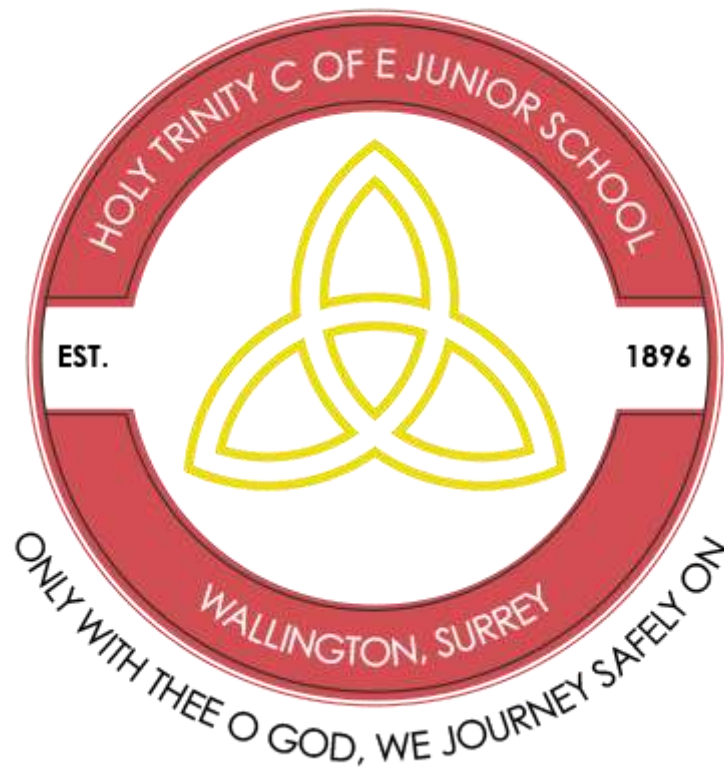


Holy Trinity CE Junior School



Policy for:	Fire Safety Policy
Written by:	Occupational Health, Safety & Wellbeing Team
Date Reviewed:	Spring 2024
Review Date:	Spring 2026

Motto	Only with Thee, O God, we journey safely on
Vision	Exemplary education for all, through God's amazing grace.
<u>4 year Vision target:</u>	By the end of July 2023: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!
<u>Values</u>	Learning, Dignity, Integrity, Confidence, Love
<u>Values statement</u>	Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.
We Learn:	"Everything was created through Jesus and for him" Colossians 1.16. The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
We Love:	"We love each other because he loved us first" 1 John 4.19. The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
We act with Integrity:	"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7. The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
Each person has Dignity:	Each person has Dignity: "So God created human beings in his own image." Genesis 1.27. The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
We have Confidence:	We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7. The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

Fire Safety Policy

Introduction:

This policy follows the Guidance and Policy Template developed by the Occupational Health, Safety & Wellbeing Team to help Headteachers and staff reduce the risk of fires and mitigate their effects, by ensuring good management systems and controls are in place. It helps schools to demonstrate the fire safety arrangements they have in place.

Each year the Fire Brigade attends nearly 300,000 fire-related incidents. Suitable fire safety co-ordination in schools helps protect pupils, staff, visitors and property.

Legal Background:

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces most of the previous fire safety legislation. It requires those who have control in premises (the Responsible Person - usually the Headteacher) to take a risk assessment approach, identifying reasonable steps to reduce the risk from fire and ensure people can safely escape if there is a fire.

This involves schools identifying potential fire hazards and determining methods of controlling those hazards – for example with the installation of fire doors, operating procedures, training for staff, ensuring electrical wiring installations are subject to inspection and testing and organising electrical improvement work as identified in the inspection and testing.

Document Structure:

This policy consists of the following:

- Fire Safety Policy
- Appendix A: Model Termly Report to Headteacher by the Fire Safety Co-ordinator
- Appendix B: Checklist for First Day Fire Safety Instruction
- Appendix C: Interim Checks Undertaken by the SBM
- Appendix D: Checklist for Persons Hiring the School Premises

This Policy to be approved by the Governing Body and a copy to be sent to the Occupational Health, Safety and Wellbeing Team at healthandsafety@kingston.gov.uk.

