



**OUR SCHOOL MOTTO IS:**

**Growing in Faith and Knowledge**

**OUR SCHOOL MISSION STATEMENT**

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children" (2015) and "Keeping Children Safe in Education" (2016) (KCSIE)

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.  
We are a Dyslexia Friendly School.)

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# Fire Policy

**Co-ordinator: Mrs S Hutchinson**

**Updated September 2016**

**Review Date: September 2017 (staff are informed of regular ISI updates)**

## St Joseph's Preparatory School

### FIRE POLICY

**This Policy is applicable to all pupils, including those in the E.Y.F.S.**

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness

#### **Aim**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Joseph's Preparatory School are designed to help our community to respond calmly and effectively in the event that fire breaks out.

#### **Fire Safety Responsibility**

Fire Safety Officer ( Mr Denson) is the 'responsible person' for fire safety at St Joseph's Preparatory School 'Competent Persons' as required by the Regulatory Reform (Fire Safety) Order 2005 (RRO).

The Fire Safety Officer has been nominated to ensure that all aspects of fire safety are properly co-ordinated. The Fire Safety Officer will be responsible for

- liaising with the Fire Wardens to organise Fire Evacuation Drills for the School building.
- ensure that fire alarm systems, fire panels and fire doors are subject to regular servicing and maintenance.
- undertaking regular Site Inspections with the Headteacher to ensure standards are being maintained.
- liaising with the Headteacher to ensure suitable evacuation plans are in place and that the plans are regularly reviewed.

With support from the Fire Marshalls in the event of fire alarm activation to ensure:-

- rapid evacuation of the affected building;
- rapid inspection of the affected buildings to determine cause of alarm activation;
- the call out of the Fire Brigade as required
- to ensure suitable role calls are taken;
- to give permissions for personnel to return back into the buildings;
- to direct the Fire Brigade as they arrive on site;
- to temporarily disable a zone if a detector is faulty and the alarm persistently sets off during a time when resident pupils and staff would be sleeping.

The Fire Safety Officer together with the Headteacher, should:-

- arrange for suitable training for all staff of the Emergency Plan/Evacuation Policy.

#### **Responsibilities of Teaching Staff**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting register, if anyone is unaccounted for (and if possible, their likely location) is passed immediately to the Fire Safety Officer. It is the responsibility of the Fire Safety Officer to ensure that this information is passed to the fire and emergency service as soon as they arrive.

#### **Responsibilities of the Fire Marshall**

The Fire Safety Officer is a "competent person" who has been trained to provide "safety assistance" in the event of a fire. Fire Safety Officer receive regular refresher training. Mr Denson is the Fire Safety Officer.

#### **Fire Prevention Measures**

We have the following fire prevention measures in place

##### (1) Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed by each fire exit door
- Fires extinguishers (of the appropriate type) and/or smoke/heat detectors are located in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and
- are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.

- Automatic door closures that are activated by the fire alarms are fitted on doors in, or leading onto, escape routes
- the master panel for the alarm system is located in the main entrance and shows the location of a fire.
- Alarms sound in all parts of the building
- All fire alarms are tested weekly (and a record is made of all tests and defects). This is the responsibility of the Fire Safety Officer who also arranges for a BAFE approved contractor to carry out a quarterly check of the fire alarm detector system. The system is split into four areas and each area has an annual check on a rolling programme.
- Records of all tests are kept in the Secretary's Office

#### (2) Electrical Safety

- The School is on a rolling programme of updating its current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCB or MCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place
- Records of all tests are kept by the Caretaker

#### (3) Gas Safety

- All gas appliances (boilers,) are regularly maintained and serviced by gas safe registered engineers. Records of all tests are kept in the Secretary's Office.

### **Fire Risk Assessment**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment
- St Joseph's Preparatory School has a professional fire risk assessment which is updated annually,
- More frequently if significant changes are made to the interior of buildings or new buildings are bought or added or there is a serious incident.

