



# Fire Safety Policy

Date: May 2024

Review date: May 2025

Approved by the Advisory Board: May 2024

Linked with other policies:

- All School Policies

Signed:

*S. Day*

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
1	May 2021	Throughout	Replaced Judith Gardiner with Headteacher or Directors
2	May 2022	Page 3 – Duties	Duties split between Directors and Fire Safety Officer
		Page 4	Removal of Headteacher from maintaining records
		Page 5	Removal of wet and dry riser
			Removal of the School Office is always given advance warning of fire practices
		Page 7	Evacuation Procedure - change Headteacher to Fire Safety Officer
2	March 2023	Page 8 Appendix one added	Evacuation plan for students with physical disabilities
3	May 2023	page 3 Guidance and responsibilities	[All Saints] 'School' added
		Page 5 Fire Alarm	Six-monthly changed to [serviced] annually
		Page 3	Mrs Gardiner changed to Mrs Rachel Smith
4	May 2024	Page 4 point 2	[training] 'Every 2 years'
		Page 5 – 1 <sup>st</sup> para	currently Ace Fire
		Page 5 – 2 <sup>nd</sup> para	[records kept] by the Caretaker.
		Page 5	Amended to include addition of emergency lighting
		Page 5 Emergency Procedures	[fire drill notices] changed to feature full description and photographs of the exit routes. Staff aware of PEEPS for certain students. 'Head count' changed to 'register... using the Fire Register of the day.. Staff/visitors/contractors register is also taken. 'In all cases' added [in the event of anyone unaccounted for..]
		Page 5 Emergency Procedures	Procedure for visitors to site added Paragraph moved from Fire Training (p6) to Emergency Procedures (p5)
		Page 6 Summoning the Fire Service	Procedure added re. office staff to take the Emergency Box (contents listed); Duty Rota in place detailing staff roles

This guidance is applicable to both premises under the control of the School and details the approach to the control of risk from fire.

## 1 Objectives

- To ensure that risks from fire are identified and that arrangements are in place to control those risks.
- To enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## 2 Guidance and responsibilities

The School has in place procedures for:

- carrying out fire risk assessment
- preventing fires
- evacuation in the event of a fire
- maintaining and checking all fire detection, alarm and fighting systems.

The Directors shall ensure that the arrangements in this policy are carried out and that all staff are fully aware of the procedures to ensure the safety of its staff, students, visitors and other persons who may be affected by the activities and its property.

Mrs Rachel Smith (Managing Director) of All Saints School (Lessingham) Ltd has appointed the Headteacher, Ms Samantha Dangerfield as the school's Fire Safety Officer who actively promotes an effective fire safety culture at the school. In the event of her absence from school Mrs Sian Jones (DHT) or Miss Karla King (School Support Manager) will take action to prevent danger when there is an immediate serious risk to life or property.

### **Duties of the Directors are:**

- To liaise with the school's insurers and ensure that their recommendations are responded to.
- There are up to date drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.
- There are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service and signs on all school premises. These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the school's insurers, best practice and the relevant standards.
- There are completed fire risk assessments for all school properties.
- Ensure the fire safety training programme for all staff including, for new staff, training in the routes of evacuation to be used in a fire and the alternatives as shown on the school plan if the normal route is blocked from each classroom. Training in fire safety equipment will be provided by Ace Fire for every member of staff. The Managing Director and Headteacher will ensure that all training in fire safety will be recorded in staff records.
- To ensure that appropriate fire safety arrangements are in place during special events.

## **Duties of the Fire Safety Officer are:**

- In the event of a fire during the working day to act as Fire Incident Controller to organise assistance and provide salvage advice to the Fire and Rescue Service.
- Ensure the fire safety training programme for all staff including, for new staff, training in the routes of evacuation to be used in a fire and the alternatives as shown on the school plan if the normal route is blocked from each classroom. Training in fire safety equipment will be provided every 2 years by Ace Fire for every member of staff. The Managing Director and Headteacher will ensure that all training in fire safety will be recorded in staff records.
- To ensure that appropriate fire safety arrangements are in place during special events.

The Directors are responsible for maintaining fire records and ensuring frequent inspection is undertaken by the Caretaker. Checking of fire extinguishers and fire points are carried out to ensure the safety and good order of firefighting equipment and the immediate contact if any faults or concerns are raised. Records of inspection are kept in the school office.

## **Fire Risk Assessment**

All of the school premises are subject to a fire risk assessment.

The fire risk assessment is reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment, school fire escape routes and weekly check list will be kept in the office and employees' attention brought to any hazards found in the assessment.

Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work and awareness by all staff members.

Regular inspections will be made by the caretaker, Headteacher and Directors to include:

- Fire Extinguishers are in place and not tampered with and tags are in position
- Fire Escape routes are kept clear and free of flammable materials.
- Fire Doors are all fully self-closing or kept closed at all times.
- Fire Escape Stairs are kept free of slipping or tripping hazards.
- Security against arson is maintained by inspection of electronic gate system.

## **Fire Detection**

Each of the school premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent staff members and Ace Fire.

## **Fire Alarm**

Each of the school premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is tested as part of the fire drill procedure.

The fire alarm system is serviced annually by a competent contractor (e.g. ISO 9001 / BAFE), currently Ace Fire.

Records of these tests and servicing are maintained and displayed in the school office and records kept by the Caretaker.

## **Fire Fighting Equipment**

The fire risk assessments will determine the minimum level of firefighting equipment which must be present in the school premises.

Fire extinguishers, and/or other fire suppressant systems are serviced by a competent contractor annually (Ace Fire) and the service date recorded on each extinguisher/system.

