all visitors are accounted for and they leave the premises safely.
4. ALL school staff that are on site at the time of emergency will assist with pupil control to safe site.
5. The Head teacher will ensure that class registers and contact telephone numbers are brought from the school and taken to safe site.
6. The Head teacher and staff will evacuate the school site.
7. Upon arrival at safe site the Head teacher will liaise with the manager of safe site who will provide a safe room to enable the Head teacher to contact parents/guardian's to collect pupils from the safe site.
8. Continual contact with emergency services is vital to enable updates from ALL parties.

FIRE SAFETY AND THE DISABILITY DISCRIMINATION ACT (PEEPS)

The main principle of fire safety is that all people should be evacuated from a building in the event of fire. Existing fire legislation requires suitable evacuation procedures to be in place for all people using the building. The responsible person must ensure that any staff required to assist with evacuation are adequately trained.

Managers are required to notify the "responsible person", their departmental heads and, where applicable, the building Facilities Manager when they have new employees, part time staff, agency staff, students, volunteers, visitors or ancillary workers who may have a disability, including staff who may be temporarily incapacitated due to an injury. This will enable suitable arrangements for evacuation in the event of an emergency to be put into place.

Personal Emergency Evacuation Plans (Peeps) are required for people that need assistance to leave the building. Peeps are to be written by the responsible person / site managers in conjunction with the individuals concerned and are based on knowledge of the structural provisions within the building. They explain the method of escape to be used in each area of the building on a case-by-case basis and, when agreed, are kept by the relevant parties. Through the recording of Peeps, the Management Team should be made aware of the amount of people support required for each evacuation.

Fire Drills

These will take place regularly (at least once a term) with the exception of examination periods.

- The whole school will evacuate on every occasion the alarm sounds. The only dispensation is for kitchen staff who will be informed of a drill as cookers cannot be left unattended and cannot be turned off due to food hygiene regulations,. However, if the kitchen staff are not informed of a fire drill, they **MUST** evacuate and isolate all main appliances and gas main on departure which will activate the Gas safe system. All hot food must be disposed of if probing temperature falls below specified recommendations.
- The school will regularly carry out building evacuation procedures (at least termly) and log the “escape time”.
- The school will ensure that the first drill of the academic year is done after pupils are briefed about the procedures. Teachers will consider how this is best done, taking into consideration age and Special Educational Needs.
- The second drill will be done with only the staff knowing beforehand.
- Further drills will be done without notice, practicing exiting the building via other routes, simulating fire blocking the usual exit route and the removal of pupils to simulate “persons reported missing”.
- Details of fire drills will be entered in the fire logbook, information to include:

Date

Duration

Name of instructors/observers (e.g. Head Teacher and/or Site Supervisor)

Type of drill (e.g. full evacuation, simulation with blocked exit or route)

The results and any recommendations (see further details below)

Fire Safety Monitoring

A regular check is made by the Operations manager and Site Supervisor of fire evacuation procedures and to ensure that escape routes are clearly visible in all areas of the school.

All exits must be kept clear and fire extinguishers must be easily accessible. (Resources must not be stored in front of either exits or fire extinguishers).

Fire Prevention

Storage rooms/cupboards used for combustible materials to be kept locked shut.

Corridors must be kept clear to enable easy and fast access.

Paper or other combustible materials should not be stored by or above any heat source.

The Fire Risk Assessment is reviewed annually or when any major change occurs.

All corridors and classrooms have fire detection installed along with fire extinguishers/ blankets fixed to the wall.

ALL STAFF ARE RESPONSIBLE FOR GOOD HOUSEKEEPING.

Fire Extinguishers

Any member of staff choosing to use a fire extinguisher in the event of a small contained fire must do so with care, checking for the correct type of extinguisher - each are clearly labelled. The nozzle of the CO2 extinguisher must not be touched as it will burn. It should be directed at the base of the fire and then turned on. **NO** member of staff is expected to use an extinguisher but must know where they are situated. All staff (teaching and support staff) must know where the fire break glass points are throughout the school should they ever need to activate one. All doors that exit the buildings have a break glass point by the door.

