

## Fire Safety

Date	Review Date	Coordinator	Fire Safety Officer	Nominated Director
04/02/2020	01/02/2022	Principal Head	Ross White	Director of Education

We believe this policy relates to the following legislation:

- Health and Safety at Work, etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Fire Safety (England) (Employee's Capability) Regulations 2010
- School Premises (England) Regulations 2012

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school.

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Officer who has overall responsibility for fire safety matters at this school.

We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school personnel to make themselves familiar with this policy and procedures to ensure the safe evacuation of all pupils.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed regularly.

In the event of industrial action by the Fire Service we will ensure that an emergency action plan is in place and that the Fire Safety Officer (Responsible Person) will review all fire safety arrangements.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **Aims**

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To have in place personal evacuation plans for any disabled pupil or member of the school personnel.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Fire Safety Officer undertakes regular training.
- To work with other schools to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Directors**

The Directors have:

- appointed a Fire Safety Officer (Ross White) to take overall responsibility for fire safety matters at this school;
- delegated powers and responsibilities to the Principal Head to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- the Fire Safety Officer and the coordinator and to report back to the Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Principal Head**

The Principal Head (Stacey White) will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Fire Safety Officer;
- liaise every term with the Fire Safety Officer to review risk assessments, evacuation procedures and fire precaution systems;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure portable electrical equipment is annually checked;

- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Fire Safety Officer/Health and Safety Representative;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure outside school security systems and procedures are in place;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Directors on the success and development of this policy

### **Role of the Nominated Director**

The Nominated Director (Marissa Morgan) will:

- work closely with the Principal Head and the Fire Safety Officer;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- annually report to the Directors on the success and development of this policy

### **Role of the Fire Safety Officer**

The Fire Safety Officer (Ross White) will:

- have overall responsibility for fire safety matters;
- be familiar with relevant fire safety legislation;
- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, disabled school personnel and visitors;
- undertake risk assessments that deal with the:
  - sources of ignition
  - sources of fuel
  - sources of oxygen
  - structure of the building
  - location of people especially young people, special educational needs and disabled
  - procedures and escape routes for evacuation
  - fire-fighting equipment
  - fire safety training programme for school personnel
- keep risk assessments up to date;

- ensure outside school security systems and procedures are in place;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation of the school building plan;
- have in place personal evacuation plans for pupils and school personnel with disabilities;
- conduct fire drills;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure fire signs and notices are in place:
  - on all exits
  - in classrooms
  - in corridors
  - next to fire alarm call points
  - on fire equipment
  - on fire assembly points
- ensure a reserve supply of fire safety signs are always in stock;
- check that all fire exit doors are clear of obstructions;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact liaise with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;
- report fire safety to the Directors each term

The Fire Safety Officer will undertake the following Emergency Action Plan in order to deal with any industrial action taken by the Fire Service:

- Fire alarms to be checked every day
- Fire evacuation procedures undertaken
- Escape routes and exits checked for obstructions
- Fire doors checked to see if working properly with intumescent / cold smoke seals in place and vision panels clear
- Manual call points visible and signed
- Fire procedures up to date for all school personnel
- School personnel to be extra vigilant
- Firefighting equipment checked and in working order
- Combustible materials and waste bins secured away from the building
- Portable Appliance Testing up to date
- Electrical points not over loaded
- Electrical rooms free of combustible materials
- Flammable liquids stored correctly
- Cookers must not be left unattended
- Halogen heaters must not be used
- Portable gas bottles (if necessary) stored correctly
- Fire evacuation procedures in place for all disabled persons

## **Role of the Health and Safety Coordinator**

The Health and Safety Coordinator (Ross White) will:

- carry out regular inspections of premises and school activities;
- carry risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- provide training when suitably qualified to do so

## **Role of School Personnel**

School personnel:

- are responsible for the safe evacuation of all pupils in their charge;
- must be familiar with personal evacuation plans for pupils and school personnel with a disability;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- will only attempt to tackle small fires that pose no major threat to pupils, school personnel or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
  - not covering heaters
  - not overloading electrical sockets
  - not leaving rubbish lying around
  - securing recyclable waste in a secure area away from the school building
  - not having large flammable displays along escape routes
  - periodic checks to portable electrical equipment
  - keeping escape routes clear at all time
  - not blocking fire exit doors
- must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;
- undertake periodic training in all fire safety procedures;
- undertake training in the use of portable fire-fighting equipment;
- must report any concern they have in regard to fire safety;
- must report any breaches in outside school security systems and procedures;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## **Role of Pupils**

Pupils will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene;
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Directors;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Directors

## **Emergency Evacuation Procedures of the School Building**

All school personnel to be aware of guidelines for the evacuation of the building.

