



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

**BASKERVILLE SCHOOL**

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# **FIRE SAFETY POLICY AND PROCEDURES**

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Date reviewed: September 2018  
Next review date: September 2019

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

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## **VISION STATEMENT**

We will ensure the entitlement of each student to access a variety of opportunities to promote academic, social, emotional and physical development.

We will use autistic specific, empathetic approaches and an autistic sympathetic learning environment to promote student learning and personal development.

We will provide choices and challenges in order to maximize potential and build upon strengths and interests.

All the members of the school community are valued equally and work in partnership with parents, carers and the wider community.

We will work within a supportive school framework to promote and celebrate individual success, integration into the wider community and prepare students for life after school.

## **INTRODUCTION AND RATIONALE**

All of our students have autistic spectrum disorders; they have greater difficulty than other students with social understanding and communication. Therefore it is essential that this policy is implemented consistently to support all students and maintain physical, social and emotional development and ensure a safe environment.

### **1.0 Statement of intent**

Baskerville School is committed to the Health, Safety and Wellbeing of all staff, pupils, visitors and contractors in keeping with The Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

Employees and contractors working at Baskerville School have a legal responsibility under the RRO to ensure the safety of themselves and others who might be affected by their acts and omissions within the workplace.

The contents of this policy give clear indications to all staff and contractors of their obligations and legal requirements to comply with this Fire Safety Policy.

This policy will be supported by detailed procedures which will be reviewed on a regular basis as and when new legislation is introduced.

## **2.0 Roles and Responsibilities**

### 2.1 Head Teacher/ Board of Governors

The Board of Governors has overall command and responsibilities for Fire Safety within the School; this responsibility has been delegated to the Head Teacher for the day to day undertakings within the School.

### 2.2 BSS

The BSS will be responsible for operational matters to ensure all fire detection systems and fire fighting equipment is:

- In good working order
- Subject to a robust planned preventative maintenance schedule
- In the most appropriate location
- Correctly signed

The nominated Fire Officer will also be responsible for:

- Reviewing the fire risk assessment periodically or following a fire or any identifiable changes in the school or activities undertaken.
- Arranging training for all staff and new starters
- Liaising with the Local Fire Authority
- Carrying out regular fire drills and document appropriately
- Initiating the formation of Emergency Evacuation Procedures
- Ensuring that all fire systems are tested and all test results recorded.
- Testing all Fire Extinguishers annually. Test results will be logged and filed.
- Routinely inspecting and maintaining all fire doors
- Any other duties

### 2.3 Staff

All staff must ensure the following:

- That they understand and adhere to the Fire Safety Policy
- That when the fire alarm sounds they sweep the area they are working in and report to the designated assembly point
- That they notify all potential fire hazards to their relevant line manager or directly to the Nominated Fire Officer
- That they attend and regularly participate in fire drills and associated fire training

## 2.4 Office/ Admin Staff

Office/ Admin staff must ensure the following:

- That they collect the registers and the emergency contact numbers for all of the pupils' parents and make their way to the designated assembly point

## **3.0 Training**

3.1 Fire Training will be provided for all staff every 3 years

3.2 New Starters will receive this policy and a copy of the Fire Evacuation Procedures as part of their induction, and are walked through escape routes and shown the designated fire assembly point

3.3 Fire Drills will be carried out in all areas of the School and be will be recorded appropriately

## **4.0 Disaster Plan**

In the event of not being able to re-enter the building or losing part of the building the following steps must be taken:

- Evacuate to a separate building in the first instance;  
Residential to the Post 16 building,  
Main school to the Post 16 building  
Post 16 to the main school building
- Evacuate to a secondary location which has been identified as Queen Alexandra College should the whole site need to be evacuated.
- Contact parents either by using the emergency contact numbers provided or sending a message by local media

## **5.0 Staff/ Pupils with Disabilities**

For members of staff or pupils with a disability, a Personal Emergency Evacuation Plan must be developed to ensure, so far as is reasonably practicable, that they can safely evacuate the building.

## **Baskerville School** **Fire Evacuation Procedures**

### **All Staff, Pupil and Visitors**

- On discovering a fire sound the fire alarm by breaking the glass in the fire alarm call points located adjacent to all the fire exit doors.
- On hearing the fire alarm kitchen staff will isolate the gas supply and proceed to the assembly area.
- Do not attempt to tackle the fire unless you feel safe to do so and have received the appropriate training
- Do not stop to collect personal belongings
- Assist any children under your supervision from the building
- Sweep the area you are working in, ensuring all areas are clear including toilets
- Ensure all fire doors are closed
- Leave the building by your nearest exit
- Make way to designated assembly point by the large beech tree at the front of the school
- Do not re-enter the building until instructed to do so

### **Office/ Admin Staff**

- Collect registers and emergency contact details
- Take visitor records to make sure all visitors and contractors on site are accounted for and report to the senior member of staff on duty
- Make way to assembly point by nearest exit

### **School Staff**

- Class staff to take a roll call for their class and report to the senior member of staff on duty

### **Senior Member of Staff on Duty**

- On hearing the alarm (continual ringing of the bells) assist pupils/staff to evacuate the building
- Make the decision whether to call the Fire Brigade
- Go to the fire panel and establish where the alarm activation took place
- Evacuate the building by the nearest exit
- Make way to designated assembly point
- Be responsible to account for all students, staff and visitors.
- Should it be necessary to evacuate the whole site to the secondary location make contact with the Queen Alexandra College, **0121 428 5050**, OPTION 1; or Angela Litchfield on 07928251046.