

## Fire Safety Policy

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### Statement of intent

Sitwell Junior School is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, Sitwell Junior School has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officer (FSO) and headteacher, Jennifer Dawson is responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

## **1. Legal framework**

1.1. This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

1.2. This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Risk Assessment
- Fire Evacuation Plan
- Lockdown and Evacuation Risk Assessments

## **2. Responsibilities of the governing board**

2.1. The governing board, in consultation with the headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

2.2. The governing board endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the FSO and all other staff.

### **3. Responsibilities of the headteacher (Jennifer Dawson)**

#### 3.1. The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Employ or designate an FSO to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
- Work with the FSO to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

### **4. Responsibilities of the fire safety officer (Jennifer Dawson) and Site Manager (Christopher Green)**

#### 4.1. The FSO will:

- Take responsibility for the school's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least once per half-term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least once every three years.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the school's procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the headteacher to nominate a temporary FSO in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

#### 4.2 The Site Manager will ensure:

- The premises are maintained in such a way as to minimise the risk from fire.

- The fire alarms are tested weekly and any problems reported and rectified.
- The automated doors disarm when the fire alarm is activated.
- The evacuation routes are clearly marked and kept clear.
- The emergency lighting on corridors and classrooms are working and to rectify if not.
- All fire-fighting devices and appliances are maintained annually and clearly marked- this should be recorded in the Fire Precautions Logbook.
- All problems or potential problems are reported to the fire safety co-ordinator as a matter of urgency.

## **5. Responsibilities of staff members**

### 5.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO and Site Manager of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated FSO and Site Manager.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

## **6. Responsibilities of pupils**

### 6.1. All pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.

- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

## **7. Responsibilities of visitors and contractors**

7.1. All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the headteacher and FSO in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the FSO and Site Manager - failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the headteacher or FSO.

## **8. Risk assessments and checklists**

8.1. The FSO, in cooperation with the headteacher and Site Manager, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance.

8.2. Termly assessments of high risk areas, such as kitchens, will be undertaken.

8.3. Annual risk assessments will be conducted for all other, lower risk, areas of the school.

8.4. The fire risk assessments will be reviewed by the FSO and, where necessary, amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

8.5. All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

8.6. The Site Manager will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.

8.7. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

## **9. Preventative measures**

- 9.1. Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the FSO and measures are put in place to ensure these risks are mitigated and controlled.
- 9.2. Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.
- 9.3. Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding and using bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities.
- 9.4. All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.
- 9.5. Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.
- 9.6. Relevant risk assessments are undertaken before using certain equipment.
- 9.7. Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from pupils.
- 9.8. Flammable liquids, materials and gases are kept separate from each other in storage.
- 9.9. All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.
- 9.10. All corridors and stairways are kept clear at all times.
- 9.11. Fire doors are kept unlocked from the inside, working properly and not wedged open.

## **10. Educating pupils**

- 10.1. At least one PSHE lesson, per year group/class, per academic year is dedicated to fire safety and mitigating the risk of a fire.
- 10.2. The FSO will invite the local fire service to perform a presentation to pupils once per year.
- 10.3. Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.
- 10.4. The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.
- 10.5. Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

## **11. Measures for people with disabilities**

- 11.1. The FSO and headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a PEEP, created by the FSO. This may include being led out by a teacher.
- 11.2. To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors don't attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.
- 11.3. Staff are taught to modify evacuation routes for people with disabilities as part of their training.
- 11.4. Visual alarms, such as flashing lights and beacons are placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

## **12. Cooking facilities**

- 12.1. To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school kitchen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.
- 12.2. The school kitchen will be thoroughly cleaned at the end of each day, by the school's cleaners and kitchen staff to ensure potential fire hazards, such as excess grease, are mitigated.
- 12.3. The school's site manager will check all electrical equipment in the school kitchen and classrooms termly, to ensure their usability and safety.
- 12.4. An electrical engineer will check all electrical equipment in the school kitchen and classrooms annually, to ensure their usability and carry out any maintenance.
- 12.5. Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.
- 12.6. All pupils under the age of 10 will not be permitted to use the cookers and microwaves.
- 12.7. Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if Sitwell Junior School receives permission from parents.
- 12.8. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.
- 12.9. Staff members, including lunchtime supervisors, will report any defective equipment to the site manager, FSO or headteacher as soon as possible.

