

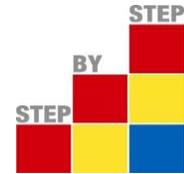
Fire Safety Policy and Procedures

Policy Statement

Step by Step School will ensure it complies with all legal responsibilities relating to fire safety and will put in place systematic approaches such as fire risk assessment, fire prevention strategies and the adequate protection of all persons on site in the event of a fire taking place. The school will:

- as far as reasonably practicable, take all steps to eliminate or minimise the possibility of fire;
- compliance with statutory requirements as a minimum;
- assessing and controlling the risks from fire that arise from our activities;
- providing a safe learning environment;
- ensuring safe working methods and providing safe equipment;
- providing effective fire safety information, instruction and training;
- consulting with employees on fire safety matters, through our health and safety processes;
- monitoring and reviewing our fire safety systems and prevention measures to ensure their effectiveness;
- ensuring adequate resources are made available for fire safety issues, so far as is reasonably practicable;
- annually review all fire risk assessments or at other times if the integrity of the assessment is in doubt;
- ensure that all persons know and understand their responsibilities in the management of fire safety. This will include, but not be limited to, understanding fire evacuation procedures, reporting concerns regarding fire safety;
- pay due regard to the specific demands of pupils with special needs when conducting fire risk assessments and devising fire safety instructions;

It is the responsibility of everyone throughout the organisation to familiarise themselves with this fire safety policy and related procedures, to attend training and understand instructions as required. It is the responsibility of everyone to recognise and act upon their own responsibilities to ensure the health, safety and welfare of all persons.



INTRODUCTION

Fire is a hazard in any part of our school. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities and education.

Managing the risk of fire demands, fire safety precautions based on a combination of appropriate prevention and the legal obligations for the school.

The fire safety order specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

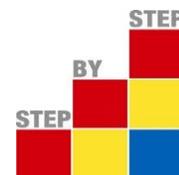
In addition, it is expected that the school will put in place a management system, policy and procedures to deal with fire safety and prevention.

The fire safety policy sets out the objectives in respect of fire prevention and emphasises the school's commitment to fire safety.

Step By Step School will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of our premises:

- provide and maintain passive and active fire prevention, and protection measures according to the purpose or use of the building, the numbers of occupants and the activities undertaken;
- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- provide a programme of fire safety training;
- carry out and keep under review a fire risk assessment to analyse building fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;

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- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the fire risks associated with dangerous substances are reduced or controlled;

FIRE SAFETY STATEMENT

The school's primary focus is for the safety of its students, employees and visitors. To that end, the fire safety management of the school is based around "life safety". The school has put procedures in place to protect property as well, but this is not the primary focus.

The school aims to provide to an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Governors and Head Teacher are ultimately the recognised responsible people. In practice day to day management for fire safety is delegated to the Head Teacher. The Head Teacher has specific areas of responsibility and has delegated other defined duties to the School Business Manager. Please see fire management responsibilities and the organisation chart for details.

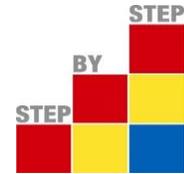
FIRE MANAGEMENT SYSTEM

A fire management system is in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The senior leadership team of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing levels provided is specifically appropriate to the fire safety requirements of a specialist school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full

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coverage of the building, with provision for contingencies, sickness or holiday absences.

Step By Step School is a specialist school and its staffing numbers reflect this. The school also takes into account in its fire safety policy and management system, the unique difficulties that exist within a specialist school and the fire safety policy and management arrangements reflect this.

PRACTICAL FIRE SAFETY ARRANGEMENTS

As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

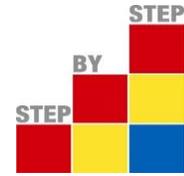
Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular, the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of staff, people with disabilities, pupils with special needs, parents, the public, etc;
- appropriate safe and secure location of building services e.g., gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Equality Act 2010;
- provision of prominently located fire action notices to inform people of the action to be taken in the event of fire; and
- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills;

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;

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- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;
- an annual premises fire safety inspection will be undertaken;

The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy. The main strands of the strategy involves: -

- effective plan, do, check, act cycle of protective and preventative measures;
- fire safety risk assessments and building audits;
- fire safety systems and maintenance;
- staff training;
- fire evacuation drills;
- building design, alterations and commissioning;

There are a number of specific fire safety actions that reflect the additional measures needed to be in place to ensure a safe working environment, balanced against the need for ensuring the safety of pupils and staff in the event of a fire. These are detailed in Appendix 1 of this policy.