The school has 120 fire extinguishers of relevant types and 17 Fire blankets. Fire extinguishers are serviced annually by Fire Safety Direct and replaced when necessary. A record is kept in the Fire file (purple file) kept in the main school office. Spare fire extinguishers are kept in the boiler house to replace spent ones until replacement. All comply with BS5306:3.2009. Visual inspections are carried out on a "as you pass check the extinguisher" throughout the school on a daily basis.

Fire Hydrants

There are two fire hydrants located on school grounds painted yellow, please see attached school plan overview for locations. Both have a flow rate of 3bar/750ltrs per min when tested individually. One is outside Block D by two green site containers and the other is located to the side of Block D adjacent to Block C. Both are cleaned and inspected by school caretaking staff 6 monthly and serviced annually to BS9990:2006 and BS EN 14339 by Dry Riser Specialists Ltd, 47 Newfield Road, Hagley, Worcs, DY90JR (via Fire Safety Direct)

Fire Door hold open

Four sets in new Science extension Block B and one set ground floor Block E. All doors are hard wired to fire alarm, on activation of the fire alarm the doors are released to shut.

Mains Gas

The main gas shut off valve is located in the gas house at the front of the school by the steps (see site plan). The padlock key is kept in the keypress in the main school office Block E. There is a gas detection system in the boiler house which shuts off the main gas solenoid to the boilers in the event of fire or gas leak.

Mains Electricity

The main electricity supply can be isolated in the cupboard in swimming pool entrance, ground floor Block E.

Please see attached plan for locations.

Door Entry System

The main entrance doors to the school have "Maglocks" fitted to three doors, the left hand door is the main entry door, entry can be gained by using a code, fob, or intercom system. The gate opposite uses a code or fob only. The door entry system is connected to the fire alarm so in the event of a fire the doors and gate automatically unlock, also there is a break glass fail safe system. The door entry system is fitted to BSEN14846:2008.

Sprinkler System

The sprinkler system was installed to the new Science extension Block B. Initial commission was on 24/09/2010 by Tyco who carried out the installation.

The system comprises of:

One sprinkler house located opposite main entrance to Block A and is a "WET" system gravity tank, 161 sprinklers throughout new extension hazard class OH1 Suction tank 27.5m³ tank capacity 28.706m³ (6314.437 Gallons) Electric motive power pump 11kw nominal rating 900l/min at 1.2bar. All control valves are located within pump house.

System is serviced quarterly via Fire Safety Direct Ltd, Ryers House, 52 Morris Street, Morriston, Swansea SA6 8DB tel 01792 464040 who use Vipond Fire protection ltd 10/12 Glenfield Road, Kelvin Ind Estate, East Kilbride, Glasgow tel 01355237525 to carry out servicing.

The system is tested every Friday afternoon between 15:45 and 16:45 by the school caretaker and results recorded on test sheet in sprinkler house.

For further information please see Sprinkler file (yellow) kept in main office upstairs Block E.

Fire Alarm System

The school alarms will be checked regularly as part of the Service Level Agreement (SLA). These checks will be performed (currently by Fire Safety Direct) and logged. Should an incident occur, the alarm will sound in the school signalling the need for evacuation. The whole school will evacuate with NO exception. The school will test the alarms weekly (Friday between 15:45 and 16:45) to ensure that they are working. Fire alarm system is BS5839 Classification L1 Explanation A BS5839 L1 classification includes automatic fire detection in all rooms, on all escape routes and in all voids over 800mm in height. Sounders positioned throughout the building to achieve a minimum of 65dB (A). In areas of high ambient noise the fire alarm sound levels should be 5dB(A) above the normal noise level although not exceeding 120dB(A). The system is tested weekly by the caretaker using different call point locations each time, and recorded in the "FIRE" file (Purple File) located in the main school office. The Fire alarm system is serviced regularly by Fire Safety Direct in accordance to B.S.5839. The Fire alarm system is monitored 24/7 by Custodian Monitoring, Crocus Street, The Meadows, Nottingham, NG2 3EJ Tel 01159862740. For further information please see "Fire" file kept in main office upstairs block E (PURPLE FILE)

Emergency lighting

Consists of Maintained and Non maintained emergency lighting throughout the school. Daily visual checks are carried out by caretaking staff as is a monthly function test which is recorded in the "FIRE" file kept in main office upstairs Block E. BCBC carry out an annual full discharge test and provide the school with a defect report. Any defects found are rectified as soon as possible.

