



Fire Safety Procedure

Gloucester House The Tavistock Children's Day Unit

Reviewed:	October 2021
Next Review:	October 2022

Fire Safety Procedures

1. Introduction

To ensure that all reasonable steps are taken to prevent fire breaking out in Gloucester House and that effective evacuation procedures are in place and known by everyone.

2. Responsibilities

The Head teacher delegated to the OM (Operational Management) team (Clinical Lead, Head of Service, DHT's Deputy Head teachers):

- Ensuring that effective evacuation procedures are in place and known by all staff and pupils - through the new staff induction undertaken by the School Office Administrative Manager and or Administrative Assistant (in her absence).
- Ensuring that Fire evacuation notices are prominently displayed in public areas
- Ensuring that regular fire drills and organised evacuations are carried out.
- Ensuring that risk assessments of children are made where appropriate, that appropriate action is carried out, and that they are regularly reviewed (see Risk Assessment Policy).
- Ensuring information about the cause of a fire alarm being activated is conveyed to the School Office Administrative Manager (or Administrative Assistant in their absence) as soon as possible.

The Trusts Nominated Officer (Fire) is the Trusts Health and Safety Manager and is responsible for:

- Ensuring the Estates Department contracts the maintenance of the fire alarm system and arranging for weekly check of the alarms to take place and are recorded on site.
- Ensuring the Estates department contracts the maintenance of fire extinguishers.
- Ensuring the fire risk assessments are up to date and signed off by the Fire Safety Advisor.
- Ensuring all fire evacuation routes and exits are clear and safely maintained by the Gloucester house staff.
- Ensuring all reports of unsafe areas are reported and actioned by Estates

Gloucester House Fire Officer (Administrate Manager-or Administrative Assistant in their absence) is responsible for:

- Ensuring all visitors sign in/out and that class registers are completed and returned to the school office after registration.
- Ensuring all fire evacuation routes and exits are clear and reporting any access issues or damage to the routes and exits to the Estates Team.
- When an alarm is activated the school registers, visitor's book and up-to-date staff list are taken out of the building to the Head Teacher to ensure all staff, pupils and visitors are present and accounted for.
- Calling the Fire Brigade on 999 on a mobile phone when there is a real fire and alerting all staff that the Fire Brigade has been called.
- Contacting the TAP team in the Monroe Building to advise that GH has a fire and for them to activate their own evacuation.
- Resetting the fire alarm if activated by a pupil as a false alarm and logging this in the School Office 'Fire File'.
- Logging all incidences of fire evacuations, false fire alarms and drills in the 'Fire File' located in the school office.
- Ensuring all fire exit doors are closed/secured and to re-set the green door alarm box (Access Control Alarm) located at all fire exits if this has been activated by staff or children when leaving the building in the event of a fire alarm. This cannot be done until the broken glass has been replaced.

- Re-setting the fire control box located in the office.

All staff are responsible for:

- Ensuring that they are familiar with the fire evacuation procedure and are aware of all fire exits and keeping exits clear removing hazards on a daily basis.
- Ensuring that pupils are aware of the possible consequences of false alarms; Gloucester House's Unit PSHCE curriculum including local fire services.
- Passing on to the Head Teacher, the admin office or senior staff as soon as possible, any information regarding the cause of a fire alarm, especially if they have witnessed that a child has set the alarm off intentionally or by absconding using a fire door.

All pupils are responsible for:

- Ensuring that they follow rules and instructions given by staff.
- Working within the school for safety code linked with the PHSE curriculum.
- At the direction of the staff promptly assembling at the designated evacuation point in a calm and orderly manner.

All visitors are responsible for:

- Ensuring that they follow guidelines given to ensure their own, and others, health and safety.
- Signing in and out at the administration office to ensure all visitors on the premises are accounted for in the case of an evacuation.
- Following the evacuation procedures as initiated by the Fire Officer (Administrative Manager) or the Administrative Assistant (in their absence).

3. Process for Monitoring Compliance with the Policy

The School Office Administrative Manager will keep records of all fire drills and false alarms, and share these with the Trusts Nominated Fire Officer (the Health and Safety Manager).