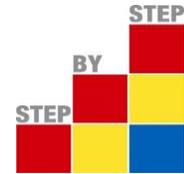
Plan

A fire risk assessment has been completed for the site and the significant findings have been recorded and an action plan developed.

The fire risk assessment will continue to be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk. The Governing Body are responsible for providing sufficient

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funds into the budget to ensure that the legal requirements on Step By Step School are met.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents.

We also plan for the maintenance of fire safety systems; this ensures maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation: -

- fire detection and warning system;
- emergency lighting;
- firefighting facilities;
- emergency routes and exits;
- fire safety signs and notices;
- portable electrical appliances (PAT) and premises installation testing (5 yearly);

We will ensure that contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems.

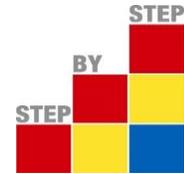
Staff training is provided by Fire Decisions and will be brought in to assist us. Training is delivered by a competent person. Staff training is recorded and kept as appropriate.

DO

The governing body has delegated day to day responsibility to the head teacher.

The head teacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The head teacher will assign an appropriate member of staff the responsibility to complete each improvement action.



The caretaker has been assigned tasks such as ensuring the maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.

Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed in accordance with this policy.

All staff receive Fire Safety in Education awareness training annually.

FIRE MANAGEMENT RESPONSIBILITIES

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

Governing Body

Empower the head teacher and support by the necessary, sufficient and appropriate resources, including funds.

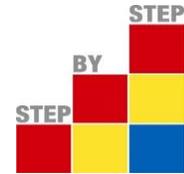
Head Teacher

The head teacher is empowered to ensure that legislative requirements are met; initiate testing, initiate maintenance or repair. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

The head teacher is responsible for ensuring:

- the school has a fire safety management policy and that such a policy is reviewed annually;
- that a Fire Risk Assessment is completed and reviewed annually;
- staff are notified of the significant findings of the fire risk assessment;
- recommended actions derived from the fire risk assessment are completed;
- the maintenance / testing of all firefighting systems and equipment is completed and recorded in the fire log book;
- that the school emergency plan and evacuation procedures are regularly reviewed;

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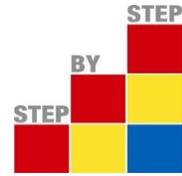


- the school has a major incident evacuation plan which may include agreements with local providers and additional training for staff;
- all pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures;
- the provision of fire awareness training to all staff;
- the provision of fire warden training for designated staff;
- that an emergency fire drill is undertaken every term;
- the preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability;
- the provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting;
- the provision of suitably fire safety equipment such as fire doors, fire signs and firefighting equipment;
- any fire service issued recommendations and or enforcement notices are complied with;

Head Fire Warden/Marshal

Head fire warden/marshal (this may be the teacher in charge and school business manager and in their absences the headteacher) are responsible for:

- managing the response to activation of the fire alarm system/other notifications of a fire;
- controlling the assembly point;
- during a practice noting escape times and general observations for improvement;
- liaising with the fire and rescue service to ensure that all relevant information is communicated effectively;
- providing the fire and rescue service with a detailed (laminated) plan of the building;
- ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service or themselves;
- implementing the major incident site evacuation plan if required;



The Caretaker

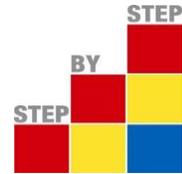
The caretaker is responsible for controlling work, maintaining safety systems and maintenance. In particular, they are responsible for ensuring