School Lift Block B

The lift is situated in the new Science extension Block B and is serviced quarterly by Stannah Lift Services Limited, Unit 1, City Business Park, Easton Road, Bristol BS5 0SP Tel 01179559976. Lift Number AV307031. **In the event of a fire the lift must not be used** even if the fire is in a different part of the school due to the possibility of a power failure. In the event of a lift entrapment the alarm is raised by staff. An emergency intercom system is located in the lift car. The lift car intercom is received on the red telephone by the fire alarm panel located on the ground floor foyer Block E. A member of the caretaking staff will respond with lift keys (located in key press main school office upstairs Block E). A grey metal box located under stairs ground floor to the right of lift

door contains one RED Emergency lowering knob to the right of the unit. Full emergency release instructions are printed on top of the unit and inside cover.

Chemicals and portable gas

The Science Block B carries no significant volumes of chemical risk in a fire situation. Risk chemicals for experiments are kept in a locked, ventilated room in a fire-proof yellow cupboard.

The swimming pool plant room contains sodium hypochlorite which is delivered in 25ltr containers. 12 containers are stored on an approved spill platform. Sodium bisulphate, which is an acid and in powder form in 2x 25kg bags, is stored in a plastic spill container away from the chlorine. Any other chemicals are of minimal amount and stored separately in spill containers.

Block C Design Technology contains Argo shield Light size Y it used as a shielding gas when using MIG welding. UN Number 1956. Emergency contact Number B.O.C. Gases 0800 111333

Asbestos

The School contains Asbestos in Blocks A,B,D,and E in various locations.

The Asbestos management plan is implemented by Bridgend County Borough Council's Asbestos Services Team based at Waterton Depot, Waterton, Bridgend. A full re-survey was carried out and implemented on 29/02/2013. All information is contained in the Asbestos register kept in the school office.

The School manage Asbestos day to day. Before any work is carried out on the fabric of the school buildings the Asbestos Register should be consulted by the contractor and the responsible persons on site (primarily Mr Mark Watkins Operations Manager, or Mr Peter Lewis School caretaker) to identify whether Asbestos is present in the area of the proposed work. An Authorisation to Work form is completed if it is safe to work. The Asbestos Services Team are consulted before any works can commence if Asbestos is present in the area. Further information is available in the "Asbestos Register" located in School office.

Dust Extraction Unit

This is located in a separate room on the external side Block C Design Technology. Its purpose is to extract dust from "woodworking" machinery to a central location where it is collected in bags for disposal when full. The unit is checked termly by school staff and is serviced every 14 months to HSE Guidance HSG258 by Pontardawe Air Movements.

Staff training

Staff need to have an understanding of fire risks and know what to do in the event of a fire so that fire safety procedures can be applied effectively. This applies to **ALL** staff without exception and Senior Management should lead by example.

