

## APPENDIX 4

### **FIRE SAFETY POLICY**

#### **INTRODUCTION**

As a responsible employer the trustees take fire safety responsibilities seriously and for this reason have formulated a policy to assist in compliance with the legal obligations to pupils, staff and visitors under the Regulatory Reform Fire Safety Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. This policy is a constituent part of the overall School Health & Safety Policy.

#### **RESPONSIBILITIES**

All employees have a legal responsibility to take reasonable steps to ensure they do not place themselves or others in their care at risk of harm and to co-operate with the employer to ensure compliance with legislation. In order to achieve this you should:

1. Understand and comply with the fire safety policy.
2. Know what action to take on discovering a fire or hearing the fire alarm.
3. Know the evacuation procedure and assembly point location.
4. Be familiar with the different types of fire extinguisher located in school and how to use them.
5. Keep fire doors closed to prevent the spread of fire, heat and smoke.
6. Report any instances of increased risk to the Health & Safety Officer (Bursar).

#### **COMMUNICATION**

Staff & visitors will be kept informed of any changes made to the fire safety procedures and the fire risk assessment. Visitors will be briefed, by the office staff, when signing in on the sound of the fire alarm, evacuation procedure and location of the fire assembly point and should not be left alone by their host/sponsor unless they are aware of and familiar with all available escape routes.

#### **MANAGEMENT OF FIRE SAFETY**

In order to maintain high standards of fire safety the following will be undertaken:

1. A Fire Risk Assessment. This will be reviewed at intervals not exceeding 24 months or more frequently if there are changes that impact on its effectiveness i.e. alterations to the premises or new work processes.
2. Practice fire evacuation procedures on a termly basis.
3. Appropriate training to any staff with additional fire safety responsibilities.
4. Staff will periodically be provided with fire safety awareness training and practical fire extinguisher familiarisation training.

5. All new members of staff will be provided with induction training on the installed fire alarm system, how to raise the alarm, the available escape routes and the location of the fire assembly point.
6. All escape routes will be clearly marked with the appropriate signage and kept free from obstructions at all times.
7. Each classroom to contain Action on Hearing Fire Alarm notice.
8. The installed fire alarm system will be regularly serviced as will other safety systems i.e. emergency lighting and fire extinguishers to ensure correct operation. Records will be kept of all such servicing.
9. Alarm systems will be periodically tested at the intervals recommended in current legislation. Records will also be kept of all such testing.
10. Portable Appliance Testing and Fixed Wiring Safety Inspections will be undertaken at the intervals recommended in current legislation.
11. Staff should report missing or defective equipment or occurrences of increased risk if deemed to be high or any matter of concern to the Health & Safety Officer (Bursar).

## **EVACUATION PROCEDURE IN THE EVENT OF A FIRE**

### **ON DISCOVERING A FIRE**

1. Report to the nearest member of staff who will raise the alarm.
2. Bursar, or in his absence school office staff, contact the Fire & Rescue Service.
3. Office staff proceed to Assembly Point with registers, staff and visitors books.

### **IF A FIRE IS DISCOVERED IN THE SCHOOL HALL THE SCHOOL OFFICE IS TO BE NOTIFIED WITHOUT DELAY**

### **ON HEARING THE FIRE ALARM**

1. Teaching staff to evacuate classrooms closing windows and doors if time allows.
2. Do not stop to collect personal belongings.
3. Leave the building by the nearest exit.
4. Do not re-enter the building until authorised to do so.
5. Proceed to Assembly Point for roll call.

### **FIRE WARDENS**

1. Encourage pupils/staff/visitors to evacuate and proceed to the Assembly Point.
2. Confirm location of fire (from fire panel).
3. Check classrooms for stragglers.
4. Report to Evacuation Co-ordinator

### **EVACUATION CO-ORDINATOR**

1. Gather all information regarding the evacuation (from Head & Deputy Head).

2. Establish if fire is genuine or false alarm,
3. Ensure Fire & Rescue Service (FRS) is called.
4. Confirm roll call with office staff and Deputy Head
5. Liaise with FRS on arrival. Provide FRS with reception pack.

### **FIRE ASSEMBLY**

The Fire Assembly Point is the school playground. In the event of the fire alarm sounding all occupants are to proceed to the Fire Assembly Point without delay.