

Netherleigh and Rossefield School

Fire Risk (Prevention) Policy

September 2016

Aims

The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The safe evacuation of everyone is the School's priority. The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:-

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy, First Aid Policy and fire risk assessments. This policy can be made available in larger print or more accessible format if required.

Richard McIntosh is the Named Fire Officer for the School Building.

Richard Maddra is the Named Fire Officer for the Ridge Building

Both Named Fire Officers are trained Fire Wardens (Fire Safety Level 2)

The Named Fire Officers are responsible for ensuring that:-

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Proprietor and the Staff Team and the Policy is accessible to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.

- Fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

In the event that Richard McIntosh is absent, Kathryn Briggs will deputise as Fire Safety Officer for the School building

In the event that Richard Maddra is absent, Judy Brushett will deputise as Fire Safety Officer for the Ridge building

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Richard McIntosh (School building) or Richard Maddra (Ridge building.) It is the responsibility of Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. We offer fire awareness training to all staff. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Fire Safety Procedures Emergency Evacuation Procedure

1. If you discover a fire, press the activation button on the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. If you are teaching a class, take your register with you. No one should take anything with them. Shut doors and windows behind you.
4. The relevant Fire Officer will summon the Emergency Services if the alarm sounds.

5. If you have a physically disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated, or who is missing, immediately to the relevant Fire Officer who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Briefing

New Staff and Pupils

All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Summoning the Fire Brigade

Advance warning of fire practices are always given to the staff. If the alarm goes off for any other reason, the Named Fire Officers (Richard McIntosh and Richard Maddra) have the authority to summon the Fire and Emergency Services immediately and as required.

Arrangements for visitors and contractors

All visitors and contractors are required to sign the Visitors Book at Reception. They will be given simple verbal instructions of what to do in the event of a fire. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Fire Drills

We hold at least one fire drill every term at school. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of two trained Fire Wardens throughout the School helps to ensure that the School can be safely evacuated in the event of a fire. The Fire Warden of the site in question will be responsible for checking that the building has been fully evacuated before joining staff and children in the designated areas.

Fire Prevention Measures

The School has the following fire prevention measures in place:

Escape Routes and Emergency Exits

- There are at least two escape routes from both buildings.
- Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the recommendations of our professional advisors.

- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of Kathryn Briggs (School building) and Richard Maddra (Ridge building)
- Records of all tests are kept in the Office

Hazardous and Dangerous Substances

- We ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in cupboards.
- The School has a professional fire risk assessment which is updated every year. This would be brought forward if significant changes are made to the interior of buildings, or new buildings are bought/added.

Review

This Fire Risk (Prevention) Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards. These will be regularly reviewed and revised as necessary.