## **13. Fire hazards**

- 13.1. Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.
- 13.2. Waste paper bins are emptied daily to mitigate risks.
- 13.3. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.
- 13.4. Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the FSO.
- 13.5. Electrical equipment is reviewed in accordance with relevant school policy, and steps are taken, e.g. regular checks by the FSO, to ensure equipment is maintained to a high standard.

#### **14. Procedure in the event of a fire**

- 14.1. The person who discovers the fire/smoke will sound the nearest fire alarm.
- 14.2. On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the FSO (for staff and visitors), or for pupils, by their class teacher.
- 14.3. Lifts will not be used during an emergency evacuation.
- 14.4. During registers, pupils will remain silent to ensure the process can be completed quickly.
- 14.5. As soon as the fire alarm sounds the fire brigade will be called by the FSO.
- 14.6. People will only be allowed to re-enter the building once it has been deemed safe by the FSO or other responsible person, e.g. member of the fire brigade.
- 14.7. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building (Oakwood High School) if it is deemed fit for purpose by the FSO and a trained professional, e.g. member of the fire brigade.
- 14.8. In the event someone is injured in the fire, the FSO will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.
- 14.9. Measures, such as multiple fire escapes and exits are put in place to ensure all staff members, pupils and visitors can escape the school.
- 14.10. To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted throughout the school.
- 14.11. Fire exits are kept clear and are clearly signed.
- 14.12. The school has a relevant and up-to-date FEP (Fire Evacuation Plan) in place.

- 14.13. The FEP will be reviewed by the FSO and headteacher once per year, to ensure it is accurate and relevant.
- 14.14. A copy of the school's FEP is kept in every classroom.
- 14.15. As part of their training, all staff members will familiarise themselves with the FEP.
- 14.16. Details of the school's fire evacuation points are available in the FEP.

## **15. Detection equipment**

- 15.1. All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector.
- 15.2. Detection equipment will be tested by the site manager once per half-term.
- 15.3. A trained electrical engineer will test the smoke and fire detectors at the start of every term; any required maintenance will also be carried out by the engineer.
- 15.4. The school's budget is adjusted to ensure the upkeep of fire detection equipment.

## **16. Protection equipment**

- 16.1. Fire protection equipment is available and easily accessible all around the school.
- 16.2. A fire blanket is available in the school kitchen.
- 16.3. Hosepipes are fitted to walls in corridors and halls around the school.
- 16.4. All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by the FSO termly.
- 16.5. The school's budget is adjusted to ensure the upkeep of fire protection equipment.
- 16.6. The FSO will keep a checklist of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.
- 16.7. Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.
- 16.8. Emergency lighting will be tested annually by the FSO to ensure it remains in full working order.
- 16.9. Sprinklers are installed in large areas, such as the school hall and corridors, and in places where the risk of fires is greater, e.g. cooking areas.
- 16.10. Sprinklers are checked biennially by a trained professional to ensure they remain in full working order.

- 16.11. Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

## **17. Fire drills**

- 17.1. The FSO will carry out random fire drills at least once per half-term.
- 17.2. All staff members, pupils, visitors and contractors will be expected to take part in the drill.
- 17.3. Pupils will go to their class's designated evacuation point for a registration call.
- 17.4. Class teachers and pupils will only be allowed to return to their lessons/activities once all registers have been called.
- 17.5. Non-teaching staff members, e.g. the school business manager, visitors and contractors, will be allowed to return to their work once the headteacher has finished the registers.
- 17.6. Depending on the success of the fire drill, e.g. how long the evacuation took; the FSO may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be noted in the school's Fire Evacuation Record.
- 17.7. During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running.
- 17.8. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.
- 17.9. The FSO will make notes based on the evacuation, e.g. speed and organisation, in the school's Fire Evacuation Record.

## **18. Staff training**

- 18.1. Staff will undergo mandatory fire safety training after joining the school. This will be led by the FSO and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).
- 18.2. Refresher training will be undertaken at least every three years to ensure staff members are reminded of the procedures in place, and know what to do in the event of a fire.
- 18.3. All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.
- 18.4. The FSO will undergo training from fire safety professionals, to ensure they are capable of carrying out their role.
- 18.5. To help ensure staff members are knowledgeable about fire safety, the FSO will communicate regular updates and correspondence.

## **19. Monitoring and review**

- 19.1. This policy will be reviewed annually by the FSO and the headteacher, and after any changes to relevant legislation or statutory guidance.
- 19.2. Any changes made to this policy will be communicated to all members of staff.
- 19.3. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.
- 19.4. The scheduled review date for this policy is **January 2019**.