Fire Safety Policy for Holy Trinity CofE Junior School

1. Policy

It is the policy of Holy Trinity CofE Junior School to minimise the risks to pupils, staff and others which may arise from fire. This is achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

2. Overall Responsibility for Fire Safety Matters

Mrs Shirley Gruffydd, Headteacher, has been appointed as the Responsible Person for the school and has overall responsibility for fire safety matters at the school. The day to day management has been delegated to, Mrs Lisa Eden, acting school business manager, who acts as Fire Safety Co-ordinator. The fire safety co-ordinator will co-ordinate the implementation of fire safety measures, ensuring that staff and pupil training takes place and monitoring the standard of fire precautions maintained. They will ensure that a fire evacuation drill is undertaken early in each term, fire action notices are kept up to date and fire safety equipment is maintained etc. The Responsible Person and Fire Safety Co-ordinator have attended relevant training for their role.

The Fire Safety Co-ordinator, provides a written report to the Headteacher each term, containing the details shown in Appendix A.

Mr Mark Wheeler, Site Supervisor, is responsible for ensuring the regular in-house checks and contracted inspection and maintenance of fire safety equipment are undertaken and recorded. He makes a contribution to the termly report.

Mrs Shirley Gruffydd, Headteacher, has a duty to ensure the Fire Safety Co-ordinator is carrying out their duties, staff have the relevant information and understand their role in improving fire safety. The **Headteacher** is responsible for:

- ensuring there is a suitable, sufficient and up to date fire risk assessment in place for the school; (see also section entitled 'Fire Risk Assessment');
- ensuring staff are advised of the fire procedures during their first day at work as part of their induction;
- reminding staff to keep evacuation routes clear, including fire doors;
- ensuring evacuation drills are held on a regular basis and are timed with a record kept;
- providing support to the school's fire safety co-ordinator;
- ensuring there are Personal Emergency Evacuation Plans (PEEPs) in place for staff or pupils who need assistance to leave the building in an emergency, including those who may have temporary injuries or conditions;
- ensuring full advice is taken in preparation for refurbishments or building works in relation to fire safety design.

3. Employee Responsibilities

All school employees have important roles within fire safety and make a positive contribution to the school's efforts. Employees are responsible for:

- complying with the school's fire procedures;
- raising the alarm if a fire is detected;
- evacuating their area safely and assisting those who may need help;
- reporting any fire related concerns immediately, such as faulty electrical equipment, or blocked fire exits;
- ensuring only electrical equipment which has been suitably maintained and inspected is used on personal electrical items e.g. (this includes personal equipment such as mobile phone chargers);
- keeping evacuation routes clear;
- taking an active part in fire evacuation drills;
- undertaking suitable fire safety training;
- not moving fire-fighting equipment, unless it is being used to fight a fire;
- not bringing in equipment to the workplace without the approval of their manager and Premises/Facilities Manager;
- not blocking fire exits or wedging open fire doors;
- informing their manager of any relevant medical conditions that may affect fire safety and evacuations. This information will only be passed to relevant staff with the individual's agreement.

4. Occupational Health, Safety and Wellbeing Team (OHS&W) Responsibilities

The OHS&W team is responsible for:

- reviewing this policy to ensure it remains up to date;
- ensuring suitable fire training is made available to schools;
- attending all Fire Brigade school visits when informed by the schools themselves;
- providing advice on fire related issues;
- reviewing fire risk assessments and identifying where specialist fire risk assessments are needed;
- investigating school fires.

5. Contractors

Contractors are expected to comply with the school's fire safety policy. All contractors should have a suitable fire risk assessment for their working area, risk assessments, method statements and hot work permits in place prior to carrying out any work with a fire risk.

Contractors that control part(s) of the school, such as an independent caterer must have their own fire risk assessment, which complies with the school's controls.

6. Fire Risk Assessment

Holy Trinity CofE Junior School utilises the Occupational Health, Safety & Wellbeing Fire Risk Assessment template document - this is reviewed/completed on an annual basis and presented to the Governing Body for approval. The template is available for viewing/downloading from the health and safety extranet website: www.servicescentre.org.uk

If there are complex fire safety queries in relation to the design of a building, a specialist fire risk assessor would be engaged to undertake a fire risk assessment. In these instances, the school would contact the Occupational Health, Safety and Wellbeing Team initially. Where possible, the queries would be dealt with by staff within the team, but on occasion it may be necessary to engage the services of a fire safety consultant. If the school uses an external consultant to complete their Fire Risk Assessment, a copy will be submitted as noted above.

7. Fire Training and Evacuation Drills

During their first day of employment at the school, all new staff are briefed on the school's fire safety arrangements including the evacuation drill, local fire exit routes and their fire safety responsibilities. This is included in the induction process.

