

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on Compassion,  
Trust, Friendship and Hope.*

## Fire Policy



Date of Policy: January 2018

Date of Review: January 2020

Adopted by Governing Body: January 2018

Signed by Chairman of Governors: Katherine Wright

## Fire Policy

### Spalding Parish Church of England Day School

#### 1) Introduction

This policy is designed to help our school comply with our duties under the Regulatory Reform (Fire Safety Order) 2005.

Spalding Parish Church of England Day School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

#### 2) Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

#### 3) Policy Objectives

-  To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
-  To minimise the risk of fire and to limit fire spread;
-  To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

#### 4) Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

-  Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
-  The Head Teacher has ultimate responsibility for the implementation and management of this policy;

🏢 The Site Manager is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy:

-The RRO places duties on the "responsible person" who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the school's case this is the Site Manager.

🏢 All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

## 5) Managing Fire Safety

### Fire Safety Arrangements

We have introduced the following measures in order to maintain high standards of fire safety.

🏢 A Responsible Person (RP) will be appointed, the Site Manager, and given sufficient authority to effectively ensure that the following measures are in place and effective.

🏢 A Fire Risk Assessment (FRA) will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.

🏢 The fire evacuation procedure will be tested at least twice a year annually with a fire drill, the results being recorded in the fire log book.

🏢 All employees will receive training and instruction on the fire and emergency procedures. All training will be recorded and details retained on the employees personnel files (and the fire log book).

🏢 Any employee with additional fire safety duties, ie fire marshals or their deputies, will be given training on appointment to their specific duties and refresher training on an annual basis.

🏢 Any other person identified to be at risk will receive training on the fire evacuation procedures.

🏢 All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate.

🏢 All exits will be fitted with appropriate hardware to allow escape without the use of a key.

🏢 Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.

🏢 The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular

basis as defined in the fire log book. Alarms will be tested on a set day and time each week.

- 🏢 All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.
- 🏢 This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

The Site Manager will:

- 🏢 Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- 🏢 Provide and maintain in working order all fire fighting appliances and devices including:
  - a) fire detection and alarm systems;
  - b) emergency lighting systems;
  - c) fire fighting equipment;
  - d) notices and signage relating to fire procedures;
  - e) means of escape, taking into account the needs of any disabled users.
- 🏢 Carry out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- 🏢 Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- 🏢 Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- 🏢 Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- 🏢 Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- 🏢 Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## 6) Monitoring Fire Safety

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by \_\_\_\_\_.

The alarm sounders are tested on a weekly basis by the Site Manager.

The school lighting is checked regularly by the Site Manager.

Notices and Signage are updated as and when required and checked annually by the Site Manager.

Fire fighting equipment is checked regularly by the Site Manager and extinguishers are replenished.

A Fire Log Book which contains records of fire safety issues is maintained by the Site Manager and located in the School Business Manager's office. These issues include:

-  Fire drills;
-  Work permits, etc;
-  Storing of hazardous materials;
-  Inspection and testing of fire detection and alarm systems, emergency lighting systems, fire fighting equipment and staff training records.

### **7) Fire Risk Assessment**

The school has carried out a comprehensive fire risk assessment for each the building. These assessments are kept in the fire safety file held in the School Business Manager's office. The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

-  Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
-  Any change to the use of the premises which may affect the risk rating;
-  Any change to work processes or work equipment which may introduce new fire hazards;
-  Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **8) Fire Safety Training**

All staff receive basic fire safety induction training with refresher sessions held annually. Key staff in the school buildings receive more detailed instruction (Fire Warden training for Site Manager and any other relevant key persons).

Children are given instruction by their class teachers during the first week of Term one re the actions to be taken in the event of a fire. This is then revisited at the beginning of each term.

Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through staff briefings any conclusions and remedial actions are recorded and implemented.

#### 9) Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific guidance on the evacuation of disabled persons from the school buildings.

## EVACUATION PROCEDURE

### THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm

The office staff will ring (9)999 on hearing alarm.

If fire is in the kitchen, the kitchen manager rings (9)999 and immediately sends someone to break glass of alarm and tell the Head or Deputy/Assistant Head in their absence that Fire Brigade has been notified.

On hearing the fire alarm

### ALL PERSONS PROCEED TO ASSEMBLY POINT

-  Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.
-  In classrooms, pupils nearest windows should be told to close them. Staff assemble pupils IN SILENCE and instruct them to proceed to the Assembly Point IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave. Children should not stop to put on their shoes or collect their belongings.
-  Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their classrooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
-  The office staff will bring the child, staff and visitor Inventory record and a member of the office team will be responsible for checking all adults are present, whilst class teachers check all adults are present.
-  Each morning the class teacher will write the number of children present in their class on their whiteboard so that if they need to exit quickly they can do a quick head count in addition to the register. This is mainly for if the alarm is sounded at lunchtime.

 The Head Teacher (or in their absence the member of SLT on duty) and Site Manager will do a sweep of the building to ensure that everyone is evacuated successfully.

The School Business Manager will make contact with the caretaking staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.

The Head Teacher will report the safety and whereabouts of the caretaking staff to the Site Manager and will maintain contact throughout the procedure. The Site Manager (or in his absence a member of the office team) on duty will open the gates for the Fire Brigade and await their arrival and will prevent any casual visitor from entering the premises.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

## PROCEDURE FOR ASSEMBLY AND ROLL CALL

(refer also to plan at Appendix A)

### **Pupils' Reporting Procedure:**

Classes line up in numerical order at Assembly Point.

Class teachers take registers and supervise roll call.

Once roll call is completed, class teacher to raise hand to signal to head that all children are present.

### **Staff/Visitors Reporting Procedure:**

The Office Manager will assemble all visitors and check they are present according to the signing in book.

All will await the arrival of fire brigade and respond to and relay fire officer's instructions

**No-one may leave the Assembly Point until instructed to do so by the Head Teacher**

## Appendix 2

### Guidance on the Evacuation of Disabled Persons from the School Building

Students and employees with an identified disability for whom additional measures are necessary should already have been identified and information held in the staff room (Personal Emergency Evacuation Plan, PEEP).

Having considered the risks, the SENCo will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head Teacher and any specific requirements addressed as soon as they are known.

#### Specific Evacuation Requirements

##### Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

##### Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked, wheelchair users must be either assisted by their "buddy" or other third party.