### **Responsibilities of a Fire Marshall**

- The primary duty of a Fire Marshall is to ensure evacuation of that part of the building they are responsible for. Fire Marshalls should note the following:
- Must not put themselves at risk whilst carrying out their duties
- Should check all areas such as rooms, toilets and store rooms within their designated area
- Should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the School assembly point
- Should not use physical force or become involved in confrontation but should inform the Fire Safety Officer and the fire service if they are aware of someone remaining inside the building
- Report any other problems associated with the evacuation process to the Fire Safety Officer
- Carry out any other duties relating to their working practices and environment to assist in the safe evacuation from the building
- Assist the Fire Safety Officer (or senior member of staff at the time) in the manning of any control points or external exits to prevent anyone entering the School buildings

### **Day to day duties**

- The fire warden on a day to day basis is to ensure:
- All fire exits and routes in their area of responsibility are checked to ensure free of obstructions
- Call points are visible and unobstructed
- General housekeeping does not pose a fire risk, e.g., storage of waste paper or cardboard boxes
- Any evidence of smoking inside or outside of the School buildings is reported

### **Fire Safety Concerns**

Report any fire safety concerns that you may have to the Fire Safety Officer

### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. The school secretary will endeavour to alert St. Joseph's College by telephone at this point. Fire drills take place for all the School premises once per term, the details of which are kept in the 'Fire Log'. Where defects are found they will be remedied without delay (immediately if of great danger).

A copy of the Instructions in case of Fire are attached in Appendix One.

The register will be brought to each class.

The register will be taken and a check made that all children and staff are present. The register is then returned to the School Secretary.

Nobody is to go back into school. If a child is missing it must be reported to the Headteacher or Assistant Headteacher

When all the registers have been received, the person who brought the register will return it.

The classes may then go back into School.

All children should walk in and out of school sensibly, and line up quietly.

If the normal exit is blocked for any reason then use the nearest available exit

### **Lunchtime Fire Procedure**

- All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- All staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- All staff members in classroom where children are taking extracurricular activities shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.

The Headteacher or Assistant Headteacher and caretaker (when on site) will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

### **Summoning the Fire Brigade**

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the main entrance to the School. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the fire and emergency services at once.

### **Fire and Other Incidents (Bomb Alerts)**

In the event of a fire or bomb alert the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure in Appendix One).
- Phone 999 for the fire brigade and police. If using the school telephone system, 9 999.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

### **Safe Use of Candles**

Always put candles on a heat resistant surface. Be especially careful with night lights and tea lights, which get hot enough to melt plastic.

Put them in a proper holder. Candles need to be held firmly upright by the holder so they will not fall over. The holder needs to be stable too, so it will not fall over either.

Position them away from curtains. Do not put candles near curtains or other fabrics – or furniture. And keep them out of draughts.

Do not put them under shelves. It is easy to forget that there is a lot of heat above a burning candle. If you put it under a shelf or other surface then it can burn the surface. Make sure there's at least three feet (one metre) between a candle and any surface above it.

Keep clothes and hair away. If there is any chance you could lean across a candle and forget it is there, put it somewhere else. You don't want to set fire to your clothes or your hair.

Keep children away. Candles should be out of reach of children.(unless carefully supervised and thoroughly risk assessed)

Keep candles apart. Leave at least four inches (10cm) between two burning candles.

Take care with votive or scented candles. These kinds of candles turn to liquid to release their fragrance, so put them in a glass or metal holder.

Do not move them when they are burning. Extinguish candles before moving them. Also, do not let anything fall into the hot wax like match sticks.

Do not leave them burning. Extinguish candles before you leave a room. Never go to sleep with a candle still burning. And never leave a burning candle or oil burner in a child's bedroom.

Use a snuffer or a spoon to put them out. It is safer than blowing them, which can send sparks and hot wax flying.

Double-check they're out. Candles that have been put out can go on smouldering and start a fire. Make sure they're completely out.