Fire Evacuation Procedures

The Head Teacher and or Fire Officer (School Administrative Manager) are responsible for ensuring that the building is evacuated. During the Head Teachers absence Gloucester House's Fire Officer (School Administrative Manager) will carry out this role with assistance from the Administrative Assistant.

- During school holidays the Fire Officer/School Office Administrative Manager/School Administrative assistant or onsite responsible person (the contractor or support services staff) will be responsible for ensuring that the building has been evacuated. In the event that the Fire Officer/School Office Administrative Manager/ or School Administrative assistant are not on site, it is the responsibility of the Estates & Facilities Manager (based at the Tavistock) to link with ADT and to respond to any fire alarm or call out.
- On hearing the fire alarm staff and pupils are to line up at the door of their classroom and should exit the building via their ***nearest fire exit***. Staff and children are to make their way towards the front of the building (Akenside Road) and meet at the designated assembly point (**on Akenside Road but away from the main entrance- outside the TAP/Monroe entrance**). In the event that it is a fire drill or an evacuation following a ***false alarm*** ***the meeting point remains the same***. Teachers are responsible for their pupils and support staff. All doors and windows should be closed en-route wherever possible.

- All staff, wherever possible should make their way to areas occupied by pupils to assist in their evacuation and assist in their supervision once outside the building. If a child runs off into the building after being told the building is being evacuated due to the fire alarm **staff must not follow the child** but instead must leave the building themselves and report the child missing.
- The Fire Officer/School Administrative Manager (or in their absence the Administrative Assistant) will be contacted by ADT to enquire if it is a genuine fire or a false alarm. If no response or update is received from the school office the fire brigade will be dispatched. The Fire Officer/School Administrative Manager (or in their absence the Administrative Assistant) will also be responsible for taking out the school registers, visitor's book and staff sign in/out book. & local visits/trips register. The Head Teacher/Deputy Head Teacher (or in their absence) the Fire Officer, should call the register and also check that all visitors and other staff are present.
- **No-one is to re-enter the building until it is confirmed safe to do so.** All four fire escape doors will open automatically when an alarm is triggered and they will remain open until the fire alarm is reset.
- The broken break glass box must be identified and the Gloucester House's Fire Officer/School Administrative Manager informed. Only then can the glass be replaced so that the fire alarm can be reset at the control panel in the lobby. During this time all evacuated staff and pupils must remain at the designated meeting point (unless it has been identified by a member of staff as a false alarm.) In this instance the Head Teacher/Deputy Head Teacher must be informed immediately (for example it was seen that a child had pressed the break glass) and only under the direction of the Head Teacher/Deputy Head Teacher staff and children may re-enter the building whilst the alarm is being reset. If the latter, it is advisable that any child/children likely to attempt to leave the building are carefully observed as all fire exit doors remain open until the fire panel is reset.
- If it is not possible to re-enter the building everyone should make their way to the main Tavistock & Portman building under the direction of the Head Teacher/Deputy Head Teacher or a member of the Senior Leadership Team.
- It is recognised that occasionally there are false alarms within Gloucester House; however every alarm must be treated as a real fire. Evacuation should always begin immediately and not wait for confirmation. Where a member of staff has witnessed or has been present with a child who has activated the alarm, they will alert the Head Teacher, who will make the decision as to whether to abandon the evacuation.
- The Fire Officer/School Administrative Manager (or in their absence the Administrative Assistant) will liaise with ADT and the Fire Brigade if they are called out.
- The Head Teacher and or Fire Officer (School Administrative Manager) are responsible for ensuring that the building is evacuated. During the Head Teachers absence Gloucester House's Fire Officer (School Administrative Manager) will carry out this role with assistance from the Administrative Assistant.

- During school holidays the Fire Officer/School Office Administrative Manager or onsite responsible person (the contractor or support services staff) will be responsible for ensuring that the building has been evacuated and 999 has been called.

Equal Opportunities

Risk assessments are carried out for parents, carers, teachers and pupils with additional needs; for example those with a visual/hearing impairment (please refer to the Day Unit 'Fire File' located in the School Office).

All children and employees and visitors regardless of gender, culture, religion, or ability will be made aware of the fire and evacuation procedures, and any reasonable adjustments made.