



TRURO  
HIGH SCHOOL  
*Girls First*

## POLICY 8

# FIRE SAFETY POLICY

Policy reviewed by	Bursar
Date reviewed	Summer 2020
Governors' Committee	Health & Safety
Approval / Oversight	Oversight
Date Approved by Governors	N/A
Next review date	Summer 2021

## **1. Statement of Intent**

Truro High School will, so far as possible, conduct its undertakings in such a manner as to prevent fire on its premises. When staff and pupils visit other premises, they will act appropriately so as to minimise fire risk, by complying with the premise's owners' instructions on fire safety. For those premises let by the School, the fire safety responsibilities will be defined in the lease agreement.

## **2. Requirements**

The School will provide suitable and sufficient procedures and equipment to minimise the risk to life or injury should a fire occur on its premises.

## **3. Risk Assessment**

The School undertakes fire risk assessments for its premises. These risk assessments are reviewed bi-annually and in any case of change of use or significant alteration to the fabric of the premises.

## **4. Fire Prevention**

School premises will be periodically inspected for fire hazards by staff nominated for this duty. Any fire hazards identified will be notified to the responsible person and appropriate action will be taken by managers within the premises.

## **5. Evacuation Procedures**

The School has evacuation procedures for all its premises which are periodically tested for efficiency. The frequency of these tests is determined by risk assessment. A whole-school fire drill is conducted at least once a term, and a further practice is carried out in the boarding houses outside of normal school hours, during boarding time, at least once a term.

## **6. Fire Fighting Equipment**

The School provides suitable and sufficient fire-fighting equipment for use by staff. A number of staff will be trained in the use of fire extinguishers.

Fire-fighting equipment will be maintained under contract for the duration of the life of the equipment.

## **7. Alarm Systems**

The School provides suitable systems to notify all occupants of premises of the need to evacuate a building.

The School ensures that all alarm systems are routinely checked in accordance with the procedures associated with this policy.

## **8. Information**

The School ensures that information regarding this policy and associated procedures are circulated to all members of staff during induction.

Fire safety procedures also form part of the induction process for pupils new to boarding.

Posters, signs and other relevant materials are issued as appropriate and displayed in classrooms, on noticeboards and at fire alarm call points, fire-fighting equipment and primary means of escape.

## **9. Responsible Persons**

The School will nominate members of staff to carry out various duties in relation to the implementation of this policy. These duties are detailed in fire procedures.

## **10. Training**

The School provides information, instruction and such training as appropriate for staff and others affected by the requirements of this policy.

Responsible Persons receive training to enable them to carry out their duties.

## **11. Responsibilities**

### ***Managers have a responsibility to:***

- Ensure the requirements of this policy are fulfilled;
- Provide access to suitable training for staff;
- Act on the recommendations provided by the nominated responsible persons.

### ***Responsible Persons have a responsibility to:***

- Attend training as required;
- Carry out their duties as identified in the procedures associated with this policy;
- Report any issues they identify in the course of their duties to the appropriate manager.

### ***All staff have a responsibility to:***

- Co-operate with the responsible person during emergency evacuations;
- Make themselves aware of the School's escape procedures and to follow the instructions in that procedure;
- Raise fire safety concerns with their line managers.

## **12. Monitoring**

The requirements of this policy will be monitored by way of a risk-prioritised process of auditing and regular inspection.

The training and responsibilities of individuals will be monitored by the School through its management and appraisal processes.

### **13. Review**

This policy will be reviewed periodically to ensure that it meets the School's needs.

The policy will also be reviewed, if:

- New legislation is published or existing legislation is updated;
- New guidance is published or existing guidance is updated;
- Research suggests that a review may be required.

# Appendix 1: Fire Procedures

## Discovering a Fire or Other Emergency

- **THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF**
- If you see signs of a fire or other emergency which could place employees or pupils in danger, **SOUND THE ALARM.**
- **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself at risk even with the smallest fire. (or other emergency). **Never** attempt to move burning objects

## School Evacuation Procedures (Boarding Houses have additional, more detailed, evacuation procedures, published and overseen by the house-staff in the Boarding Houses)

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
- **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM.**
- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building.

**DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

## If You Are Cut Off by a Fire

- Close the door, using clothing etc to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point.
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed.
- Never assume the evacuation is a drill.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH.** If possible report anything unusual before evacuating.