



Fire Safety Procedures

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Next review: 3 years

Statutory Policy: No

Introduction

Fire is a potential hazard at Pitcheroak School. A fire would pose a major threat to the lives of everyone, but more especially for the pupils as many of them would be highly dependent on members of staff to escape from the fire. This document therefore, sets out the procedures for the organisation and management of fire safety. The procedures set out in this document are mandatory. Non-compliance could result in disciplinary action.

Fire Safety Statement

It is the school's policy to protect all persons on its premises from the hazards of fire by ensuring safe premises and systems of work as far as reasonably practical. The school will operate in accordance with statutory duties, and Fire Brigade guidance.

Specifically, the school will ensure:

- Clearly defined managerial responsibilities for fire safety.
- Provision for the compulsory training of all employees, contract and voluntary workers in fire safety.
- The provision of adequate fire warning systems, means of escape and fire fighting equipment, with good housekeeping practices to minimise risk.
- A system of assessing structural and other fire protection needs in premises, determining fire priorities and the allocation of funds for the completion of agreed works, taking into account other established priorities.

Applicable Legislation

The principal Acts/ guidance impinging on fire safety are:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire Safety & Places of Sport Act 1987
- The Health & Safety at Work Act 1974
- The Building Act 1984
- The Building Regulations 1985 and approved document 1992
- Highly Flammable Liquids Regulation 1972
- COSHH Regulations 2002, as amended

- Disability Discrimination and Equalities Act 2010
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- CLEAPS a nationwide advisory service for science equipment

Fire safety takes account of two principle factors:

Physical factors:

- All initial building design and construction should conform to the relevant regulations and codes of practice.
- A thorough review of fire precautions when planning alterations in the use, layout or design of any part of the building is essential.
- An appropriate choice of fire alarm and detection systems with proper lifetime maintenance must be made.
- A suitable and sufficient provision of fire fighting equipment with an effective maintenance regime should be installed.
- The provision and ongoing upkeep of fire retardant furnishings, textiles, fixtures and fittings must be ensured.

Human factors:

- Effective management systems must be in place that constantly display a commitment to fire safety.
- Suitable safety policies and programmes of staff training etc need to be adopted and kept under constant review.
- The need for compliance at all levels within the organisation with the policies and procedures must be accepted.

In the case of a fire

- In case of a fire being discovered or suspected the fire alarm should be activated.
- The most senior person present (Headteacher or Deputy Headteacher) will take charge until the arrival of either the fire brigade or the Fire Warden whichever is the sooner.
- On arrival, the Fire Warden will liaise with the fire brigade and take all corporate decisions necessary.

- The Fire Warden has the authority to command all staff no matter what their grade.

Managerial Responsibilities

The Headteacher assumes overall responsibility for fire safety within the school premises. To assist them the School Business Leader with responsibility for Health and Safety will have the authority to act in all matters relating to fire safety.

The flowchart in Appendix 1 details the organisational structure for fire safety management at Pitcheroak School.

Fire Reporting

The collection of data from fire incidents is important and lessons can be learnt from routine reports. Because large fires can develop from insignificant beginnings the Fire Brigade should be called to all fires. Minor outbreaks that are rapidly extinguished e.g. a smouldering waste paper bin as a result of a discarded cigarette should be reported to the Fire Warden and a written report kept in the fire log. Serious fires involving death, serious injury, closure and or significant damage to premises or its contents must be reported to the LA. Details of all outbreaks of fire to which the Fire Brigade are called must be reported promptly (within 48 hours) to the chair of Governors.

Fire Safety Risk Assessments

Every building is required to have a current, written fire safety risk assessment in place. It is the Headteacher's responsibility for ensuring that the assessment is carried out and reviewed as necessary even though another person may do it on their behalf i.e. the School Business Leader. The SBL reviews the Fire Risk assessment annually.

Fire Emergency Plan/ Fire Drills

Every building is required to have a current, written evacuation plan in place. This plan should include:

- Raising the alarm
- Who takes charge
- What telephone calls are required and who makes them
- Method of evacuating pupils, staff, visitors, volunteers and contractors
- Identifying a place of safety/ location for assembly
- Means of confirming the building/ area has been cleared of people
- A system of closing doors/ windows

There is a requirement in legislation to test these evacuation plans at least once per year in every building/ area. These drills are arranged by SLT. The outcome of the drill is recorded in the Fire Emergency File.