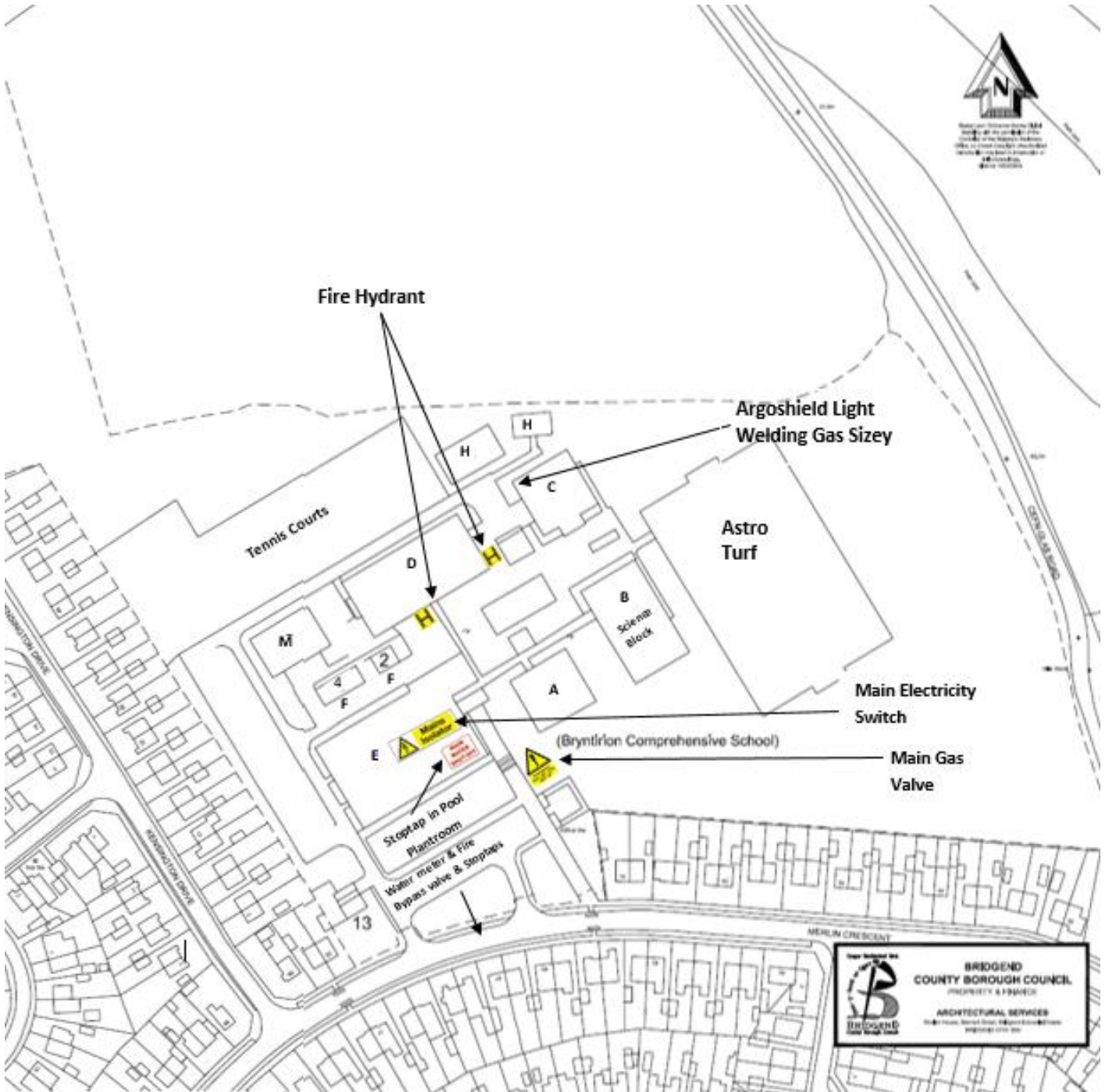
Line managers are responsible for ensuring that Fire Safety policies and instructions are brought to the attention of their staff and observed by them. Provision should be made for every member of staff to participate in fire safety training and drills.

All staff should receive induction training on or before their first day of employment. Where staff work in areas where there are specific hazards or increased risk, the induction training must be supplemented by job-specific instruction as soon as employment commences. In addition, departmental induction should include fire safety issues such as location of fire exits, fire alarm call points, how to raise the alarm, fire fighting equipment, evacuation procedures and assembly points.

All staff must receive regular, fire training drills and instruction. The duration and frequency of the training should be determined by a training needs analysis. This takes account of the fire risks present in the premises, the number of people at risk, and the responsibilities of staff in a fire emergency. A power point presentation on fire training is available for all staff on the school network.

Contact information

Caretakers	Peter Lewis Brian Lloyd	07849 812988 07825 551073	Weekdays Weekends
Operations Manager	Mark Watkins	07816 163625	
Business Manager	Julia Parker	07970 585820	
Head Teacher	Nick Brain Shaun Clarke	07808 779449 07921 839849	
BCB Council out of hours Emergency contact		01656 643643 078311 43600	
Health And Safety Department		01656 642880	Waterton yard



**This policy will be reviewed at the start of each academic year or where classrooms are relocated.
Reviewed by the Governing Body in**

Signed: (Chair of the Governing Body)

Date: