



FIRE SAFETY POLICY

Rationale

1. We are a responsible school and take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

Communication

2. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

3. The fire drill procedures and roles and responsibilities are applicable at any time the alarm sounds. We have introduced the following procedures in order to maintain high standards of fire safety:
 - a. A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
 - b. The fire evacuation procedures will be practised at least termly and documented. Records are maintained in the fire safety folder located in the Site Manager's office. As a training exercise emergencies will be simulated e.g. prevention of some escape routes in order to develop avoidances and preparedness for a real obstruction.
 - c. All escape routes will be clearly signed and kept free from obstructions at all times.
 - d. All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the Site Manager. Records are maintained in the Fire Safety folder in the Site Manager's office.
 - e. Alarm systems will be tested regularly. Staff will be told when a test is scheduled. Records are maintained in the Fire Safety folder in the Reception by the Site Manager.
 - f. Any other safety systems will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting. Records are maintained in the Fire Safety folder in the Site Manager's office.
 - g. In the event of an emergency the fire service will be called by the school staff in the main office. A log of the call will be kept by using the School Emergency Response Guide "Incident Recording Sheet".
 - h. The Fire assembly point is the Multi Use Games Area (MUGA). In the event of the whole or part of the school becoming unusable, we will evacuate to the MUGA. In the event of the MUGA being unsuitable for the evacuation assembly point SLT will direct staff and students

to assemble at the alternative assembly point of the grassed area near to the ICT/Drama building.

- i. If a Personal Emergency Evacuation Plan (PEEP) is required for any member of staff or student, this will be completed and held in a folder in the Admin office.

This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Training – Staff

4. Fire Awareness Training will be provided to all staff and refresher training for all as directed by Health and Safety Officer. Records are maintained in the Health and Safety document management folder located in the Site Manager's office.
5. All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.

Roles and Responsibilities

All Staff

6. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that are introduced as a measure to protect the safety and well-being of our staff and visitors. This includes a day to day review of fire hazards in their designated work areas.
7. All members of staff are responsible for the students who are under their duty of care at the time of an emergency evacuation. They must ensure that a safe evacuation of all students takes place.
8. All staff must be aware of the nearest emergency exit and the safe exit route from where to exit the building. This includes alternative routes in case the primary route is blocked.
9. Any member of staff arriving at or leaving the site out of normal school hours must sign in/out in reception. This includes part-time staff who have different hours to other colleagues.
10. Teaching staff or office staff are responsible for taking out registers whoever is in possession of the register when the alarm sounds.

Fire Wardens

11. The designated fire wardens are responsible for sweeping common areas including toilets.

Health and Safety Officer/Site Manager

- Keep log of all H&S/Fire training undertaken by all staff.
- Prompt refresher training for all staff in consultation with the LA H&S Officer and SLT.
- Acts as Senior Fire Marshal and coordinate the actions of the Fire Wardens.
- Ensure day to day site safety and undertake scheduled fire safety inspections.

- Coordinate and plan scheduled fire drills with SLT (including the use of simulated emergencies i.e. blocked exit routes).
- Keep a record of all fire drills and actions arising.
- Update SLT on any fire/health and safety issues arising and advise on appropriate action to remedy the problem.

Headteacher

- Ensure all staff understand and fulfil their responsibilities in the event of an evacuation.
- Oversee all aspects of the fire drill.
- Coordinate the safe roll call of staff, students and visitors to the site.
- Liaise /coordinate with the Site Manager over building evacuation.
- Inform all school personnel and students when it is safe to return to the building.
- Ensure that relevant risk assessments are carried out relating to fire safety staff training and procedures.
- The Headteacher or senior staff member with delegated responsibility in her absence is responsible for liaising with the Fire Service.

SLT

- Oversee the safe exit and roll call of staff, students and visitors.
- Inform Headteacher when all are present.

Teaching Staff

- Take form group register/support form tutor with register/roll call.
- Report back to Administrative staff.
- Keep students in an orderly and silent line whilst the drill is completed.
- Ensure the safe and orderly return of students to the school after the drill/evacuation under the guidance of the Headteacher.

Full Governing Body 4.10.21 Annual Review