- the formal maintenance and regular testing of the fire alarm;
- the formal maintenance and regular testing of the emergency lighting;
- the maintenance and inspection of the firefighting equipment;
- the maintenance and inspection of the exit/escape routes and signage;
- the completion and upkeep of the school fire log;
- supervision of contractors undertaking hot work and cold work;
- reporting any hazards (which cannot be dealt with) to the school business manager;
- ensuring that access can be gained at all times to the electric and gas shut off devices;
- ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime;
- ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years;

Office Staff

The Administration Officer is responsible for:

- calling the fire and rescue service to ensure that they have been notified of the alarm;
- ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation;
- ensuring that visitors and contractors are signed in and out of the building and are notified as to the evacuation procedures;
- where appropriate, escorting visitors and contractors from the building;
- collecting information such as contact details of parents;
- taking such information to the assembly point for use in a major incident / site evacuation;
- collating information on teaching and non-teaching staff present and passing to head fire warden;



Class Leader / Lead Tutors

The Class Leaders are responsible for:

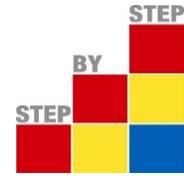
- acting as fire wardens when evacuating their class from the school;
- ensuring that their particular classrooms are kept free of hazards which may block escape routes;
- notifying office staff/leadership team promptly of a known accidental operation of the fire warning system;
- reporting any hazards (which cannot be dealt with) to the caretaker;
- ensuring that new pupils undertake fire awareness work as soon as their programme permits;
- following school evacuation procedures including reporting to the head fire warden with the results of the register check;
- controlling their class at the assembly point;
- if required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site;
- taking part in any fire safety training provided by the school;

Fire Wardens

The Fire Wardens are responsible for:

- checking the fire alarm indicator panel in the event of an alarm activation and investigating possible causes;
- ensuring that their designated areas are clear before leaving the building;
- closing all fire doors (not on automatic closers) before leaving their area;
- taking an active day to day role in fire prevention and hazard spotting;
- reporting fire safety issues such as missing fire extinguishers;
- ensuring that fire escape routes/stairs and fire exits are not blocked;
- reporting any hazards (which cannot be dealt with) to the caretaker;

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- reporting to the head fire warden at the assembly point notify them of the occupancy status of their area;
- assisting the head fire warden in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service;

Communication

The school communications system (walkie talkies) is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

CHECK

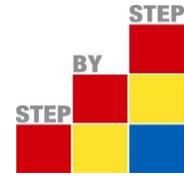
The head teacher and where necessary the governing body may use the following to monitor the effectiveness of the Fire Safety Management Plan: -

- number of fires recorded annually / number of fire related incidents;
- achieving set schedules and time frames (evacuation drills and building audits);
- quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made;

ACT

Annual audit of all fire systems to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

- active reviews will take place prior to any large or unusual event;
- reactive reviews will take place following a fire safety event occurring;
- a review will also be undertaken following a fire, changes to the premises construction and facilities;



Fire Safety Issues Special School Specific

Appendix 1

Fire Alarm Call Points

To prevent unwanted fire alarm activations. Fire alarm call points in the South Building are activated by the use of a key. All members of staff working in this building are aware of the procedures and are issued with a key which must be carried at all time on their school lanyard.



Key

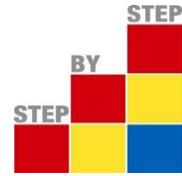
Securing of Doors

In order to safeguard the young people, Step By Step is a secure site. All doors are fitted with electro-magnetic locks. These can be deactivated by the use of a key fob/digital code or a break glass type over ride. They also unlock on activation of the fire alarm system except the 3 external gates on site. This is to reduce the risk of pupils absconding. Staff will have to open the gates with their fobs (which are carried at all times).



break glass

For some rooms additional locks are fitted to the doors. Where these are required to be kept locked a key is available in an adjunct fire key store. Where these locks are fitted alternative exits are available.



Fire Drills

Loud noises and disruption to daily sessions can be especially traumatic to children and young people with autism. Previous experience of no notice fire alarm activations for fire drills has resulted in escalating behaviour and assault on staff.

