



Fire Safety Policy

Policy Statement:

The Governing Body will ensure, so far as is reasonably practicable, that all staff, pupils, visitors and contractors are protected from the risks of fire whilst on the premises.

The Governing body will, also, undertake all necessary and practicable action to prevent the risk of fire in the first instance, and the consequential loss should such an event occur.

Legal Requirements:

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation (e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997, etc.).

The purpose of the legislation is to place greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties, and implement the general fire precautions which are needed to protect all persons from injury or death, in the case of a fire.

This Policy explains how the school aims to comply with the RRO to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Policy Aims / Objectives:

- To safeguard all persons from injury or death in the event of a fire by the effective management of fire safety.
- To minimise the potential for fire to disrupt school provision, damage buildings and resources, or harm the environment.
- To ensure compliance with all relevant legislation.

- To ensure effective liaison with the school's insurers, the Local Authority, Teaching Trade Union Safety Representatives and Fire and Rescue Services where appropriate.
- To undertake suitable and sufficient fire safety risk assessments of the premises and activities within the premises.
- To identify and implement, reasonably practicable control measures, to control risks from fire.
- To conduct regular fire evacuation drills, testing of the fire alarm system and, servicing of all equipment provided for fire safety.
- To conduct regular, and on-going fire safety inspections.

Responsibilities:

The school Fire Safety Policy forms part of the school's Health and Safety Policy and in common with that policy extends throughout the whole school, with specific responsibilities as listed below:

- The Governing Body will ensure that an appropriate Fire Safety Policy is in place and that arrangements are made for its effective implementation.
- The Headteacher has ultimate responsibility for the implementation and management of the Fire Safety Policy and will support the Business Manager in this respect.
- The Business Manager is responsible for the effective implementation of the Fire Safety Policy and its role within the school Health and Safety Policy.
- The Strategic Leadership Team will ensure that the Fire Safety Policy and procedures are implemented and adhered to on a sustainable basis within their area of responsibility.
- The Site Manager will ensure that action plans, fire precautions and evacuation procedures, resulting from fire safety risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- The Site Manager will ensure that regular inspections are carried out on control measures to ensure their effectiveness:
 - Fire Alarm System – tested weekly, serviced twice yearly by contractors.
 - Emergency Lighting – tested monthly, full drain test annually by contractors.
 - Fire-fighting appliances – tested annually by contractor.
 - Fire Evacuation Drills – to be held three times yearly – termly.
 - Record Keeping – of all tests, services and drills.
- All employees, pupils, visitors and contractors have the responsibility to co-operate and participate as requested in the fire safety risk assessment process and ensure that they

comply with the arrangements made to control risks from fire hazards. They must not do anything that places themselves or others at risk.

Management of Fire Safety:

The school has delegated the day to day responsibility for the management of fire safety to the Business Manager. The Business Manager will be assisted in this duty by the Site Manager and the Assistant Caretaker.

The Business Manager will:

- 1) Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- 2) Provide and maintain in working order all fire-fighting appliances / equipment and devices including:
 - a. Fire detection and alarm system.
 - b. Emergency lighting.
 - c. Fire-fighting equipment.
 - d. Signage and notices relating to fire procedures.
- 3) Maintain a Fire Register to record alarm tests, faults, servicing and evacuations, etc.
- 4) Conduct a Fire Safety Risk Assessment to ensure that the school's facilities are compliant.
- 5) Ensure that appropriate instruction and training for all school staff is provided on the action to be taken to protect persons and property, including regular fire evacuation drills.
- 6) Ensure that all employees, pupils, visitors, contractors and third-party users / hirers are made aware of, and comply with, the school's fire safety procedures.
- 7) Identify any special risks (e.g. flammable / hazardous materials) and instigate appropriate procedures to minimise these risks.
- 8) Liaise with third parties (e.g. the school's insurers, the Local Authority, Teaching Trade Union Safety Representatives and Fire and Rescue Services) to ensure that best practice for fire prevention and procedures is in place.
- 9) Monitor and review this policy, the fire safety risk assessments and the fire register on a regular basis to ensure that any new risk or alteration to regulations is addressed.

Monitoring:

The school utilises the services of various internal / external staff / contractors to achieve effective monitoring of its duties:

- The fire detection and alarm system is serviced and maintained twice yearly by Swift Fire and Security. The fire alarm sounders are tested weekly by the school site staff.
- The emergency lighting is checked by full drain test annually by Bradford Council Facilities Services. They are checked monthly, for operation by the school site staff.
- Notices and signage are updated as and when required, after advice by Bradford Council Facilities Services, Trade Union Representatives or The Fire and Rescue Service.
- Fire-fighting equipment is checked weekly by the school site staff. Extinguishers are serviced and replaced, if needed, annually by Chubb Fire.
- A Fire Safety Register is maintained by the Site Manager. It contains details and records of:
 - Fire alarm system tests.
 - Planned evacuations.
 - Un-planned evacuations and reasons of.
 - Service records.
 - Details of fire-fighting equipment and appliances.
 - Emergency lighting details and checks.
 - Hot Work permits
- Representatives of teacher trade unions visit the school regularly to monitor health and safety, including fire safety

Fire Risk Assessment:

The school has completed fire risk assessments for the premises. Normally these assessments will be reviewed annually, as soon as is practicable in the autumn term.

As a risk assessment is a 'live' document, if any changes to the school are planned or made the risk assessment will be reviewed and amended as soon as possible. These changes may include:

- Structural changes to the layout of the school.
- Change of use to all or part of the premises.
- Change to how the school operates.
- Any significant change in the numbers of persons using the premises.

- Any introduction of work processes or equipment which may introduce new fire hazards.

Fire Safety Training:

- At induction, all employees will be given basic instruction, in how to proceed, in the event of a fire.
- Pupils will be given instruction by their class teacher, during the first week of the autumn term, on the action to be taken, in the event of a fire.
- Visitors and contractors will be given instruction by the person organising their on-site attendance.
- Termly fire evacuation drills will be conducted to evaluate the effectiveness of the school's evacuation procedures. The findings of any drill (planned or otherwise) will be recorded in the Fire Safety Register. Any conclusions and remedial action needed will be implemented.

Appendix One: Evacuation Procedures

Specific room fire evacuation plans are posted adjacent to each room exit. All employees, pupils, visitors and contractors must familiarize themselves with the plan for the room that they are in.

On hearing the fire alarm:

Teachers in charge of classes must ensure that all staff and children in their care leave the school immediately by the nearest available exit.

Children should walk sensibly, quickly and quietly to the assembly point in the playground

All children should assemble in the playground at their normal lining up point. They should line up **in register order** without talking.

A member of the admin team will deliver a copy of the fire register which should be checked by walking down the line and calling each name individually. A head count may be done as an additional check.

When all children and classroom support staff are accounted for an adult must take the fire register immediately to a member of the admin team who will wait at the end of the Y1/2/3 entrance.

If it is a dry day children should sit down as soon as all children are accounted for.

Admin team will collect class fire registers and all signing in books and leave the school via the nearest exit.

One member of the admin team will distribute fire registers to teachers in charge of classes then wait at the end of the Y1/2/3 entrance path for the checked registers to be returned.

As soon as all registers are returned the member of the admin team will inform the Head Teacher that the evacuation is complete.

A further member of the admin team will check the signing in book to account for visitors

Classroom Support Staff should assist the teacher(s) in charge to evacuate the children via the nearest fire exit.

One member of support staff from each year group should check adjacent toilet and cloakroom areas as they leave if possible.

Visitors should leave the building by the nearest exit and assemble in the playground area under the gazebo

Kitchen Staff should leave the building by the nearest exit and assemble in the playground area under the gazebo. The manager in charge of the kitchen will inform the Head Teacher when all

kitchen staff are accounted for.

Leadership Team (Not supervising a class) should leave the building by the nearest exit then assist admin staff to distribute class registers and check staff and visitors signing in books to ensure that all persons are accounted for.

Leadership team should check staff room/toilets if they are in the vicinity of this area before leaving by the nearest available exit

Premises Staff should leave the building by the nearest exit and assemble in the playground area under the gazebo

Members of staff who have received training in the use of fire- extinguishers may make a judgement that it is safe to tackle a small blaze in accordance with that training.

However, the safety of people is paramount and no member of staff should put their personal safety at risk in order to do this.

If in doubt – get out!

Evacuation of Persons with a Disability:

The Special Educational Needs Co-Ordinator (SENCO) for the school will produce Personal Emergency Evacuation Plans (PEEP) for each individual that may require assistance in the event of an emergency evacuation.

Each of these plans will indicate the type of help and assistance and resources that may be required. These plans will be communicated to all relevant staff, so that the level of assistance required is met at all times.

There may be times when other employees and pupils may require short term or temporary assistance (e.g. after an accident). The SENCO will need to produce a temporary PEEP, to ensure the safe evacuation in an emergency.

On arrival, a visitor to the school with a disability, should be asked to identify any special requirements they need in the event of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety.