

Fire Risk (Prevention) Policy

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees (staff), children, parents and all other persons legally on the school premises, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting the procedure to follow, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Equality Act 2010.

The objective of this policy is to ensure that effective precautions are taken to avoid the occurrence of fires and to ensure that procedures are in place for minimising the effects of a fire and evacuating the school/setting, and that all members of staff, students and volunteers are aware of the procedures set out in this policy.

Introduction

Fire safety refers to precautions that are taken to:

- Prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- Alert inhabitants of a building if a fire starts
- Enable those that are threatened by a fire to survive
- Reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

Employer Responsibilities

To ensure that all our activities are undertaken safely and that the risks from fire are clearly understood throughout the school, we:

- Carry out and record fire risk assessments for our operations;
- Provide employees and others with adequate information, instruction and training;

- Provide adequate resources to ensure fire safety; and
- Review this policy at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- Carry out and record fire risk assessments annually (or more frequently if significant changes occur) for our operations, in accordance with the Government's Fire Risk Assessment Guides;
- Prepare an emergency fire action plan taking into consideration employees, children and disabled people;
- Provide appropriate fire safety information and training for employees and others who may be affected;
- Fire marshal training for staff to be repeated every three years, and during induction for new staff;
- Appoint two or more Competent Persons who have sufficient training, experience and knowledge to assist in taking preventive and protective measures;
- Appoint a 'Responsible Person' whose duty it is to keep records of:
 - (i) the fire risk assessment and its review;
 - (ii) the fire risk (prevention) policy;
 - (iii) fire procedures and arrangements;
 - (iv) training records;
 - (v) fire practice drills;
 - (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

The Responsible Person is **Mrs Beverley Roberts** (Headteacher);

- Carry out periodic fire drills;
- Maintain the fire safety measures identified by our fire risk assessments; and
- Record information and maintain records.

Fire safety Procedures and Fire Drills

Our fire safety and emergency evacuation procedures are documented and displayed in the school.

- Fire safety procedures are explained to all new staff, students and volunteers as part of the induction process. If there is an outbreak of fire, the saving and preservation of life takes precedence over saving property or equipment.
- Fire safety procedures are explained on the back of all visitor badges.
- Fire drills are carried out at least once per term, and records kept stating date, time, duration, number of staff/children involved and any amendments that may need to be made.
- Records are kept of the routine maintenance, testing and the servicing of fire safety equipment.

- All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment (extinguishers and blankets) are stored. All staff have been provided with basic training in using fire extinguishers.
(all teaching and administrative staff most recently attended fire safety/ marshal and basic fire extinguisher training in September 2016).
- Fire extinguishers will only be used by trained staff if the fire is minor and can be tackled without putting those staff at risk.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside. Fire doors and exits are not locked whilst the building is occupied.
- Fire extinguishers and fire alarm systems are regularly tested in accordance with the manufacturer's guidance.

General fire safety / Good housekeeping

We take all steps possible to prevent fires occurring. All staff make it their responsibility to ensure that:

- Any potentially flammable materials or dangerous substances are stored safely;
- No flammable visual displays hang from light fittings or over heaters;
- Combustible materials e.g. paper, card, fabrics are not stored near to sockets or lights;
- Fire doors/fire exits are not obstructed and are kept closed at all times;
- Where locks are required on fire doors for overnight security, these are always unlocked by the Headteacher or Admin staff when they first arrive on the premises;
- Power points are not overloaded with adaptors;
- All electrical items, plugs and cables are tested at an appropriate frequency as set out in the portable appliance testing, and fixed equipment method statement and procedures; and
- All cookers are used only in rooms equipped with fire blankets, and placed away from any displays, stationary or other flammable materials.

Sources of Fuel, Oxygen and Ignition - Specific Procedures

Reference should also be made to the lists of flammable materials (sources of fuel), sources of oxygen (including forced air) and sources of ignition set out in the fire risk Assessment.

- The quantity of furniture in each room is appropriate to the normal use of that room, and the quantity of paper and card etc. stored in each classroom/ store should not exceed that which would reasonably be used within one academic year
- When the electric ovens/hotplates are being used in the school other than in the staff room/ kitchen, then a fire blanket will be available at all times and teachers

will ensure that there are no fuel sources (including paper/displays) in the vicinity at any time during and after use. Classrooms where cooking is frequently carried out are provided with their own wall-hanging fire blanket. The use of extension cables for cookers will be avoided wherever possible, but if unavoidable will be of a suitable rating for the appliance.

- All flammable products such as paints and solvents used for maintenance activities are stored in the flammable cabinet in the cellar store/ workshop area. The quantity of flammable products stored on site is therefore limited to the volume of the flammable cabinet.
- All dangerous substances safely stored.
- Stage lighting in the hall is only to be used by competent persons, is inspected before use, and is located on designated wall bars, stands or truss. Any cloth or other potentially flammable material within 1 metre are treated with a suitable flame retardant.
- Heat-proof matting is always used for soldering and brazing work. Abrasive cutting of metal is carried out where sparks cannot reach/touch any flammable surface such as paper or wood and, if this cannot be avoided, then suitable heat/spark protection is provided. The location of the nearest extinguisher(s) must be identified before work commences, and additional extinguishers provided if necessary.

In the event of a fire

Should a fire be discovered we will ensure that:

- A member of staff will immediately raise the alarm and the emergency services will be called at the earliest possible opportunity;
- All children will be immediately escorted out of the building to the assembly point using the nearest marked exit in a calm, safe manner;
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation;
- The entire premises will be checked by a member of the senior management team/manager and the register will be printed and/or collected, providing that this does not put anyone at risk;
- On exiting the building, a member of the senior management team/manager will close all accessible doors and windows to prevent the spread of fire;
- The register will be called and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, a member of the senior leadership team/manager (SLT) should access the emergency contacts list that is stored off site.

- A member of staff's first duty is to look after the children, which means evacuating the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Evacuation of children/persons with Special Educational Needs and disability

- We have Personal Emergency Evacuation Plans (PEEP) for all students or staff who have been identified as having special educational needs and disability which might interfere with their safe evacuation; and/or a physical impairment.

Next Review Date: July 2019

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date: