



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	School Business Manager
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PART 1. STATEMENT OF GENERAL POLICY ON FIRE

Ash Manor School is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonably practicable, safe from the risk of fire.

We recognise that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The nominated 'responsible person' as required by the above legislation is the Headteacher and he/she has day to day responsibility for fire management.

We will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:-

Where practicable, prevent the possibility of all causes of fire;

- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks generically where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and will monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;

- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters;
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

PART 2. MANAGEMENT SYSTEMS FOR SAFETY

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 needed for corridors, stairs, kitchens, laboratories, workshops etc.

Ash Manor school has a professional fire risk assessment which is updated as required utilising professional services as necessary.

Copies of the school's fire risk assessments are kept by the Facilities Manager in the health and safety section of the school's server for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

1. The significant findings
2. Any group of persons identified by it as being especially at risk.

School arrangements for planning, organizing, controlling, monitoring and reviewing the fire risk assessment process are as follows;

Planning

Reference will be made within the main School Health and Safety Policy to the Fire Safety Policy document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the School Business Manager in conjunction with the schools leadership team.

Fire risk assessments will be carried out by the school's appointed external competent contractor and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire training relevant to their job role on induction and at regular intervals on refresher training.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

The school will ensure regular servicing of the following:

- Fire alarms, emergency lighting, portable fire extinguishers in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- Fire Drill will be undertaken at least once per term for each building with the results being entered into the fire safety log books.
- Fire log books for all buildings will be completed by The Facilities Manager and will be made available for use as an audit trail and if the Fire Service should visit the premises.

Organisation

The school will identify the risks and issue an action plan.

Reduce or remove any risks.

Have a clear allocation of duties and responsibilities which are linked to job descriptions.

Control

The school will carry out regular fire drills and staff training with documentation being kept in the fire log books.

Fire Logs will be kept by the Facilities Manager

Regular maintenance and testing of all passive fire safety measures will be carried out i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

In the event of an evacuation only competent personnel with appropriate training will be allowed to reset the alarm system as the fire service are under no obligation to do so.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) are placed strategically around the school. These should only be used by trained personnel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the reception office shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Fire routes and exits must be kept clear at all times. Combustible goods are kept to an absolute minimum in these areas and furnishings (if any) are fixed to the wall.
- Fire alarms (points) are tested weekly – Friday 7.00am
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof display boards next to the entrance of each building

It is important that staff are familiar with the escape route from their classroom/office and that periodically they ensure that all relevant signage is still in place and that any door/window locks are working correctly. Staff must also ensure that all exit routes/doors from their classroom are kept clear and easy to use.

Visitors & Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times when on school property. They are made aware of the emergency evacuation notice (see above) by the School Office staff.

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. This announcement is the responsibility of the member of staff holding the event.

Maintenance and Testing

1. 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].
 - Portable appliance testing (PAT Testing) takes place as required by HSE Regulations for that apparatus NB: this is not an annual test
2. Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Site office.

3. 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 Site office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

4. Safe Storage

- Heads of Department and Maintenance Staff ensure that flammable materials used in teaching or maintenance are clearly labelled and are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- No items may be stored at any time in escape routes, particularly stairwells.

Letting or Hire of 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 member of the Site staff is always on call when the school is let or hired for an outside function or event.

Monitoring

The Facilities Manager will hold training records.

The Facilities Manager will audit fire documentation and risk assessments annually. He/she will also monitor all action plans.

Review

This will be reviewed on an annual basis and discussed at the next Resources Committee Meeting.

PART 3. ORGANISATION & RESPONSIBILITIES FOR FIRE SAFETY

School Fire Safety Manager

The Facilities Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.

- Everyone in the school (including visitors and contractors – see badge) are given clear written instructions on where they should go in the event of fire.
- Fire induction training is given to new staff and pupils (Induction Process)
- Procedures for emergency evacuation are regularly tested and lessons absorbed. (termly fire drills)
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed every year or on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Senior Staff Members are the School's Senior Leadership Team (SLT) and they will be at key points to advise and take action as required. Typically the Headteacher will be at the Fire Assembly Point and the Facilities Manager will be checking the fabric of the building and liaising with emergency services.

Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building to the Fire Assembly Point in silence and in an orderly fashion. They are responsible for conducting a head count on arrival, preferably against the most recent Register. If anyone is missing teachers must report this immediately to the Senior Staff Member on duty at the Assembly Point.

On no account should anyone return to a burning building.

On no account should anyone leave the site.

Fire Marshalls

We do not have a system of formal Fire Marshalls, save for actual assigned duties. The Facilities Manager and Caretaker will assist with building evacuations and at the Fire Assembly Point. School Office staff are responsible for taking to the Fire Assembly Point all Registers, the Visitors Book and any other papers to identify people on site – they are not required to look for visitors.

Briefing New Staff & Pupils

All new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Ash Manor School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and 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.

A full fire drill is carried out at least once termly.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. **No one should attempt to fight a fire unless adequately trained.** Your

priority, particularly if you have responsibility for others is to evacuate as fast and as safely as possible.

Some staff, particularly those working in areas where a fire is more likely to arise will be aware of how to use a Fire Blanket or Fire Extinguisher, but nevertheless this should not be used if there is any doubt about their personal safety or the safety of those they are responsible for.

Fire Practices

We hold at least one fire practice every term at Ash Manor School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of informed staff ensures that the school can be safely evacuated in the event of a fire.

Lone Workers

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and employees trained in them. Information about emergency procedures and danger areas should be given to lone workers who visit your premises. Lone workers should have access to adequate first-aid facilities. Occasionally risk assessment may indicate that lone workers need training in first aid.

PART 4. EMERGENCY EVACUATION PLAN

Fire evacuation signal

The fire evacuation signal for the school is a continually sounding siren, throughout the premises.

Action on hearing the fire alarm

1. Evacuate the premises immediately. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows - ONLY if time allows and taking no risks.
2. Teachers should ensure that the following procedures are carried out:
 - a. Stop machines and processes in workshops and laboratories. Shut off gas and electricity, other than lighting, where possible.
 - b. Escort your group in an orderly manner to the assembly point on the Artificial Pitch.
 - c. Check rooms and lavatories in the vicinity to ensure that everyone is clear.
3. Take the register of your class as soon as you reach the Fire Assembly Point.

4. At the Fire Assembly Point *immediately report* anyone who is waiting to be evacuated from a designated refuge, or who is missing to the Senior Staff Member present who will inform the School Business Manager/Fire Brigade. **On no account should anyone return to any building until given permission by the Headteacher, School Business Manager or Fire and Emergency Services.**
5. Remain at the Fire Assembly Point with your pupils until the all clear is given.

The School Business Manager and Site Team to go to the School office to inspect the Fire Panel. Facilities Manager to direct site team to designated areas to check the area, and ensure all buildings has been evacuated.

Action on discovering a fire

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. Evacuate the immediate area.

Summoning the Fire Brigade

A member of SLT or the Site Team are responsible for contacting the Fire Brigade during normal working hours.

The School Office is manned between 8.00am and 4.15pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the reception office.

During school holidays the Site team are on the premises between 8am and 4pm. If a fire is discovered everyone must follow the above procedures.

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Facilities Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Facilities Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met (Appendix A)

Appendix A -

CHECKLIST FOR USE OF PREMISES OUT OF SCHOOL HOURS

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
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- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School