

FIRE POLICY

This policy is applicable to all pupils, including those in EYFS.

It is designed to ensure the safety of the pupils, staff and anyone else legally on the school premises.

1. Procedures in the event of a fire are in place and all staff are fully conversant with them. They are explained during the course of their induction as new staff and Fire training is included in INSET on a regular basis. Staff are aware of extinguisher and fire alarm location. All fire extinguishers are tested annually and the fire alarm system is serviced four times a year.
2. Fire Drills are carried out termly, one during the day and one at night to cover the boarders in the School. These drills will be recorded and any issues reported to the emergency services if necessary.
3. Fire exits and escape routes are kept clear and extinguishers remain in place at all times.
4. Staff are reminded to keep Fire doors closed when not in use
5. A Fire risk assessment is undertaken, formally recorded and regularly reviewed so as to be kept up to date.
6. The Bursar has the role of the competent person with sufficient training, experience and knowledge to assist in taking preventative and protective measures, including fire fighting and evacuation.
7. The alarms are checked on a weekly basis and the check is recorded. Also checked regularly are: emergency lighting, fire doors, fire signs and notices in classrooms and fire extinguishers. Electricity and gas are checked regularly to minimise hazards.
8. Anyone working on the school site will be given fire safety information. Visitors will be told where to go in the event of a fire or an alarm.

STATUTORY REGULATIONS

The safety of life is the top priority: employees should make sure they know what to do if they **discover a fire** or **hear a fire alarm**; they should familiarise themselves with escape routes, call points, the location of fire extinguishers, fire blankets and how to use them. If in any doubt ask.

Fire **prevention** is the responsibility of every employee and they must be alert to the dangers of fire. It is the duty of every employee to minimise the risk of fire so remember:

- Safety is common sense. All defects and dangerous situations must be acted upon immediately either by removing the hazard or reporting the matter to the Bursar
- Be familiar with the layout of the premises in which the work is taking place, particularly fire exits, routes, extinguishers and call points.
- Be aware of the operation and use of fire extinguishers.
- Ensure that rubbish does not accumulate and that all exits are kept clear, unobstructed and unlocked, or that where applicable a key is available.

- Keep all personal belongings in the place and away from public access.
- Be tidy.
- Be aware of the evacuation procedure in the event of emergency, and the location of the assembly point.
- Employees are required to take part in fire drills and exercises.
- Ensure that all fire doors are kept closed.
- Misuse of firefighting or safety equipment by employees can be grounds for dismissal.

FIRE EVACUATION PROCEDURES

All staff understand the evacuation procedures which are as follows:

- When the fire bell sounds, (this happens in all the School's Brewer Street buildings), every person on the premises evacuates by the safest route to the assembly point, which is the PLAYGROUND.
- Staff lead the pupils under their supervision to the assembly point.
- During evacuation pupils should not talk or run.
- Staff are responsible for the evacuation of any disabled or sick pupils in their care.
- On reaching the assembly point a senior member of staff present carries out a roll call of all staff present referring to the board of those who have left the building. Form tutors will do a roll call of each class.
- Simultaneously if a fire is suspected to be real the senior member of staff present will delegate another responsible person to alert the appropriate emergency service
- If it is safe to do so the other responsible person will then check the main fire panel which is situated in the entrance lobby to No 3 Brewer Street to identify the zone in which the problem occurred.
- A cautious examination of the area will then take place to locate the exact room in which the problem occurred before the fire alarm is restored to normal.

IN THE EVENT OF A FIRE CAUSING CERTAIN PARTS OF THE SCHOOL SITE TO BE DANGEROUS

During the Day (carried out by Senior staff)

The name of the building to be evacuated is in bold

No 1

Evacuate all staff and pupils to main assembly point Playground

No 3

Evacuate all staff and pupils to 2nd assembly point St Aldate's Quad

WWC

Evacuate all staff and pupils to 2nd assembly point St Aldate's Quad

Whole Site

Evacuate all staff and pupils to Christ Church Meadow
Arrange pick-up by day parents and boarders to local parents or to Christ Church.
Tick off board to be used.

