

Fire Safety Policy & Procedure

Date	Review Date	Coordinator	Fire Safety Officer	Nominated Director
29/11/23	01/11/24	Principal Head	Ross White	Director of Education

It is the overall aim of Small Haven School to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

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

The Directors have delegated powers and responsibilities to the Principal Head to ensure all school personnel and stakeholders are aware of and comply with this policy.

The Directors have:

Responsibility for ensuring that the school complies with all equalities legislation;
Responsibility for ensuring this policy and all policies are maintained and updated regularly;
Responsibility for ensuring all policies are made available to parents;
Responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal Head

The Principal Head will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Fire Safety Coordinator and to review risk assessments, evacuation procedures and fire precaution systems;
- ensure portable electrical equipment is checked annually;

Role of the Fire Safety Coordinator

A member of the office staff is appointed as the Fire Safety Coordinator for the school and has overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Fire Safety Coordinator shall also ensure that an emergency evacuation drill is undertaken early in term 1, that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

The named Fire Safety Coordinator at Small Haven School is: Mr Ross White.

The Fire Safety coordinator 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;
- Ensure all staff including and volunteers receive fire instruction upon appointment;
- 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

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix A). They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

The Fire Safety Coordinator shall ensure that a fire risk assessment is carried out every 6 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

Notices displaying the School Fire Procedure are displayed at the main exit of each building.

Training will be provided at least every three years for all permanent school staff in fire safety and the school fire procedure. Periodically staff will receive instruction/training in the safe use of fire extinguishers by County Fire services.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Fire Safety Coordinator to ensure this instruction is given in accordance with the Checklist (Appendix C). The Fire Safety Coordinator shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or the Principal Head.

Smoke and heat detectors are linked and act as the school's fire alarm system, the alarm is automatically activated.

It is school policy that the fire brigade will be called upon any suspected outbreak of fire. Where the alarm is raised by the school's automatic smoke detection system, the Fire Safety Coordinator (or their deputy) will call the fire brigade if a fire is suspected, or within 60 seconds of the alarm being raised if a false alarm is not confirmed. The office staff are responsible for meeting, or ensuring that a member of staff is available to meet, the fire brigade on arrival.

Appendix A

Emergency Evacuation Procedure

Please Note:

- ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE (E.g, Fire, Gas Leak, Bomb Alert etc...)
- Up to date fire procedure notices are placed at the main exit of every building, designated exits are clearly marked.
- Only attempt to use fire extinguishers on small fires if you are trained/confident to do so or need to fight your way out of a building.
- In the event of a missing person, report immediately to the Principal Head/Fire Safety Coordinator. **DO NOT GO BACK INTO THE BUILDING** until the Principal Head/Fire Safety Coordinator has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / Teaching Assistants	<ol style="list-style-type: none">1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit.2. Immediately evacuate the building taking all pupils in your charge through the nearest / most appropriate exit.3. Close the doors and windows on leaving.4. Lead all pupils to the designated assembly point via the quickest / safest route and line up.5. In the event of a Gas Leak or Bomb an offsite evacuation will be required, the assembly point will be the corner community centre, Whitehall road, Ramsgate.6. Call the register, which the office staff will distribute. Conduct a headcount whilst registers are being distributed.7. Notify the Principal Head/Fire Safety Coordinator immediately of any missing pupils so a search can be initiated.8. Wait for further instruction.
Office Staff	<ol style="list-style-type: none">1. Call the fire brigade (999) giving your name and the school's name and address: (Small Haven School, 146-150 Newington Road, Ramsgate, Kent, CT12 6PT).2. Pick up registers, visitors book, medical bag, mobile phone and address record.3. Leave the building through the nearest / most appropriate exit and go to the assembly point.4. Distribute registers to the Class Teachers – ensure all classes are present.5. Check visitors present against visitor's book.6. Notify the Principal Head/Fire Safety Coordinator immediately of any missing classes, pupils, staff or visitors so

