



Headteacher: Mr Julian Rose

# FIRE SAFETY POLICY

Policy Status	Other
Governing Body Approval	12 10 2016
Ownership	Resources
Date for Review	06 03 2019

**The School has a duty to ensure that its workplace is safe from fire and its effects in compliance with Management of Health & Safety at Work Regulations 1999 and Regulatory Reform (Fire Safety) Order 2005. In this regard we aim to:**

- Carry out fire risk assessments ensuring that adequate provision and a Personal Emergency Evacuation Plan (PEEP) has been made for any disabled person or people with special needs;
- Identify the **significant** findings of the risk assessment and the details of anyone who might be especially at risk in case of fire;
- Provide and maintain such fire precautions as are necessary to safeguard those who work in school
- Provide information, instruction and training to employees about the fire precautions in school
- Nominate people to undertake any special roles that are required under the emergency plan;
- Ensure that there are suitable means of contacting the emergency services.

### **FIRE RISK ASSESSMENTS**

The School will carry out a full fire risk assessment every 3 years ensuring that the assessment is reviewed annually. The last fire risk assessment was carried out 23<sup>rd</sup> February 2016.

Key Dates:

- February 2017 – Risk Assessment Review
- September 2017 – Risk Assessment Review following build of new classroom
- February 2018 - Risk Assessment Review
- February 2019 – complete full Fire Risk Assessment

Following assessment and review the school will:

- Carry out remedial measures or improvements;
- Record findings and details of the action taken as a result of the assessment/review. Tell employees about our findings;

### **FIRE PRECAUTIONS**

The risk of fire can be significantly reduced through good premises management and the provision of an effective fire precaution system. The law requires schools to have adequate fire precaution systems in place and these must include:

- Means of detecting and giving warning in case of fire;
- The provision of means of escape – emergency routes and exits;
- Means of fighting fires;
- The provision of information, instruction and training to staff.

Good management includes:

- The maintenance of all equipment provided for fire safety, such as fire detection/warning systems, fire doors and fire-fighting equipment;
- Good housekeeping;
- Safe storage and use of flammable materials;
- Maintenance of electrical systems and other equipment which may cause fire;
- Safe storage of flammable rubbish and waste;

### **DETECTION AND WARNING**

The early discovery and warning of a fire outbreak will increase the time available for escape and for people to safely evacuate the building and seek help. All areas within the school are provided with the means for detecting fire and it is regularly checked and maintained.

### **MEANS OF ESCAPE – EMERGENCY ROUTES AND EXITS**

Regardless of the location of a fire, once people are aware of it they should be able to proceed safely along a recognisable escape route, to a place of safety.

All escape routes and exits:

- Must be kept clear and be available for use with no obstructions in corridors or doorways; final exits must not be locked and should be easily and immediately opened without the use of a key;
- Are signposted with the approved signs and map showing nearest exit points
- Lead to the gathering point on the school playground
- Are of sufficient width to allow all persons present to escape, including those in wheelchairs.

### **FIREFIGHTING EQUIPMENT - PORTABLE FIRE EXTINGUISHERS**

- All areas within the school must have access to fire fighting equipment to be used by trained and competent persons in the early stages of a fire outbreak, without putting themselves in danger.
- **Only trained staff shall use extinguishers.**
- The type, number and location of extinguishers will follow statutory recommendation

### **MAINTENANCE AND TESTING**

- All equipment provided to ensure safety in school, such as fire detection/warning systems, fire doors and fire-fighting equipment, will be regularly checked and maintained in accordance with statutory requirements,
- A record of all maintenance and testing will be kept and will be available for inspection.
- The fire alarm is tested in a Weekly Bell Test on varying days of the week.

### **INFORMATION, INSTRUCTION AND TRAINING FOR EMPLOYEES**

- The Head teacher and School governors are responsible for ensuring that training and information is given to all employees regarding the prevention of fires and what they should do if a fire occurs.
- Consideration should be given to staff who might be working in the premises outside normal working hours and those with learning difficulties.

Training should include:

- Weekly Bell Test
- Half termly Fire Evacuation Drill
  - The action to take on discovering a fire;
  - How to raise the alarm;
  - The action to take upon hearing the alarm;
  - The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
  - The arrangements for calling the fire brigade;
  - The evacuation procedure and assembly points;
  - The location of and when appropriate the use of fire-fighting equipment

## **REFURBISHMENT OR ALTERATIONS TO THE WORKPLACE**

If any refurbishment, re-decoration or alterations are made to the school, the head teacher and school governors must ensure that alternative escape routes are available.

## **EMERGENCY EVACUATION**

- Staff and pupils must go straight out when they hear the fire bell –they must not wait to pick up belongings or coats with the exception of classrooms with cordless phones which should be taken out with them.
- Pupils who are being taught in groups away from their classes will lead straight out with the teacher/TA they are with
- Registers will be taken on the playground
- No-one will return to the building until given the all clear.

## **PROCEDURES**

- Staff Member switches fire alarm on/off.(if fire drill)
- Staff Member collects SIMs tapes and staff signing in book and IN/OUT board
- Staff Member Rings Fire Brigade using the portable phone in main office-collects registers, Pupil signing in/out book and visitors book.
- Staff Member to unlock side gate for Little Bears and Main Gates for the Fire Brigade.
- Registers are checked by staff.
- Visitors book checked by Staff Member
- TA based in Green class – checks main school toilets.
- Teacher in Red/Blue classes check toilets in mobile classrooms
- Teacher in Orange class checks group room.
- All classes in main school exit class bases through porches.
- All classes in ICT suite exit via Yellow class porch – supervised by Teacher/TA in charge
- All classes in hall exit through the outside door.
- All classes in Windmill Suite exit through new double doors and out via the hall.
- Assembly point: the playground at the back of the school – far end.
- Nursery exit through outside door and use path at front of school-meet on front playground.

- Should it be necessary to evacuate the site the decision would be made by the Senior management Team
- Staff + TA's are responsible for ensuring the safe movement of their classes to the safety of the church.
- Head or Deputy Head will use Smart phone to get onto Teachers2Parents to contact all parents to collect children.