Our staffing model at Step by Step School offers all pupils a 1:1 staffing model. It is therefore vital that staff and pupils know what to do when hearing the alarm.

Pupils

Research has shown that the children can better cope with a fire drill if they are warned and it is explained to them. Pupils have completed a number of 'dry runs' with a quieter version of the fire alarm so they have practised and learnt in a non-urgent manner. Pupils have regular access to social stories which outline what they need to do in the case of hearing the fire alarm.

At the start of the September term, teachers will use the social stories to explain to the pupils what a fire drill is, once they are used to this, the alarm can be briefly sounded so they know what to expect. Once all the pupils are ready, a fire drill will then be staged **which teachers have been notified in advanced of, so they can warn the pupils.**

Normally only one "walk through notice drill" with the pupils present will be carried out each year, but where there has been an increase in the number of new pupils outside of the September term then SLT can decide to carry-out an additional drill.

Staff will be informed of this so that they can start the process of social stories etc. to pre warn the children and re-enforce the safety message.

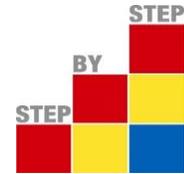
Staff

On inset days, staff training on fire drills is carried out, especially for new staff/teachers and this followed up during the day with a fire drill. During this drill members of staff will play the role of pupils and exhibit various behaviours such as hiding, shouting, not wanting to leave etc. This is to allow the staff to practice their skills in removal of the "pupils" as well as the relevant class leader checking their part of the building is empty (for example child refusing to leave toilet).

The number of these staff drills will depend on the number of new staff each year.

Impact of Noise of the fire alarm on young people

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Given that noise can have an adverse impact on the children, ear defenders (of the type used by builders) or padded headphones are made available in each classroom. On activation of the fire alarm, the child's tutor gets a set of headphones for the child to put on while they leave the building (this is included in the storyboard)

This will only apply where this additional measure has been identified as being needed for the individual child.

Fire Alarm procedure

In the event of the activation of the fire alarm, the Fire Wardens and or caretaker will proceed to the panel outside reception to ascertain the zone the alarm has activated in. They will then silence the South Block alarm and send the message "The South Block alarm has been silenced". The warden on the North Block (Jo's Barn) will also silence the North block alarm and send a message to say that "The North Block alarm has been silenced". The South Block will then deliver the fire message:

"The fire alarm has been silenced. Please wait for further instructions.

Fire wardens please check north block zone (give zone number) / south block zone...(give zone number)".

At regular intervals Fire Wardens will remind staff to remain in class until they are given further instructions: "The alarm is silenced. Please stay in class."

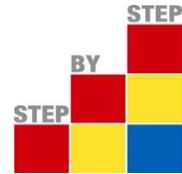
At least 2 trained members of staff will then proceed to the relevant zone and start an investigation to ascertain the cause of the fire alarm activation.

They will maintain radio contact with the school business manager and the duty fire marshal.

Once the call point/activated detector head has been identified (red light on) a search of the area will be undertaken to establish the reason for the activation. E.g., smell of burnt toast. If no evidence of fire has been identified, the alarm will be reset and staff notified that no evacuation is necessary. The following message will be sent via walkie talkie: "This is a drill. No need to evacuate.

Alarm is reset"

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If the cause of the alarm cannot be ascertained, the system will be reset once, if it activates again as a fire alarm rather than fault then this should be taken as an indication of an undiscovered fire, evacuation will commence, and the fire service summoned.

If evidence of a fire is identified (e.g., smoke or flames), staff will be notified via the walkie talkie to prepare for evacuation. The alarm will then immediately sound. The following message will be given via walkie talkie: "This is a fire evacuation. Please leave the (north primary / south secondary) building".

All staff and pupils will make their way to evacuation point. Once confirmation is received that the register has been taken, a message will be passed to the caretaker to silence the alarms. This is not a reset.

Taking into account the weather conditions, time of day, time taken to establish cause, the duty fire warden will make the decision to move all the pupils into one of the main buildings whichever building is not the source of the alarm. This will only take place once the alarms have silenced.

Known Activation of alarm – false alarm

Where the cause of the alarm activation is known immediately a member of staff will proceed to the main panel at reception/and or phone/walkie talkie message reception to notify them of the known false alarm. In these circumstances the alarm will be silenced whilst an investigation is carried out. Any evacuation under way can then be terminated.

Known Activation of alarm – confirmed fire

Where the cause of the alarm activation is known to be due to a confirmed fire a member of staff will proceed to the main panel at reception/and or phone/walkie talkie message reception to notify them of the known fire.

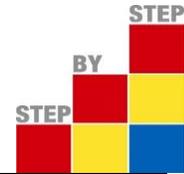
Full evacuation will take place and the fire service notified.



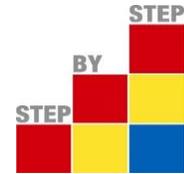
FIRE SAFETY MAINTENANCE CHECKLIST

Appendix 2

Daily checks (not normally recorded)
<p>Escape routes</p> <ul style="list-style-type: none"> • Can all fire exits be opened immediately and easily? • Are fire doors clear of obstruction? • Are escape routes clear?
<p>Fire detection and warning systems</p> <ul style="list-style-type: none"> • Is the indicator panel showing 'normal'?
Weekly (recorded via SchoolPod)
<p>Fire detection and warning systems</p> <ul style="list-style-type: none"> • Fire alarm test (actuation from a different break glass point each week)
<p>Fire doors</p> <ul style="list-style-type: none"> • Have fire resisting doors closed? (those held on electro-magnetic door holders)
<p>Arson prevention (Not recorded)</p> <ul style="list-style-type: none"> • Check external areas for build-up of rubbish, vegetation, location of waste bins and skips etc.
Monthly (recorded via SchoolPod)
<p>Escape routes</p> <ul style="list-style-type: none"> • Are all fire door self-closing devices working correctly? • Are all fire door seals and intumescent strips in good condition? • Do all internal fire doors close against their rebate / stop? • Do all fire exit doors open correctly? • Are all exit routes clear and unobstructed? • Are all external stairs in good condition and non-slip?
<p>Escape lighting</p> <ul style="list-style-type: none"> • Do all luminaries and exit signs work when tested?
<p>Firefighting equipment</p> <ul style="list-style-type: none"> • Are all extinguisher correctly positioned? • Is the "pressure" in stored pressure extinguishers correct? • Is the Range fire suppression system in good order?



Annually (recorded via SchoolPod)
Escape routes <ul style="list-style-type: none">• No issues around surface spread of flame on escape routes?• Is escape route compartmentation in good condition?
Escape lighting <ul style="list-style-type: none">• Do all luminaries operate on test for their full duration?• Has the system been checked by a competent person?
Firefighting equipment <ul style="list-style-type: none">• Has all equipment been checked by a competent person?
Fire detection and warning system <ul style="list-style-type: none">• Has the system been checked by a competent person?



FIRE SAFETY TRAINING PROGRAMME

Appendix 3

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person or via Educare. There will be one fire drill per term to test the fire safety training.

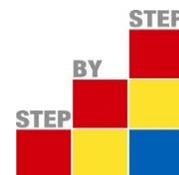
Fire Safety Training Sessions

New Employees: Induction Programme (complete Educare within the first two weeks of joining)

Current Employees: One / Two training session per year

Fire Safety Training Topics

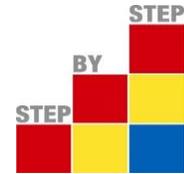
- the significant findings from the fire risk assessment and fire safety policies;
- what to do on discovering a fire;
- how to raise the alarm, including the locations of fire alarm call points (break glass points);
- the action to take upon hearing the fire alarm;
- the evacuation procedure for alerting customers and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- the arrangements for calling the fire and rescue service;
- the location and, where appropriate, the correct use of portable fire extinguishers and firefighting equipment;
- knowledge of escape routes including stairways and especially those not in regular use;
- how to open all emergency exit doors;
- the appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- general fire precautions, fire awareness and good housekeeping practices;
- the no smoking policy;
- special provisions for assisting disabled people and any training needed;
- identifying fire hazards and fire incidents reporting procedures; and equipment fault reporting procedures;



Fire Safety Training Records

All fire safety training recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

<p>The person with the overall responsibility for fire safety:-</p> <p>Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards</p>	<p>Responsible person:</p> <p>Head teacher & Governing body</p>
<p>The person with responsibility for fire safety risk assessment:</p> <ul style="list-style-type: none"> ➤ Carrying out fire safety risk assessment ➤ Review of fire safety risk assessments 	<p>Competent person:</p> <p>Head teacher & Fire Marshal</p>
<p>The person with responsibility for the maintenance programme:</p> <ul style="list-style-type: none"> ➤ Fire detection and warning system ➤ Emergency lighting ➤ Escape routes ➤ Fire safety signs and notices ➤ Fire resisting walls, partitions and doors ➤ Firefighting facilities ➤ Electrical appliances and premises installations 	<p>Competent person:</p> <p>Caretaker & School Business Manager</p>
<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p>Competent Person:</p> <p>Head teacher & School Business Manager</p>
<p>The person with responsibility for staff training:</p> <ul style="list-style-type: none"> ➤ What to do in the event of fire ➤ What to do upon hearing the fire alarm ➤ Liaison with the fire service ➤ Emergency shut down procedures ➤ Firefighting arrangements ➤ The reason for good housekeeping practices etc. 	<p>Competent person:</p> <p>Fire Marshal & School Business Manager</p>



FIRE WALKIE TALKIE SPEECH

Appendix 4

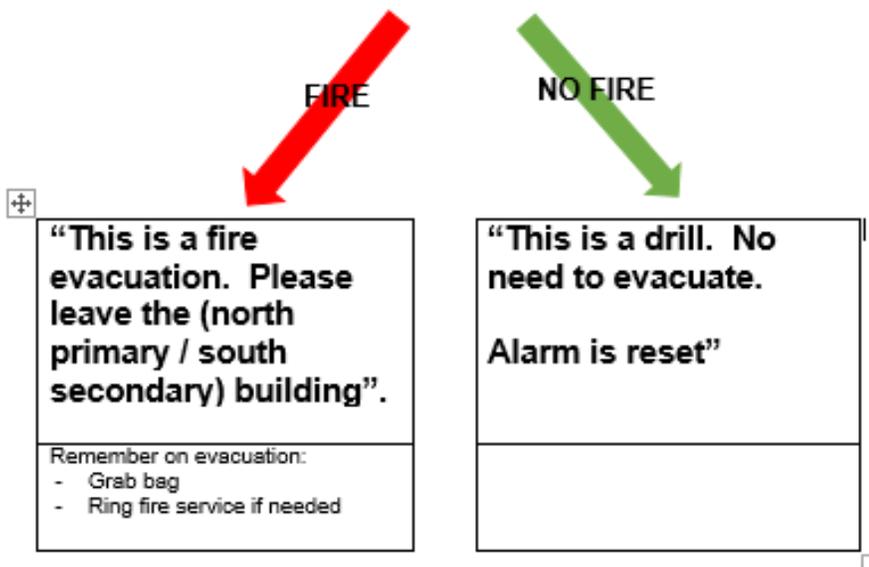
Fire Speech

1. Alarm first goes off – SILENCE on control panel
 - Wait for the north block to send a message to say it has been silenced
2. Walkie message:

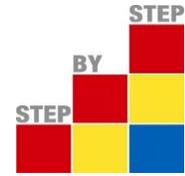
“The fire alarm has been silenced. Please wait for further instructions.

Fire wardens please check north block zone (give zone number) / **south block zone**....(give zone number)”.

At regular intervals: **“The alarm is silenced. Please stay in class.”**



STEP BY STEP SCHOOL



Statutory requirement?	Yes
Approved	March 2022
Responsible Officer	SK/CE
Responsible Governor/s	JM
Date of previous version	March 2021
Frequency of Review	Yearly