### **Smoking Policy**

St Joseph's Preparatory School is a non-smoking school. Smoking is prohibited inside any public place, School premises and vehicles. No person is allowed to breach this rule. Visitors, parents and guardians should be reminded of the School rules on smoking when coming onto the premises.

### **Briefing New Staff and Pupils**

All new staff (teaching and non-teaching) and all new pupils including EYFS pupils are given a briefing on the School's emergency evacuation procedures on their first day at St Joseph's Preparatory School. We show them where the emergency exits and escape routes are located and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors and we make certain that everyone knows what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone is our priority. Protecting property comes second. No-one should attempt to fight a fire at the expense of their own or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers to all. We also offer regular refresher training.

### **Visitors and Contractors**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge which should be worn at all times that they are on School property. They are made aware of the emergency evacuation notice and are shown the way to the assembly point.

When large numbers of visitors are in the School for open events, plays, concerts, exhibitions etc, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

# Appendix A

St Joseph's Preparatory School  
Stoke-on-Trent

## INSTRUCTIONS IN CASE OF FIRE

### ADULTS

#### I. IF YOU DISCOVER A FIRE, OPERATE THE FIRE ALARM

- YOUR FIRST RESPONSIBILITY IS TO THE CHILDREN.

ENSURE THAT THEY ARE TAKEN TO THE ASSEMBLY POINT IMMEDIATELY  
(THE ASSEMBLY POINT IS THE JUNIOR PLAYGROUND)

- CLOSE ALL THE DOORS BEHIND YOU.
- THE SCHOOL SECRETARY WILL RING THE FIRE BRIGADE AND BRING THE SCHOOL REGISTERS TO THE ASSEMBLY POINT.

IF A PERSON IS MISSING, INFORM THE HEADTEACHER IMMEDIATELY

St Joseph's Preparatory School  
STOKE-ON-TRENT

**INSTRUCTIONS IN CASE OF FIRE**

<p><b>CHILDREN</b></p>
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***IF YOU HEAR THE FIRE ALARM STOP WHAT YOU ARE DOING AND LISTEN TO THE TEACHER.***

**BE VERY QUIET AND CALM.**

When you are told, line up and walk IN **SILENCE** in single file, through the fire exit to the Junior Playground.

Line up in **SILENCE** and listen to the class register being called.

***DO NOT*** return to the school building until the teacher tells you.

St Joseph's Preparatory School  
STOKE-ON-TRENT

INSTRUCTIONS IN CASE OF FIRE

ALL VISITORS TO OUR SCHOOL

*IF YOU HEAR THE FIRE ALARM PLEASE VACATE THE PREMISES IMMEDIATELY, CLOSING ALL DOORS BEHIND YOU.*

*THE MUSTER POINT IS ON THE JUNIOR PLAYGROUND.*

*PLEASE REPORT TO THE SCHOOL SECRETARY WHO WILL BE ABLE TO ACCOUNT FOR YOU VIA THE VISITORS BOOK.*

**DO NOT RETURN TO THE BUILDING UNDER ANY CIRCUMSTANCES UNLESS INSTRUCTED TO DO SO BY A MEMBER OF STAFF.**

OUT OF HOURS / HOLIDAY TIME

*If you are working in the School during holiday time or out of School hours and there is no member of staff available, please dial 9 999 (if using the School Telephone) and report the Fire. Our School Address is: St Joseph's Preparatory School, off Rookery Lane, Trent Vale, Stoke on Trent ST4 5RF Tel: 01782 417533. PLEASE VACATE THE BUILDING IMMEDIATELY AFTERWARDS.*

MANY THANKS FOR YOUR CO-OPERATION.

St Joseph's Preparatory School  
Stoke on Trent

Fire Instructions

*As you will be working unsupervised by staff at St Joseph's Preparatory School, it is necessary for you to have read and understood our fire procedures, please can you sign below to confirm that you have done so.*