	<p>a search can be initiated.</p> <p>7. Wait for further instruction.</p>
Evacuation/Fire Safety Coordinator	<ol style="list-style-type: none"> 1. Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed. 2. Checks on toilet areas should include a check on individual cubicles. 3. If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one. 4. Never open a door if you suspect that there may be a fire beyond it.
Principal Head	<ol style="list-style-type: none"> 1. Leave the building through the nearest / most appropriate exit and go to the assembly point. 2. Check with Class Teachers for missing pupils. 3. Check with Office Staff for missing classes or visitors. 4. If persons reported missing and fire brigade yet to arrive, conduct search for missing persons – if safe to do so. 5. If persons reported missing and fire brigade have arrived, inform the fire brigade and follow their instructions.
Visitors	<ol style="list-style-type: none"> 1. Leave the building through the nearest / most appropriate exit and go to the assembly point.

Designated Assembly Points:

1. LOWER AND MIDDLE SCHOOL – Office garden (if fire is in the office, assembly point will be middle school car park)
2. UPPER SCHOOL, OFFICE STAFF, SIXTH FORM AND VISITORS – Front car park (in front of office)
3. In the event of a gas leak/bomb alert the evacuation point will be away from the School at The Corner, Newington Road, Ramsgate.

ESCAPE ROUTES AND FIRE EXIT USE:

Sixth Form: 2 routes front door and back door

School Office: 3 routes, front door, kitchen door & French doors

Upper School

Attenborough: 1 route via the front door

Rowling: 1 route via the front door

Middle School

Nightingale: 3 routes, via front door, back door 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 Nightingale French doors

Lower School

Christou: 3 routes, 1 via the main classroom, 1 at the front of the lower school building and 1 at the rear of the lower school building and then through the gate/s

Disney: 1 route via the front door and then through the gate/s

Hall: Via 2 exits, 1 external and 1 internal

Appendix B

Roles & Responsibilities in an Emergency Evacuation

Role / Responsibility	Person Responsible	In case of Absence (1)	In case of Absence (2)
<p>Evacuation Corodinator</p> <ul style="list-style-type: none"> • Check with Class Teachers for missing pupils. • Check with Office Staff for missing visitors. • Conduct search for missing persons – if safe to do so and fire brigade yet to arrive. • Inform fire brigade of any missing persons. 	<p>Miss White (Principal Head) or Marissa Morgan (Director of Education)</p>	<p>Mr Ross White (Fire Safety Coordinat)</p>	<p>Mr Michael Morgan (PE Instruct)</p>
<p>Fire Safety Coordinator</p> <ul style="list-style-type: none"> • Lower school – including toilets and grounds. • Middle School – including toilets and grounds • Upper school – including grounds • Sixth Form – including toilets and grounds • Office - including toilets and upper floor. • Report to Evacuation Corodinator. 	<p>Mr Ross White (Fire safety Coordinator)</p>	<p>Mr Michael Morgan (PE Instructor)</p>	<p>Mrs Marissa Morgan (Office Staff)</p>

Appendix C

Staff First Day Induction Fire Safety Checklist

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.

Appendix D

School Fire Procedure Notice

UPON DISCOVERING A FIRE

- Raise the alarm by activating the closest fire alarm call point.
- Phone 999 and request the Fire Brigade attend Small Haven School, 146-150 Newington Road, Ramsgate, CT12 6PT. Ensure operator repeats address back to you.
- Only attempt to fight small fires if you are trained/confident/feel safe to do so.

IN THE EVENT OF FIRE

FOLLOW EMERGENCY EVACUATION PROCEDURE

(As practised during Fire Drills)

WHEN THE FIRE ALARM RINGS

(ONLY IF IT IS SAFE TO DO SO)

- Keep a calm composure.
- Responsible staff member to direct all pupils to line up at the door.
- Responsible staff member to lead pupils to the nearest fire exit and out to the designated assembly point. All other persons to exit via nearest fire exit door. Do not collect personal belongings.
- If the exit route to the assembly point in the rear playground is blocked, then use an alternative safe route to the assembly point behind the office.
- Once at the assembly point carry out a head count.
- If any pupil is unaccounted for read down the register and call out names.
- Stay at the assembly point until the Evacuation Coordinator gives the all clear.
- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or the fire safety coordinator.