

# FIRE SAFETY POLICY, FIRE SAFETY STATEMENT AND EVACUATION PLAN

## 1. FIRE SAFETY POLICY

### Aim of the Fire Safety Policy

The Fire Safety Policy, Fire Safety Statement and Evacuation Plan together form an integrated approach to the school's aim to ensure the safety of all children, staff, parents and visitors to the school as well as protecting the school property from the risk of fire.

### Fire Risk Assessment

The school will carry out a fire risk assessment which is an organised and methodical look at the school premises, the activities carried on here and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people on the premises if a fire does start.
- **See Fire Safety Risk Assessment (Risk Assessment folder) for complete Fire Safety Risk Assessment**

### Supporting documentation

The policy of the school has been drawn up having regard to:

- *The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)*
- *HM Government Fire Safety Risk Assessment Guide (Educational Premises) (DCLG 2006)*
- *Duties and Responsibilities regarding Fire Safety (Annex A)*  
*Department for Education Registration as an Independent School 12/07/2010*
- **See Fire Safety Risk Assessment (Risk Assessment folder) for complete Fire Safety Risk Assessment**

### Monitoring and review

This policy is monitored by the Principal and staff of the school and will be reviewed annually or before if necessary.

**Current review dated:** 14/10/2019  
**Effective date:** January 2020  
**Next Review date:** January 2021  
**Reviewed by:** Mark Hunter

## 2. FIRE SAFETY STATEMENT

The Fire Safety Policy, Evacuation Plan, Fire Safety Statement and Risk Assessment together form an integrated approach to the school's aim to ensure the safety of all children, staff, parents and visitors to the school as well as protecting the school property from the risk of fire.

This *Fire Safety Statement* should be read in conjunction with:

- ***Fire Safety Risk Assessment (part of the main School Risk Assessment)***
- ***Fire Safety Policy (page 1 of this document)***
- ***Evacuation Plan (end pages of this document)***

### Fire Risk Assessment

- ***See Fire Safety Risk Assessment (Risk Assessment folder) for complete Fire Safety Risk Assessment***

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### Who may be at risk?

- **Children**

Children are always supervised by a member of staff.

Children are informed of simple procedures to follow in case of need to evacuate the building.

Staff are responsible for evacuating the children from the premises (see Policies – *Fire Safety Policy and Evacuation Plan*).

- **Staff**

New staff are informed of the fire procedures and how they are to be applied.

Staff meetings are used as opportunities to remind/update staff about fire procedures. The staff meetings also provide opportunity to discuss recent fire drills and any observations made.

Fire action notices complement this information and are posted in prominent locations.

- **Visitors/parents**

Visitors and parents are always accompanied when inside the building.

All visitors and contractors 'sign in' and sign out' in the school office.

Staff are responsible for evacuating any visitors/parents.

There is no public access to the building and the premises are not used by other groups or members of the public unless accompanied.

### Protection from risk

- **Warning and Detection**

1. **Fire hand-bells**

There are **six fire hand-bells** to raise the alarm to all areas of the school

1. Entrance porch to the Hall (playground entrance)
2. Infant House – (ground floor) by the front door
3. Infant House – (first floor) by the balcony door
4. Keilhau building – by the main front doors
5. The Lodge (staffroom) – under the porch
6. School Office – by the door

## 2. Automated fire smoke detectors

See Plan for location of smoke detectors.

As detectors are not linked between all the buildings - **staff must use the hand-bell on hearing the smoke alarm siren to alert other areas of the school.**

## 3. Fire Call points

There are **two fire alarms systems** covering the site

### System 1:

#### Keilhau Building (including 4 call points)

1. Call point - entrance lobby
2. Call point - DT room
3. Call point - classroom A (Elders)
4. Call point - classroom B (Willows)

### System 2:

#### Infant House, Hall, Office (including 6 call points)

1. Call point – Infant House: downstairs entrance hall (infant cloakroom area)
2. Call point – Infant House: downstairs utility room (back of building)
3. Call point – Infant House: upstairs landing (top of stairs)
4. Call point – School Hall: main hall near opening to kitchen area
5. Call point – School Office: inside main entrance door
6. Call point – STEAM Room: inside main entrance

## 4. Fire-fighting equipment

### Fire extinguishers

#### Type 1. Water (5 extinguishers)

#### Type 2. Carbon dioxide (5 extinguishers)

1. School Hall (entrance area) (Type 1 and type 2)
2. Keilhau building by the front doors (Type 1 and type 2)
3. Keilhau building in the DT room (shared space) (Type 1 and type 2)
4. School Office (by the door) (Type 1 and type 2)
5. Infant House (downstairs) entrance hall (Kindergarten cloakroom) at bottom of stairs (Type 1 and type 2)

### Fire blankets for use on small fires/clothing etc

1. School Hall – Kitchen (utility area)
2. Keilhau building – in the DT room (shared space)
3. Infant House – downstairs: room 4 (Sycamore classroom)
4. Infant House – downstairs: room 1 (Kindergarten)
5. Infant House – upstairs: room 8 (dining room)
6. Infant House – upstairs: room 6 (Oak Tree classroom)
7. STEAM room – near the door
8. The Lodge – above the worktop (tea making area)

### Fire bucket

A fire bucket is available for outside use (ie when fires are lit)

- **Escape routes**

- The School Hall**

- There are **three** designated fire exits

- 1. Fire Exit leading from the utility (kitchen) area onto the main playground
    2. Fire Exit (main entrance) onto the main playground
    3. Fire Exit from main hall leading onto Infant garden

- Doors open outwards and are clearly signed.

- These doors are unlocked during the school day and can be opened from the inside.

- The Keilhau building**

- There are **four** designated fire exits

- 1. Classroom A (patio doors)
    2. Classroom B (patio doors)
    3. DT Room (patio door)
    4. Main Entrance

- Unless otherwise indicated evacuation from this building should be by the front entrance where possible.**

- All doors are outward opening emergency doors which can always be opened from the inside.

- All doors can be used in an emergency.

- Infant House**

- There are **four** designated fire exits

- 1. Front door (main entrance)
    2. Back door (leading out from downstairs utility room)
    3. Sliding door (room 2, formerly the 'studio') leading to Kindergarten front garden
    4. First Floor balcony and fire escape stairs

- Other outbuildings**

- 1. The office/Lodge/STEAM room have low occupancy and short travel distances and open directly to outside areas.

- All doors open outwards

- All doors can be used in an emergency

- **Lighting**

- Emergency (power failure) lighting is installed throughout the site.

- **Signs and notices**

- Fire exit signs** are displayed in the School Hall, the school office, Infant House and the Keilhau building. (In other building the exits are visible)

- Fire Action Notices/Evacuation routes**

- Notices are displayed prominently in all the buildings

- Fire Extinguishers signs**

- Fire Extinguisher signs located by each of the fire extinguisher points

- Fire Bell signs**

- Fire bell signs displayed by each Fire Bell point

- **Maintenance**

**Daily checks carried out by teaching staff**

- Check fire exits are clear from obstructions and combustible materials, and in a good state of repair.
- Check fire exit doors open and exterior escape routes are clear.

**Checks/tests to be carried out by School Maintenance staff (and recorded on the log)**

**Weekly**

1. Check that all safety signs and notices are legible;
2. Check that fire extinguishers are correctly located and in apparent working order;
3. Check fire blankets are correctly located and in apparent working order;
4. Check fire bells are in working order.
5. Check sirens are functioning (System 1 and System 2)

**Monthly**

1. Test emergency lighting system;
2. Check that all fire doors are in good working order and closing correctly.

**Termly**

1. Check all alarm call points are functioning:
  - a) System 1 - 4 call points
  - b) System 2 - 6 call points (see plan);
2. Carry out a fire drill;

**Annual**

1. All fire fighting equipment and fire alarms should be tested and maintained by a competent person (currently contracted with Pyrotec Fire Protection Ltd);
2. Carry out review of Fire Risk Assessment and Fire Safety Policy of the school.

**School Fire Officer**

The School Fire Officer is Mark Hunter.

**Role of the School Fire Officer**

The School Fire Officer is responsible for:

- operating the Evacuation Plan in the event of a fire/fire drill or other cause for an emergency evacuation
- implementing the fire safety policy of the school
- ensuring that an annual Fire Risk Assessment review is carried out
- implementing any action points found in the review
- showing new staff the fire exits and giving basic training on what to do if there is a fire.

The School Fire Officer will:

- ensure that when he is off-site he appoints a person to act as the Fire Safety Officer until his return. He will ensure that the person appointed is familiar with the School Evacuation Plan;
- ensure that all members of staff are instructed on the fire drill procedure and the Evacuation Plan;
- ensure a fire drill is carried out at least termly (or more frequently if required) and that a fire drill report is made. Ensure that any action points are circulated to staff and the fire drill reviewed at a staff meeting if necessary;
- arrange for regular safety checks and tests as identified in this Fire Safety Statement (above). This relates to a check on fire exits, fire extinguishers, fire blankets and fire bells, and ensuring that a Fire Action notice is displayed in all teaching areas of the school. These are recorded in a Fire Safety Check log;
- ensure that the fire extinguishers and alarms are serviced annually.

