

Beech Lodge

FIRE RISK (PREVENTION) POLICY



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Fire Risk (Prevention) Policy

Aims

The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The safe evacuation of everyone is the School's priority. The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy and First Aid Policy and fire risk assessments.

This policy can be made available in larger print or more accessible format if required.

Responsibilities:

Head/Proprietor oversee the work of the Finance and Facilities Manager who takes day to day responsibility for the Fire Risk and is responsible for ensuring that:

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Proprietor and the Staff Team and the Policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

- Records are kept of all fire practice drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building 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 School Fire Marshal. In their absence this information is to be passed to the Assistant Fire Marshal.

It is the responsibility of Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. We offer fire awareness inset training, to all staff (including Fire Marshals). We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Fire Marshals

We have one trained Fire Marshal (This will be expanded in the year 2024/ 2025) in the School who has been trained to provide “safety assistance” in the event of a fire. All staff members have undertaken Fire Awareness Training. In addition, we have a number of Fire Wardens who receive formal training and regular refresher training. A list of the School’s current Fire Marshals/Wardens can be found on notices throughout the school.

Fire Safety Procedures

Emergency Evacuation Procedure

1. If you discover a fire, press the activation button on the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. If you are teaching a class, no one should take anything with them. Shut doors and windows behind you.
4. The Fire Marshal will summon the Emergency Services it has been established that there is a fire and will switch the electric gates to manual.
5. If you have a physically disabled pupil in your class, you should seek support to evacuate via the nearest exit.
6. Take the register of your class as soon as you reach the assembly point.
7. The Fire Marshal will confirm that all pupils are present using the Arbor MIS registers, plus data from the Inventory systems showing which pupils arrived late, left early, or are off-site for an activity.
8. SLT with work mobiles will use the Inventory App to establish that all staff and visitors who have signed in are present at the assembly point.

9. Report anyone who is missing immediately to the Fire Marshal who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
10. Remain at the assembly point with your pupils until the all clear is given.

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed throughout the building, and pupils are shown where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Summoning the Fire Brigade

Advance warning of fire practices is sometimes given to highly anxious pupils and is done on a case by case basis. If the alarm goes off for any other reason, The Fire Marshals have the authority to summon the Fire and Emergency Services immediately and as required.

Arrangements for visitors and contractors

All visitors and contractors are required to sign in at Reception. They will be issued with a visitor's badge and given simple verbal instructions of what to do in the event of a fire. The visitor's badge should be worn at all times that they are on school property. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Fire Practices

We hold at least one fire practice every half term at school. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Marshal throughout the School helps to ensure that the School can be safely evacuated in the event of a fire.

Fire Prevention Measures

The School has the following fire prevention measures in place:

Escape Routes and Emergency Exits

- There are escape routes from each classroom/teaching area except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in /most rooms, corridors and stairwells.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located by the front door of the main school building.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaking staff.

- Records of all tests are kept in Reception in the Fire Safety file.

Hazardous and Dangerous Substances

- We ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in cupboards.
- The School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Review

This Fire Risk (Prevention) Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