### **ASSEMBLY POINT FOR LOWER, MIDDLE & UPPER SCHOOL: MIDDLE SCHOOL CAR PARK**

#### **ACTION ON DISCOVERING FIRE**

- When school is in session every pupil and member of staff is regarded as an independent mobile fire detection system
- Report fire, smoke, smell of burning or gas to the nearest adult and press alarm bell
- Leave the building by the nearest accessible exit

## **WHEN THE ALARM SOUNDS**

Continuous bell signals the evacuation bell.

- On the instruction of the teacher / adult, pupils leave the classroom QUIETLY in an orderly line by the nearest accessible exit. Chairs under tables to minimise risk of anyone falling over chairs!
- All possessions are left in the room
- Teacher checks the room and toilets are vacant and closes internal doors behind them.
- Everyone not in a classroom leaves the building by the nearest available exit

## **EVACUATION OF THE WORKPLACE INCLUDING THOSE PARTICULARLY AT RISK**

Everyone **WALKS QUIETLY** to the **ASSEMBLY POINTS** at the front of school.

Groups leaving by the back doors exit via the playground asap and walk on the grass to the Assembly Point.

Each class **MUST** line up in register order.

For initial practice of each academic year. teachers stand in front of the Assembly Point so the children line up behind them and reply to the register as the Principal Head calls out their name. Each class lines up behind their teacher.

Principal Head to speak to staff at end of an evacuation, prior to dismissing pupils from the field. Staff will escort pupils back to class.

## **LUNCHTIME EVACUATION:**

- Hall: MOS to direct pupils to leave by nearest exits to line up at the ASSEMBLY POINT:
- 1 MOS supervises each exit point, if possible.
- Staff / pupils in school to leave by the nearest exit point and walk to the ASSEMBLY POINT. Staff to check toilets are vacant if passed on route to nearest exit.
- MOSs on outside duty direct all pupils to line up at Assembly Point
- First adult to exit school via office to collect all registers and check visitor toilet is vacant.

## **ESCAPE ROUTES AND FIRE EXIT USE:** see Map

### **Upper School**

**Attenborough:** 1 route via the front door

**Rowling:** 1 route via the front door

### **Middle School**

**Nightingale:** 3 routes~ via front and back doors and French doors

**Keller:** 3 routes, downstairs via the main front door at the front of the school building and the back door via Nightingale class. Or through their French doors

### **Lower School**

**Christou:** 3 routes, 1 via the main classroom, 1 at the front of KS2 building and 1 at the rear of KS2 building and then round through the gate

**Disney:** 1 route via the front door

**Hall:** Via 2 exits, 1 external and 1 internal

## **ASSEMBLY POINT FOR SIXTH FORM & OFFICE: SCHOOL OFFICE & SIXTH FORM FRONT CAR PARK**

**Sixth Form:** 2 routes, via the front door and the back door

**Office:** 3 routes, via the front door, back door (French doors) and kitchen door

## **Fire Safety Training**

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices

## **Alarm System**

- Each week the alarm system will be sounded and checked.
- Annual maintenance will take place.
- Staff will be trained in how to use it.

## **Emergency Exits**

- All exits to be free from obstructions.
- All exits to be checked every day.
- All exits to be clearly signed.

## **Fire Equipment**

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the County Fire Service.
- All staff to be trained in its use.

## **Evacuation Exercises**

Regular evacuation exercises to be undertaken by pupils and school personnel.

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops



- school events
- meetings with school personnel
- communications with home such as newsletters
- reports such annual report to parents and Principal Head reports to the Directors
- information displays in the main school entrance

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal Head and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

## Linked Policies

▪ Health and Safety	▪ School Security
▪ Risk Assessments	▪ Risk Management
▪ COSHH	▪ Smoke Free School Environment
▪ No Smoking	

<b>Principal Head:</b>	Stacey White	<b>Date:</b>	04.02.20
<b>Fire Officer &amp; Health &amp; Safety Officer</b>	Ross White		04.02.20
<b>Director of Education:</b>	Marissa Morgan	<b>Date:</b>	04.02.20