### 3. EVACUATION PLAN

A **Fire Action Notice** giving the evacuation procedure is displayed in each teaching area.

#### **On discovering a fire:**

Raise the alarm by means of a **fire hand-bell**.

#### **On hearing the siren:**

*If the alarm is raised by the **siren being activated**, any member of staff hearing the siren should raise the alarm to others in the school by using the **fire hand-bell** as if they had discovered the fire.*

#### **On hearing the fire hand-bell:**

##### **The teacher responsible for each area will:**

- ensure their teaching area is evacuated according to the Fire Action Notice - checking any areas (such as toilets) mentioned in the Fire Action Notice
- collect the registers from their teaching area (if they have not been returned to the office)
- close any external doors
- proceed as quickly as possible to the Fire Assembly Point
- at the Fire Assembly Point :
  1. Headcount the children
  2. Take the Register (even if the headcount is correct)
- inform the Fire Safety Officer immediately of correct/incorrect numbers.

##### **The School Fire Officer (or his nominated person - see Fire Safety Policy) will:**

- ensure they have a mobile phone and ensure any registers in the office have been collected
- immediately go to the person raising the alarm to find out the nature of the emergency and make an assessment of the situation
- assume responsibility for continuing to raise the alarm if necessary (or nominate somebody to do so) to ensure all persons on site have heard the alarm
- investigate the emergency to decide on the next course of action
- call the Fire Brigade if this is considered to be the necessary course of action
- once any action required has been taken - check at the Assembly Point and ensure that everyone has been accounted for

**No member of staff or child should return to the building until instructed to do so by the School Fire Officer.**

#### **IMPORTANT NOTES**

**Children must not stop to collect belongings, put on coats or change footwear.**

Children should always have indoor/outdoor shoes on in case of emergency evacuation (except when doing PE in the studio).

# Safe route to the fire assembly point



## **APPENDIX 1**

### **HM Government Fire Safety Risk Assessment Guide (Educational Premises) (DCLG 2006)**

#### **Extracts relating to small/simple low-risk educational premises**

A fire risk assessment will help you determine the chances of a fire starting and the dangers from fire that your premises present for the people who use them and any person in the immediate vicinity. The assessment method suggested in this guide shares the same approach as that used in general health and safety legislation and can be carried out either as part of a more general risk assessment or as a separate exercise.

- If your premises are small you may be able to assess them as a whole.
- In some simple, open-plan, single-storey premises with limited educational activities (e.g. a small village primary school), a fire may be obvious to everyone as soon as it starts. In these cases, where the number and position of exits and the travel distance to them is adequate, a simple shout of 'fire' or a simple manually operated device, such as a bell, gong or air horn that can be heard by everybody when operated from any single point within the building, may be all that is needed.
- In simple premises, having one or two portable extinguishers of the appropriate type, readily available for use, may be all that is necessary.
- In general there should normally be at least two escape routes from all parts of the premises but a single escape route may be acceptable in some circumstances (e.g. part of your premises accommodating less than 60 people or where the travel distances are limited).
- A fire risk assessment that determines that no escape signs are required (because, for example, trained staff will always be available to help persons to escape routes), is unlikely to be acceptable to an enforcing authority other than in the smallest and simplest of premises where the exits are in regular use and familiar to all (e.g. in a small village school).
- Where the locations of escape routes and firefighting equipment are readily apparent and the firefighting equipment is visible at all times, then signs are not necessary. In all other situations it is likely that the fire risk assessment will indicate that signs will be necessary.
- In some simple premises, record keeping may be no more than a few sheets of paper (possibly forming part of a health and safety folder), containing details of significant findings, any action taken and a copy of the emergency plan.
- The record could take the form of a simple list which may be supported by a simple plan of the premises (see Figure 11)
- In simple premises the emergency plan may be no more than a fire action notice
- In simple premises, where no significant risks have been identified and there are limited numbers of pupils/students, information and instruction to staff may simply involve an explanation of the fire procedures and how they are to be applied. This should include showing staff the fire-protection arrangements, including the designated escape routes, the location and operation of the fire-warning system and any other fire-safety equipment provided, such as fire extinguishers. Fire action notices can complement this information and, where used, should be posted in prominent locations
- You must provide adequate fire safety training for your staff. In simple premises this may be no more than showing new staff, pupils and students the fire exits and giving basic training on what to do if there is a fire.
- Fire exit devices. Premises that have limited numbers of staff or others who are familiar with the building and where panic is not likely may use devices, such as push pads or lever handles. See BS EN 17943 for further information.