

FIRE SAFETY, PROCEDURES AND FIRE RISK ASSESSMENT POLICY

PART 1: FIRE SAFETY

INTRODUCTION

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school by ensuring that staff, children and visitors do not add to the fire risk and are able to safely evacuate the buildings if a fire breaks out. The Fire Safety, Procedures and Risk Assessment Policy is designed to help the school community respond calmly and effectively during a fire emergency.

RESPONSIBILITIES OF THE MATRON

The Matron is responsible for ensuring that fire risks are assessed according to current legislation and that the school site is maintained in an adequate state and that all measures are carried out to prevent the risk of fire.

The Matron is responsible for ensuring that:

- The Fire Safety, Procedures and Fire Risk Assessment Policy is kept under regular review.
- Fire safety procedures are promulgated to the entire school community.
- Fire risk assessments are regularly reviewed and updated.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

RESPONSIBILITIES OF THE SCHOOL FIRE WARDEN

The School Fire Warden (Natalie Doyle) is responsible for ensuring that:

- Everyone in the school (including visitors and contractors) is given clear written instructions on where they should go in the event of fire.
- All new members of staff are trained in Fire Evacuation Procedures and records are kept in the Fire Safety File of the training provided.
- Procedures for emergency evacuation are regularly tested.
- Fire prevention measures are meticulously followed.
- Fire drills are practiced every half-term.
- The Fire Evacuation Procedures are updated annually.
- All staff are provided with a new copy of the Fire Evacuation Procedures at the start of each academic year.

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PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND CHILDREN

All new staff are given a briefing on the school's Fire Evacuation Procedures on joining the school. They are shown the fire action notices, where emergency exits and escape routes are located and the outside assembly point. Staff are informed on what to do when they hear the fire alarm, which is a continuous siren. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Staff are informed that:

- The priority is the safe evacuation of everyone in the school.
- No one should attempt to fight a fire at the expense of his or her own, or anyone else's safety.

Fire awareness training and the operation of fire extinguishers is provided during training days. Staff are provided with regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE AND EMERGENCY SERVICES

The school office is manned between 7:30am and 6:00pm during weekdays throughout the year with the exception of school closedowns. The master panel in the entrance porch shows the location of all the alarm call points on the networked alarm system in the school buildings.

Advanced warnings of fire drills are always given to staff. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Services.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation procedures and are shown the way to the assembly point.

When large numbers of visitors are at the school for an event, a brief announcement is made at the start of the event to advise them of the location of the emergency exits that they should use in the event of the alarm sounding.

DISABLED STAFF, CHILDREN OR VISITORS

The school has a special one-to-one induction on fire safety for disabled children and their carers and for disabled members of staff. When a new pupil or member of staff joins the school, a Personal Emergency Evacuation Plan (PEEP) is completed with them if required; this is also extended to include temporary impairment (for example, a broken limb), if required. The support requirements will then be communicated to room leaders so they are aware of special assistance that may be required. The completed PEEP is then retained in the Fire Safety File.

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When a PEEP is required, the location of designated safe refuge points, if required, will be discussed with the person(s) involved. When the fire alarm is sounded, it is the responsibility of the carer of the disabled person/person with impairment to take him/her to the refuge point and to wait for rescue by the Fire and Emergency Service. The person responsible for the disabled person/person with impairment will ensure that the name of the disabled person and his/her carer, together with the location of their safe refuge point, are passed to the Fire Warden as soon as he/she reaches the assembly point.

It is the responsibility of the Fire Warden or Matron to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Visitors are provided with basic instructions on emergency evacuation of the building.

RESPONSIBILITIES OF STAFF

Nursery staff are responsible for escorting their children safely out of the building. Nursery staff will conduct a head count on arrival at the assembly point and ensure that the names of anyone who is unaccounted for (and, if possible, their likely location) is passed immediately to the Fire Warden or Matron.

It is the responsibility of the Fire Warden or Matron to ensure that this information is passed as soon as possible to the Fire and Emergency Services.

No one is allowed to return to the building until given permission by the Fire and Emergency Services.

FIRE DRILLS

The school will hold one fire drill at least every term. Each fire drill is logged in the Fire Safety File. Matron and the Fire Warden will review the effectiveness of the fire drill and, if required, will alter procedures.

FIRE PREVENTION MEASURES

The school has the following fire prevention measures in place:

1 Escape Routes and Emergency Exits

- There are at least two escape routes from every part of the buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- All stairs, corridors and emergency exits are illuminated by emergency lighting.
- Automatic fire door closers, which are activated by the fire alarms, are fitted on doors in/or leading to escape routes.
- The master panel for the alarm system is located in the entrance porch and shows the location of a fire.
- Fire routes and exits will be kept clear at all times.
- Designated members of staff are responsible for unlocking the buildings in the morning and they will check that escape routes are not obstructed.
- The Fire Warden is responsible for testing all fire alarms weekly and recording all tests and defects.

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- The Maintenance Team is responsible for arranging for ISO9001 certified/BAFE approved contractors to carry out:
- Monthly checks of fire doors, automatic door closures and emergency lights.
- Six monthly professional checks on fire detection and warning equipment.
- Six monthly service of alarms, smoke detectors, emergency lights.
- Annual service of fire extinguishers.

Records of all tests are kept in the Fire Safety File.

2 Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Annual portable appliance testing takes place. A qualified electrician undertakes this testing.
- Records of all tests are kept by the Estate Manager's Office.
- The Catering Team check that all electrical appliances are switched off at the end of service.

3 Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept by the Estates Manager's Office.

4 Gas Safety

- All gas appliances, boilers, kitchen equipment etc., are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Maintenance Department.

5 Safe Storage

- The school will ensure that flammable materials are stored safely in their original containers.

6 Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible materials used in, for example, catering, maintenance, grounds and caretaking are stored safely.

7 No Smoking

The school operates a No Smoking Policy.

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PART 3: FIRE RISK ASSESSMENT

The school's Fire Risk Assessment is contained in the Fire Safety File. It identifies the risks associated with the following, the level of risk and actions to be taken:

- The potential sources of ignition of a fire.
- Combustible materials.
- The people who may be placed at risk by the hazard.
- Structural features of the school.
- Monitoring of changes in the school in relation to new equipment, processes or changes in personnel.
- Fire detection and warning systems.
- Means of escape from the building in the event of a fire.
- Provision of fire-fighting equipment.
- Fire Emergency Plan and Training.
- Maintenance and testing of fire safety equipment.

The school's most recent Fire Risk Assessment was carried out in March 2019

All fire risk assessments are stored in the Fire Safety File. Generic risk assessments are used for classrooms and individual areas such as corridors, stairs and kitchens. The risk assessment documents are reviewed annually and more frequently if changes are required as a result of alteration to the building and/or regulatory change.

The Fire Safety, Procedures and Fire Risk Assessment Policy has been reviewed on 5th March 2019 and will be reviewed on or before 31 August 2019.