During the Night (carried out by Duty staff or Pastoral staff)

No 1

Evacuate all staff and pupils to main assembly point and then to No 3

No 3

Evacuate all staff and pupils to main assembly point and then to No 1

WWC

Evacuate all staff and pupils to front hall No 3 await emergency services advice

Whole Site

Evacuate all staff and pupils to Christ Church Quad and await instructions by duty porter
Arrange pick up by local parents, tick off board to be used.

IN THE EVENT OF A FIRE

The emergency action plan **MUST** be adhered to

The most senior person present should know, or have to hand, the following information:

1. Anyone missing, where last seen;
2. A full roll call of all staff and pupils (on a board by the front door No 3);
3. Where the fire is and, if known, the extent of it;
4. A map of the property (to be kept on the board); and
5. A schedule of where building services are located, Gas Electricity and Water (to be kept with the map).

GAS

No 1	in basement
No 3	in basement – middle cellar on exterior wall
WWC	outside in back corridor behind the building, small door by fire exit

ELECTRICITY

No 1	in basement
No 3	in Domestic store cupboard next to Bursar's Office
WWC	in cupboard ground floor hall on left

WATER

No 1	in basement
No 3	in kitchen pot wash to right of basin at floor level
WWC	in road by boys' entrance

Emergency Keys needed:

No 3 Front door
Kitchen main door
Domestic Store
Maintenance door
Car park fob
WWC Front door
Gas meter cupboard

Keys (sealed in an envelope) to be kept in lockable cupboard by fire alarm at No 3 entrance

Key to cupboard issued to JRM, JR and Matron.

Keys only to be used in emergency. Having used them **please report** this to the Bursar at the next convenient time. These keys should not be used for any other purpose.

Once the pupils and staff are safe in which ever assembly area, the most senior member of staff, without endangering life, may choose at his/her discretion to check the fire area. It may be possible to limit the spread of the fire by closing windows and doors to adjoining areas.

Upon discovering a fire

- No matter how small - raise the alarm by shouting out "Fire, Fire!" and by breaking the glass of the nearest fire alarm call point.
- Evacuate the premises quickly and calmly (turning off any gas or electrical appliances and ensuring that doors and windows are closed to prevent the spread of fire and smoke if it is safe to do so) **DO NOT PANIC OR RUN.**
- Only attack the fire if it is safe to do so, using the firefighting equipment but do not put yourself at risk.

- Proceed to the designated assembly point for a roll-call. Advise the senior person present of the exact location of the fire. Report any person known to be missing.
- The senior person present will delegate a responsible person present to dial 999, ask for the Fire Brigade saying 'Fire at Christ Church Cathedral School, Brewer Street, Oxford' and give the exact location of the fire.
- After evacuation do not re-enter the building until given permission to do so.

FIRE-FIGHTING EQUIPMENT

The basic fire extinguishers on the School premises are:-

Colour	Contents	Type of Fire
Red	Water	Wood, paper, fabrics.
Black	Carbon Dioxide	Electrical equipment.
Blue	Dry powder	Flammable liquids, electrical equipment, wood, paper, fabrics.
Cream	Foam	Flammable liquids i.e. cooking oil, petrol etc. not electrical

Fire blankets are used for smothering cooking oil flames.

Boarders' Fire Plan – After Lights Out

Fire Alarm sounds

- Boys evacuate via the main staircase where they will meet Matron.
- Housemaster/house tutor leaves through the dormitory area collecting any remaining pupils then goes down the main staircase.

At the assembly point

- The assembly point is in the playground via the front door and side driveway.
- Housemaster/house tutor will take a roll call. If there are pupils are missing he/she will return to the dorm and attempt to locate them.

Until it is safe to return inside

- Housemaster/house tutor to investigate source of the alarm to establish a false alarm or emergency.
- If a real fire call the fire brigade and members of SMT.
- If it is safe to do so then extinguishing the fire may be attempted.