Fire Warden

The main duties of the Fire Warden are:

- To maintain the highest possible fire safety standards (including good housekeeping) within available resources.
- To ensure that the building has an appropriate fire procedure.
- To ensure all recommendations on the Fire Risk Assessment are actioned.
- To consider the advice of the Local Authority (Hereford and Worcester and Fire Service) and implement recommendations where appropriate.
- To ensure the Local Authority is consulted on proposals to acquire, construct or modify premises and to ensure adequate fire protection is included in the design.
- To ensure that fire safety is reported on in Governing Body premises meetings.
- To ensure that all staff participate regularly in fire safety training and fire drills and maintain records of attendance. This should also take account of visitors, support staff and volunteers.
- Be responsible for the co-ordination and direction of staff during a serious fire in accordance with the emergency plan.
- Ensure that a fire safety risk assessment is both carried out and reviewed as necessary for the assembly area.
- To provide the emergency services with a map of the school that identifies gas/water/electric and fire locations.

The Fire Warden should have at least one appointed deputy to ensure a responsible person is always available to assume the relevant duties in the absence of that officer. A deputy in the event of an emergency should be able to take command until the Fire Brigade arrives and to act as a focus for liaison purposes thereafter. They should ensure that potential fire hazards or malpractices are reported to the Fire Warden.

General Duties and Responsibilities of all Staff

The Health & Safety at Work Act 1974 imposes on all employees a duty to take reasonable care to avoid injury to themselves and others by their work activities and to co-operate with their manager and others in meeting the statutory requirements. The Act also requires employees not to interfere with, or misuse equipment provided to achieve compliance with the Act (sections 7 & 8) thereby placing themselves and others at risk e.g. wedging open fire doors, misuse of fire extinguishers etc.

Employees are responsible for the well being of pupils, staff and visitors under the care and control of the school and to colleagues who may be affected by their actions at work. It is the duty of every employee to report to their Fire Warden any instances where agreed fire safety procedures are not being implemented or are being abused. All employees are required to attend and participate in general fire safety training and drills and where necessary shall receive both basic instructions in fire safety and fire training appropriate to their own workplace and duties.

Staff Training

On the first day of employment each new member of staff will be instructed by their line manager in the following:

- Actions to be taken on discovering a fire
- Actions to be taken on hearing the fire alarm
- The location of the nearest fire alarm activation points
- The location of the nearest fire exit

- The location and type of the nearest fire extinguisher
- The location of assembly points.

Induction

Within one calendar month of commencing employment, each new member of staff will attend induction. This induction will cover all basic aspects of fire safety and fire equipment.

Refresher Training

Within every period of 12 months all staff will receive refresher training (this may be 'In the line of fire' online training or an annual briefing by the Headteacher on the first day back in September). All staff must attend at least 1 session annually. Records will be kept of staff attendance. The objective of the training policy is to ensure that all personnel:

- understand the character and hazards of fire, smoke and toxic fumes
- are fully aware of the fire hazards involved in their own working environment
- practice and promote fire safety
- are conversant with and follow the procedure in which they are trained if fire breaks out
- report all fires "and near misses" to the Fire Warden
- are alert to the possibilities of arson
- adopt good housekeeping practices to avoid as far as possible the potential outbreaks of fire
- adhere to the procedures set out in the staff handbook about the site being non-smoking.

Fire Training Records

The CPD lead is responsible for the provision and maintenance of a training log for each individual member of staff, indicating accurately the dates of all fire training.

General Fire Safety

Furniture and Furnishings

All furniture and furnishings shall conform to the appropriate British Standard and if necessary the Fire Warden will consult with the Fire Safety Advisor to ensure that new equipment meets the appropriate standards.

Fire Alarms

Automatic fire detection systems and break-glass call points are installed in accordance with relevant regulations and fire alarms and one call point is tested weekly by the Caretaker and any defects reported immediately to the SBL with responsibility for Health and Safety.

Emergency Lighting

Emergency lighting is installed in all premises to the current British Standard at the recommendation of the Fire Safety Advisor. The emergency lighting is tested every month (a flick test) by the Caretaker and a six monthly check is undertaken by FireSafe. Defects should be reported immediately to the SBL with responsibility for Health and Safety.

Fire Fighting Equipment

Fire fighting equipment will be sited as recommended by the Fire Safety Advisor. The Fire Warden has a responsibility to ensure that the equipment is accessible at all times. Staff also have a responsibility to ensure that fire fighting equipment is not covered or out of sight at all times. An external contractor (Chubb) will be responsible for the annual testing of all fire fighting equipment. In addition the Fire Warden will ensure that annual testing is taking place.

