



FAIRSTEAD HOUSE

## **Fire Policy**

### Incorporating the Early Years Foundation Stage

#### **INTRODUCTION**

Fairstead House School is required to have a Fire Policy under the Regulatory Reform (Fire Safety) Order 2005. The primary objectives of the policy are:

- a) To reduce the likelihood of fire within the premises
- b) To minimise the impact of fire on life, delivery of service, the environment and property.

The policy should be kept under review by the Board of Governors and the School's Senior Management Team.

The policy should be reviewed on each occasion that a building is extended, rebuilt or when new buildings are acquired.

#### **RESPONSIBILITIES**

**The Chairman of Governors:** is responsible for ensuring that current fire legislation is met. Appropriate fire safety policies and programmes of work are to be in place to improve and maintain fire precautions within the premises.

**Board of Governors:** The Board should ensure that it has appropriate assurance that the requirements of current fire safety legislation are being met.

**The Bursar:** is responsible for day to day implementation of the fire safety arrangements at Fairstead House School and will ensure that all staff understand the procedures and receive training.

**The Head:** will act as the focal point for fire safety issues and is responsible for ensuring that the Fire Brigade is called and a roll-call is taken in the event of a fire.

**A Member of the Senior Management Team:** In the absence of the Head, the Bursar or a Fire Marshall should be delegated for ensuring that fire safety arrangements are implemented.

#### **Fire Marshalls:**

Fairstead House School has Marshals; the Head, Bursar and up to 4 others, usually spread around different areas of the school. Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire.

Currently these are: Claire Freer, Bursar; Michael Radford, Acting Head, Year 5 teacher Mr Everitt, Year 2 teacher Miss Drayton, LSA Mrs O'Leary, Music Director Mrs Warburton, Clare Burke, Mick Ward/Alan Rix, Caretaker, Deputy Nursery Manager Marie Alleyne, Room leader Joanne Glead, and Chef Ms Bilner.

**Teaching and Nursery staff:** are responsible for ensuring that all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures. Pupils should be shown where the emergency exits and escape routes are located, and staff should walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and staff should make certain that all pupils know what they look like, and where they should go on hearing the fire alarm. The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second.

**Individual members of staff:** All staff have duties and responsibilities in respect of fire safety under the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.

**Contractors:** Contractors working in the premises are informed of the Fire Policy and procedures prior to work commencing, in accordance with the Management of Health and Safety at Work

Regulations 1992. Contractors are required to sign in at the Office where they are issued with a Visitor's badge. If working alone, they should be made aware of the fire safety notices and the location of the assembly point.

**Others:** Fairstead House School recognises the importance of liaising with the Local Authority Fire and Rescue Service in respect of fire precautions and possible fire fighting in the premises.

Under the Regulatory Reform (Fire Safety) Order 2005 the Local Authority Fire and Rescue Service have the authority to enter premises for the purpose of carrying out inspections to ensure compliance with the Order.

## **FIRE PROCEDURES**

Fire notices are displayed throughout the building as appropriate and these notices follow a standard template.

There is a written Fire Procedure in all areas of the school to be followed by all staff and visitors in the event of fire and fire alarms. The principal objective of the procedure is to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with the safeguarding of life and property.

Only the Fire Marshalls who are specifically trained to do so, should use fire extinguishers, the priority being to evacuate the building.

**Teaching and Nursery staff and Learning Support Assistants:** are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Head or a Fire Marshall. It is the responsibility of the Head or Fire Marshall to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**The Bursar** should account for all non-teaching staff and contractors.

**Visitors:** When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement should be made by the Head or member of staff in charge advising them of the location of the emergency exits that they should use in the event of the alarms sounding and the location of the assembly point.

## **SUMMONING THE FIRE BRIGADE**

The School Office is manned between 8.15am and 4.45pm during weekdays in term-times. The plan that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the Bursar's office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

During holiday time, the Caretaker, the Head and the Bursar are on call, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

## **FIRE DRILLS**

A fire drill is held every term, instigated by the Head (drills will not be allowed to prejudice the health and safety of staff, pupils and visitors).

A record of the time taken to evacuate the building is kept. The Fire Drill book is kept on the notice board in the school office and the folder is in the Bursar's office.

Fire drills are monitored and all details recorded to enable the Head and Bursar to assess the effectiveness of fire procedures and the adequacy of staff fire training.

A record is kept of any issues identified and any subsequent action taken for improvement.

## **FIRE SAFETY FILE**

A Fire Safety folder (kept in the Bursar's office) is maintained by the Bursar. Details of the following are recorded within the log book:

- Testing and maintenance of the premises fire alarm system;
- Testing and maintenance of the emergency lighting system;
- Testing and maintenance of the fire fighting equipment;
- Inspection testing of fire safety doors;
- Inspection of emergency exits;
- Fire Drills;
- Fires and false alarms;
- Visits / Inspections by fire and rescue service officers.