## **Emergency Lighting**

The school has emergency lighting fitted throughout.

## **Emergency Procedures**

All staff receive training on evacuation of classes before the first practice in each year and Fire Drill notices and the route(s) to be taken are displayed in every classroom, clearly described and with accompanying photographs of the exit routes; all staff are responsible for ensuring that students are conversant with the evacuation procedure in their own teaching areas at the beginning of the academic year. All staff are instructed in the procedures in the event of a fire and the Fire Safety Officer has contact details for Lessingham Village Hall.

There are adequate means of escape for all occupants of the school premises.

All means of escape are regularly inspected by the Director, Caretaker and Headteacher and all staff are aware of the need to be vigilant and aware of possible dangers in the event of a real fire.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. A Personal Emergency Evacuation Plan (PEEP) will be put in place for visitors or for any student needing additional help and support. Staff are aware and conversant with any PEEPs for students they teach.

Staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a register on arrival at the assembly point, using the student Fire Register of the day (which is circulated by the nominated office staff). A register will also be made to account for all staff, visitors or contractors on site at the time. In all cases in the event of anyone being unaccounted for, name/names (and, if possible, their likely location) is passed immediately to the responsible staff member, Headteacher, Deputy Headteacher or School Support Manager.

It is the responsibility of the Fire Officer to ensure that this information is passed to the Emergency service as soon as they arrive.

All visitors to the school must report to the School Office on arrival where they are provided with a visitor's badge and briefed on fire evacuation procedure and the assembly point (front playground). If it is known that there is a planned fire drill or fire alarm test, any visitors on site at the time will be advised. Visitors to the site are generally accompanied at all times. On occasions when maintenance

or construction staff are working unaccompanied, they are given a brief for their area of work on fire safety.

## **SUMMONING THE FIRE AND RESCUE SERVICE:**

The School Office is manned between 8.00am and 4.30pm during weekdays in term-time. If the alarm goes off for any reason other than a drill, the staff have standing instructions to check the reason for the alarm and if necessary summon the Fire and Emergency Service at once.

The office staff are responsible for ensuring the 'Emergency box' is taken out of the building, containing:

- The Business Continuity Plan
- Any named emergency medications held
- First Aid kit and general use asthma inhalers
- The daily Fire Registers for students and staff
- The Visitors sign-in log
- School telephone/mobile phone
- A note of the 'What 3 Words' to advise and assist the emergency services of our location

A duty rota is in place detailing staff members and their allocated roles in the event of a fire or a fire drill.

The Headteacher will organise and conduct fire drills every term at All Saints School. The first in the Autumn term will be pre-arranged with teaching staff to help to illuminate any worry with more vulnerable students. There will be no knowledge to staff for the rest of the academic year as to when fire drills will take place.

## **Fire Training**

Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes.

Students will be informed of exits and escape routes

All school staff will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers;
- when the use of a fire extinguisher is appropriate, emergency procedures; and how to spot fire hazards.

## **Fire Prevention**

All Saints School Directors, Headteacher and staff take all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented all staff

will comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials including hazardous substances etc.

Regularly inspecting all the areas where there are potential sources of ignition and to ensure that no flammable materials are stored close by;

Maintain awareness through training and refresher training of the preventative steps that need to be taken;

Consult with staff at staff meetings any concerns.

Include fire prevention and evacuation procedures during the induction process with all new staff and students.

Pay close attention to the activities of contractors as appropriate.

## Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment by contractors and the file is available from the school office. Fire Practice dates are recorded in the school calendar.

## FIRE PROCEDURE

### On discovering a Fire:

- Raise the alarm immediately.
- Evacuate the room/building quietly.
- Ensure all are accounted for and if necessary walked away from the school building down to the evacuation point at Lessingham Village hall.

**IN THE CASE OF ALL FIRES/SUSPECTED FIRES THE FIRE SERVICE MUST BE INFORMED.**

## EVACUATION PROCEDURE AND STUDENT CHECKS

When a fire alarm sounds, the staff member in charge of the class should act in accordance with the following instructions.

1. Instruct the students to leave the building in a **quiet and orderly way** following the route as outlined on the Fire Procedure notice in the classroom to the assembly point in the front playground. Liaise with the Fire Safety Officer as to where the fire has been seen. Fire safety equipment should only be used when all students are safe and out of the building.
2. The staff are to carry out roll call of all students at the assembly point as on the daily register and handed to them by the Office Staff.

3. If there are any absentees, then ask if their whereabouts are known and report to the Fire Safety Officer.
4. Stay with the students until officially informed that it is safe to return into the school building.
5. At all times the safety of students is the priority and staff should be diligent and responsible and conduct themselves quietly and efficiently, ensuring their class are quiet and organised if the school need to evacuate to a safe evacuation site.



## **Evacuation Plan for students with physical disabilities**

This plan applies to those students identified on their behaviour management plan and any other students that may have a temporary physical disability due to surgery or injury which affects mobility.

In the event of an evacuation for any reason, including fire, intruder or lock down, please ensure the following guidelines are adhered to.

- ◆ The TA supporting the class which the student is in at the time of evacuation will take responsibility for the student who requires additional mobility support. The student will be escorted by the TA, to the meeting point or evacuation point as directed by the senior member of staff.
- ◆ If evacuating through the back field, another member of staff may be needed to offer stability to the student. This can be the class teacher once the other students have been safely evacuated.
- ◆ If a student is in a wheelchair and not to be mobilised or unable to weight bear, SLT will risk assess the situation and the student will be either wheeled out the front gate or, if this is deemed too unsafe to do, the student will be carried to a safe place on the field at the back of the school to await further evacuation from emergency services