Access for Fire Fighting Appliances

The Fire Warden, the Fire Safety Advisor and the local Fire Brigade will agree access routes for fire fighting appliances where applicable. The Fire Warden will make the necessary arrangements for these routes to be kept clear and provide the

appropriate signage. All staff and relevant persons have a responsibility for ensuring that these routes are kept clear.

Toasters, microwaves, portable ovens and hotplates

The above electrical appliances should only be sited in approved areas and not relocated. When appliances are in use a member of staff should always be in attendance and it must be remembered that some appliances are not fitted with automatic switch-off devices and should therefore never be left unattended when in use. Toasters are not permitted in classrooms.

Fire Emergency File

The purpose of a Fire Emergency File is to ensure that all fire safety information relating to that property is made accessible to managers, staff and regulatory authorities. A copy of the procedures are kept in the firebox next to the school kitchen external to the building.

Smoking

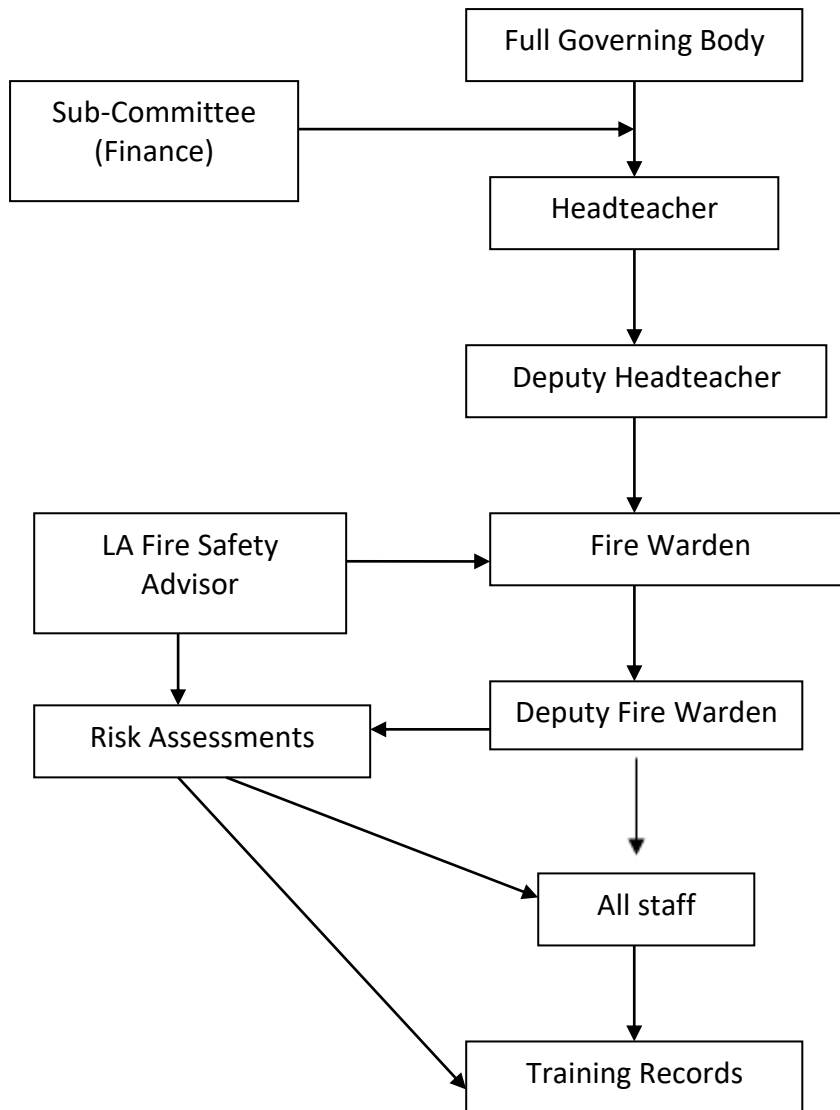
Smoking is not allowed anywhere inside the school building or within a 50 metres area of the building.

Arson

Arson is always going to be significantly harder to safeguard against than accidental fires because the determined arsonist will create artificial circumstances that go beyond any reasonable benchmark of probable risk. Due to the high number of arson attacks that take place nationally, all staff need to be aware of the ever-present threat which is posed and to therefore be constantly vigilant. Finally, if an arson attack should take place then staff should be reminded that they should not touch or remove any items from the area.