In addition, the following are maintained and records kept:

- Maintenance of the premises heating system;
- Maintenance of the premises mains electrical system;
- Maintenance of the premises portable electrical equipment

### **FIRE RISK ASSESSMENT**

The Regulatory Reform (Fire Safety) Order 2005 requires Fairstead House School to carry out a fire risk assessment. The full document is stored in the Fire Safety Folder (in the Bursar's office).

The Fire Risk Assessments identify fire hazards and appropriate action to remove or reduce the hazards is taken. Individual Fire Safety Risk assessments are carried out by staff for their areas of the school and are reviewed at annually.

Fairstead House School recognises the following as potential risks:

- Electrical Safety;
- Poor housekeeping;
- Smoking and the disposal of smoker's materials although smoking is not permitted on the school site;
- Arson;
- Portable heaters and heating installations;
- Catering;
- Contractors.

Suitable control measures are employed where necessary to reduce the risk from these sources.

The Fire Risk assessment is reviewed annually and whenever there are significant changes to buildings. An external contractor is engaged to perform a review every three years.

### **STAFF FIRE TRAINING**

All staff receive basic instructions in fire safety and fire training appropriate to the specific needs of their place of work through regular drills and information in the Safety handbook and the policy.

It is essential that all staff:

- Understand the character and hazards of fire, smoke and toxic fumes;
- Know the fire hazards involved in their working environment;
- Practice and promote fire prevention;
- Know and follow the procedures in which they were trained.

Individual staff may also receive Fire Marshall training.

### **MONITORING AND REPORTING.**

**Annual Inspections:** The Bursar, Head and Caretaker will undertake a Health and Safety inspection each term to include fire safety on the premises including physical precautions, staffing arrangement and management systems. The inspection will identify and record existing fire safety arrangements and where appropriate recommend appropriate action.

**Reporting Fire Outbreak: All outbreaks of fire should be reported to the fire and rescue service immediately.**

All outbreaks of fire within the premises must be reported within 24 hours of the occurrence to the Chairman of Governors, by the Head or Bursar. All outbreaks of fire will be investigated by the Head and Bursar and reported upon to the Board of Governors.

Fires which result in a loss of life or injury or damage (excluding minor damage) to premises or property must be reported to the **HSE** under RIDDOR 1985 by the Head or Bursar.

**False Alarms:** All false alarms are to be investigated and recorded in the Fire Precautions log book.

**Policy Review:** This policy is reviewed and updated at regular intervals to take account of changes in legislation or working practices.

**Associated Documents:**

Fire Safety Folder including plans of the buildings (in the Bursar's office) should be taken out if possible in the event of a fire.

**FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at Fairstead House School:

**Escape Routes and Emergency Exits**

There are at least two escape routes from every part of all buildings.

**Fire Safety**

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers of the appropriate type, are located in every building in accordance with the recommendations of our professional advisors (Blazetech)
- Fire call points are located in every building in accordance with the recommendations of our professional advisors (Blazetech). They can be manually activated by breaking a glass panel.
- A smoke alarm is located outside the kiln room.
- Emergency exits are illuminated by emergency lighting as required.
- Automatic door closures in the main school building are activated by the fire alarms
- The master panel for the alarm system is located outside Nursery Manager's office. It is fitted with battery back-up. A second panel is the Performing Arts hallway. Alarms sound in all parts of the building. In the Performing Arts building they are supplemented by visual alarms (red flashing lights)
- Keeping fire routes and exits clear at all times. All staff are responsible for reporting any areas of concern.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Bursar, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional checks and service on fire alarms and emergency lighting
  - An annual service of fire extinguishers.
- Records of all tests are kept in the Bursar's office.
- Plans showing the location of fire hydrants, gas and electricity shut off points are in the Fire safety Folder in the Bursar's Office.

**Electrical Safety**

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. The Caretakers have been trained in this role.
- Records of all tests are kept in the Caretaker's office.
- Teaching staff and office staff check that all equipment is switched off at the end of the school day.
- The Chef ensures that staff ensure all kitchen equipment is switched off at the end of the day.

**Gas Safety**

- All gas appliances boilers, kitchen equipment etc. are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
- Landlord's gas safety certificates are held for all school systems.

- All kitchen equipment is switched off at the end of service.
- There are gas isolation systems in the kitchen and the Science lab for the Bunsen burners.

### **Safe Storage**

- We ensure that flammable materials are kept to a minimum and stored securely.
- Flammable rubbish is stored away from buildings in the dustbin area.

### **LETTING OR HIRING THE SCHOOL**

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. The Caretaker or other Fire Marshall is always on call when the school is let or hired for an outside function or event.

### **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms; but individual ones are done for cloakrooms, kitchens, offices etc.

Fairstead House School has a full risk assessment which has been provided by Blazetech in 2019 and is updated at least every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of fire risk assessments are kept in drive T under Risk assessments..

Any comments or suggestions for improvement are always welcome. All staff should ensure that they should read the sections that are relevant to them.

Responsibility: Head and Bursar Date: Michaelmas 2016 Review date: Michaelmas 2021 Next review: Michaelmas 2022
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