



Great Denham Primary

Fire Safety Policy

Date	Review Date	Coordinator	Nominated Governor
Sept 23	Sept 24	Jo Morey	Health & Safety

OBJECTIVE

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

1. INTRODUCTION

Great Denham Primary 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.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) order 2005

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.

2. 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, that a Link Governor will visit the school regularly to ensure the policy is being adhered to.



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- The Headteacher has ultimate responsibility for the implementation and management of this policy;
- The School Business 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 School Business 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.

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. MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the Site Manager.

The Site Manager will:

1. Ensure, as reasonably possible, 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;
2. 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.



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3. Carry out a fire safety risk assessment of the school grounds to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
4. 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;
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
7. 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;
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

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 CAMS (annually). The alarm sounders are tested on a weekly basis by the Site Manager.

The school emergency lighting is checked fortnightly by the Site Manager and annually by CAMS.

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

Firefighting equipment is checked daily by the Site Manager and extinguishers are replenished or replaced annually by CAMS.

A Fire Log Book which contains records of fire safety issues is maintained by the Site Assistant and located on a google drive named Health & Safety. These issues include:

- fire drills;
- the inspection and testing of:



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- fire detection and alarm systems;
- emergency lighting systems;
- firefighting equipment;
- staff training records (Held with the Head Teacher's PA).

6. FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for the school grounds. These assessments are kept in the fire safety file held in the Head Teacher's office and a copy in the Site 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.

7. FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training (DVD, walk through of site, evacuation plan and fire safety plan given) and attend refresher sessions annually at September INSET days.
- Key staff in the individual school buildings receive more detailed instruction (fire warden training for site manager and any other relevant key persons). All staff receive basic fire extinguisher training.
- Children are given instruction by their class teachers during the first week of the Autumn term on their actions to be taken in the event of a fire. Staff will sign the fire log book to indicate they have given their class basic training.



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- 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.

8. 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.

Headteacher:		Date:	
Chair of Governing Body:		Date:	



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Fire Evacuation Procedure

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THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm

The office staff will ring 999 on hearing alarm.

If fire is in the kitchen, the kitchen supervisor rings 999 and immediately sends someone to break glass of alarm and tell the Head or Deputy in her absence that the 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.
- The office staff when leaving the building will ensure all windows and doors are shut, they have a log of all adults and visitors in the building as well as the Fire Walkie Talkie and pull the shutter down at the front desk. When arriving outside if they are one of the first, they will ensure that all appropriate gates are open to allow the flow of children to be easier.
- In classrooms, pupils nearest the windows should be told to close them. Staff assemble pupils IN SILENCE and instruct them to proceed to the Assembly Point (as below), walking rapidly NOT running.
 - Preschool - MUGA
 - Reception to Year 2 - on the grass outside the Year 1 classes
 - Year 3 and 4 - MUGA
 - Year 5 and 6 - Mini MUGA at the side of the block



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- All classroom doors should be closed behind the last person to leave. Children should not stop to put on their shoes or collect their belongings.
- For the Reception and Year 5/6 block, the responsible adult, must remember to ensure the Fire Walkie Talkie is charged in their room every day and should the alarm sound ensure they take it with them to the assemble point.
- 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 or if on the playground go straight to their Assembly point, where the class teacher will meet them. 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 class teacher should bring the class list in the document wallet by the class door out with them so that they can call the register. If the fire alarm sounds at lunchtime then the Senior lunchtime supervisor will collect the whole school register from the document wallet by the exit at the stair foyer and distribute to the class teachers on arrival. The office staff will print the staff and visitor register and will be responsible for checking 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 responsible people as below will sweep the school as per the map attached. (appendix 1)
- The Head Teacher will make contact with the Site Manager 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 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. The deputies are:-

Head Teacher ⇨ Deputy Head (In the absence of both it would be the Business Manager)

Site Manager ⇨ Assistant Site Manager (In the absence of both it would be the School Business Manager)



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New Block SEN Co-ordinator ⇒ Year 6 Leader (In the absence of both it would be the Business Manager)

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

Classes line up in alphabetical order at their Assembly Point.

Class teachers take registers from classroom and supervise roll call.

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

Staff/Visitors Reporting Procedure:

The office will assemble all visitors and check they are present according to the electronic register.

The Head of Early Years and Year 5/6 will check with the Head Teacher that all persons are accounted for, via walkie talkie as they will be assembled in a different assembly point. 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

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the staff room (Personal Emergency Evacuation Plan, PEEP).

Having considered the risks, the specialist teaching assistant 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 the 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 Headteacher and any specific requirements addressed as soon as they are known.

Specific Evacuation Requirements



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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 (i.e. when on ground floors) 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 or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must not be used during an emergency evacuation

Headteacher:		Date:	
Chair of Governing Body:		Date:	