APPENDIX 1

**THE ORGANISATIONAL STRUCTURE FOR FIRE SAFETY/
RISK MANAGEMENT AT PITCHEROAK SCHOOL**



Fire Safety Guidelines at Pitcheroak School

Whoever raises the alarm must telephone the main office to let them know what the situation is and whether the fire brigade needs to be called.

1. **The Assistant Headteacher** will take a walkie talkie and if an emergency is confirmed, they will be ready to receive and liaise with the emergency services and block the driveway from any on-coming vehicles if necessary.
2. **The Headteacher** will take a walkie talkie and a clipboard to record any adult or children absences. In the event of an evacuation the Headteacher will assume overall responsibility of the assembly point.
3. **The receptionist** will take a walkie-talkie, a mobile phone, the visitors' book and go to the visitor's assembly point. The receptionist will open the gate at the side of the playground; take a roll call of the visitors against the book and if necessary the receptionist will telephone the fire brigade.
4. **The office manager** will take a walkie-talkie, the pupil late book, the going-off-site log, pupil registers (paper copies) and distribute these to class teachers.
5. **Teachers** who are teaching must escort their class to the assembly point on the playground and conduct a roll-call for all pupils in their class. Any absences will be reported to the Headteacher.
6. **Teachers on non-contact** should assist pupils in the area where they are working or if possible go to a class that requires additional help.
7. **The Deputy Head** will take a walkie talkie and the staff list (paper copy). They will then conduct a roll-call for all staff. Any absences will be reported to the Headteacher.
8. **Medical staff** (nurses, physios, speech and language therapists) should assist in the evacuation of pupils from the classroom they are working in or go to a classroom nearby to assist with the evacuation. They should then proceed to the visitor's assembly point where the receptionist will report any absences to the Headteacher
9. **Visitors, volunteers and students working in class** will take instruction from the teacher/ staff in charge of the group and if instructed assist in the evacuation of

pupils. The receptionist will then ensure that they are accounted for when at the visitor's assembly point.

10. **Lunchtime supervisors** should help with their classes then assemble at the visitor's assembly point where they will be accounted for.
11. **Groups returning to the school site.** If groups are in a minibus they should park outside the school site and stay in the vehicle. Walking groups should go to their designated assembly point with their teacher.
12. **School Transport.** If on site, drivers should wait with their vehicles and when it is safe, drive carefully off-site to allow emergency vehicles access, or park off-site to allow emergency vehicle access.
13. **Kitchen staff.** Should evacuate to the visitor's assembly point and report any absences to the Headteacher.

LUNCHTIMES/ BREAKTIMES

- Dry conditions – The majority of the pupils will be outside, those in the building should be evacuated via the nearest safe exit. All staff will go immediately to the various playground areas and take students to the assembly point for a roll call. Lunchtime supervisors will go to the class and line-up with pupils, just in case staff are off-site for their lunch break. All staff on-site will go to their class.
- Wet conditions – If the pupils are in the building all staff support the Lunchtime supervisors in the immediate evacuation of the building.

In the event of a fire

1. When the fire alarm sounds staff must evacuate all children by the nearest safe exit. Most children will need support. Visitors will take instructions from the teacher in charge of the class they are with.
2. No belongings should be collected. Doors should be closed behind you.
3. Classes should walk to the assembly area on the playground and line up beneath their class name.
4. Admin staff will bring out registers and distribute them to class staff.
5. Staff should count and be able to account for all pupils. If all present and correct the class teacher will hold up their register.
6. Teachers in charge of a class will obtain the class register and take a roll call, any missing pupils to be reported to the FIRE WARDEN.
7. No-one is to re-enter the building until instructed to do so by the FIRE WARDEN and must not compromise their own safety at any point during the evacuation process.
8. Staff on PPA or who are spare, should offer help where appropriate, usually Early years and the KS2 Department.
9. If you are with a group of pupils in the main hall exit through the nearest fire exit and proceed to your assembly point.
10. All staff must be aware of:
 - Nearest fire exits, routes and assembly points
 - Weather conditions and the availability of warm clothing for pupils who may be vulnerable or at risk
 - Nearest fire extinguishers (if trained staff can use extinguishers to tackle small fires provided they do not compromise the safety of themselves or others).

If the Fire Alarm rings during lunchtime then the same rules apply, but staff should be aware of the notices in the staffroom as to where help is needed. Lunchtime supervisors have been trained and know their duties.

Each classroom/area has a fire procedure notice and staff should be familiar with this.