

HEALTH AND SAFETY FIRE SAFETY POLICY Putnoe Primary School

OBJECTIVE

This Fire Safety Policy is designed to help Putnoe Primary School comply with their duties under the Regulatory Reform (Fire Safety Order) 2005.

1. INTRODUCTION

Putnoe 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:

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

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 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.

3. 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;
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 *Green Planet Fire and Security Ltd*. The alarm sounders are tested on a weekly basis by *Site Manager*.

The school emergency lighting is checked *twice annually* by *Craddock Electrical Contractors*; And on a weekly basis, by one block each week, by *Site Manager*.

Notices and Signage are updated as and when required and checked annually by *Site Manager*;

Firefighting equipment is checked weekly by the *Site Manager* and extinguishers are replenished or replaced annually by *CHUBB fire*;

A Fire Log Book which contains records of fire safety issues is maintained by the *Site Manager* and located in the Administration *Office Reception* These issues include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;

- fire fighting equipment;
- staff training records.

6. FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept *in the fire log book*.

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* or 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 receives basic fire safety training and all new staff receives induction and training before they commence work, i.e. fire drills and attend refresher sessions. We carry out a fire *drill each term*.
- The *Site manager is trained as a Fire Warden/Fire Risk Assessment Manager*.
- Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.
- 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 meetings* and 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.

Appendix 1

Putnoe Primary School Evacuation Procedure

1. The evacuation alarm is a continuous sounding of the class change tone.
2. When the sounder continues longer than 3 tones, all personnel and children including visitors must leave the building by the nearest exit and meet on the main playground.
3. Pupils should line up in their class groups.
4. The receptionist is responsible for calling the emergency services.
5. When the alarm sounds, a member of the office staff will take the class registers, staff register and visitors iPad to the main playground.
6. A headcount against these registers will then take place to ensure all persons are accounted for.
7. The senior member of staff on site will be informed of the result of all checks carried out.
8. A member of the office staff will go to the main gate once a head count is done to, direct the emergency services on arrival at school.
9. The senior member of staff will liase with the Fire Officer on arrival as necessary.
10. **NO PERSON WILL RE-ENTER THE BUILDING UNTIL DIRECTED TO DO SO.**
11. The Site Manager, in consultation with the senior teacher, will complete all the necessary paperwork following the evacuation.

Staff/Visitors Reporting Procedure:

Staff who have visitors connected to their class will escort them, along with the children in their care, to the assembly point.

The *Site Manager* will check with the Headteacher that all persons are accounted for, 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 Headteacher

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

The Site Manager will carry out a risk assessment to ascertain additional support that might be required for persons needing to access the site.

Having considered the risks, the Site Manager 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 Headteacher 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 (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 *stair landings refuge area*.

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

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