Training is provided on a regular basis for all permanent full time school staff in fire safety and the school fire procedure.

The school ensures the Responsible Person/Fire Safety Co-ordinator attends suitable training designed to support this role on a regular basis.

The Responsible Person/Fire Safety Co-ordinator ensures all fire safety training records are maintained and are available for inspection by any enforcement authority.

Training for staff includes:

- The main causes of fire and how to prevent it.
- How fire is likely to spread in a building.
- How to take precautions against arson.
- The function of fire doors and the need to keep them shut.
- The action to be taken in the event of fire, in particular the method of raising the alarm.
- The location of the fire alarm call points, fire extinguishers, exits and escape routes.
- The use of fire extinguishers.
- The location of the assembly point.
- How the Fire Brigade will be called in the event of fire.

Staff assisting pupils or staff with disabilities out of the building will be provided with appropriate training e.g. in the use of specialised equipment such as Evac Chairs and the creation of Personal Emergency Evacuation Plans – see point 10 below.

8. Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans (PEEPs) are prepared for any staff or pupils who need additional assistance to exit the buildings. This can be for permanent or temporary medical conditions. The PEEPs include the following information:

- name of pupil/staff member;
- names of the team members allocated to assist the pupil/staff member in emergency evacuation situations;
- a school plan identifying the evacuation route(s) available to the pupil/staff member;
- for secondary schools, pupil's/staff member's timetable and class locations;
- method of evacuation, e.g. use of an Evac chair to transfer the person from upper floor to ground level;
- locations of refuge areas if these form part of the Plan; if there are no suitable places of refuge, this should be stated in the Plan;
- communication methods and relevant information.

The PEEP is always followed during fire evacuation practices.

The PEEP will be completed with the direct assistance of the person it is designed to help (dependent on age). Parents will have the opportunity to make comment on the PEEP.

(More information about emergency evacuation arrangements and other relevant issues is provided in the document 'Health and safety Arrangements for Disabled Pupils and Staff' which is available from the health and safety extranet for schools.)

9. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Other Systems

Automatic smoke detection is provided within the school to help ensure early detection of fire. It is provided in a number of areas, including all classrooms and teaching areas, all offices, kitchen, staffroom, PFoS garage, Site Supervisor hut, boiler room and all corridors.

Fire extinguishers are provided in school for the purpose of putting out a small fire in its early stages and only used when it is safe to do so by staff who have been trained in their use.

Fire-fighting equipment, fire alarm systems and emergency lighting are maintained by specialist contractors. In addition, the Site Supervisor carries out interim checks on the systems and precautions between maintenance visits. These are listed in the Table enclosed as Appendix C.

10. Appointment and Duties of Fire Marshals/Wardens

All teaching staff fulfil the role of fire marshal/warden specifically for the class for which they are responsible. Some of the administrative and site staff are also fire marshals/wardens with specific roles and functions. Further details as to the roles of the School's fire marshals/ wardens are provided in the Fire Risk Assessment.

11. Calling the Fire Brigade

In the event of a confirmed fire, it is school policy that the fire brigade is called, from a safe location, even if the school's fire alarm is linked to a monitoring station.

12. Meeting the Fire Brigade

The Responsible Person/Fire Safety Co-ordinator is responsible for ensuring that a member of staff is available to meet the Fire Brigade on arrival and in their absence there is a member of staff to deputise for them.

13. Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside 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 Fire Safety Co-ordinator is consulted and appropriate precautions including arrangements for evacuation and calling the Fire Brigade are put in place. The Fire Safety Co-ordinator may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. Refer to the hiring checklist enclosed as Appendix D.

14. Signage

All fire exit routes are identified with the provision of pictogram signs with directional arrows.

Fire Action Notices are displayed in each classroom and in communal areas within the school.

Warning signs (e.g. highly flammable liquids etc.) are displayed where required.

Termly Report to Headteacher from Responsible Person/Fire Safety Co-ordinator

Date of Report: _____ **Period of Report:** _____ **to** _____

Fires at the School

Give description of any fire incidents that took place and any lessons learnt as a result, or state that there were no such incidents.

Activations of the Fire Alarm

Give a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.

Practice Evacuation Drill

Give the date and time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.

Staff Training

Give details of any staff training that has been undertaken during the term and any training planned for the future.

Records of Equipment and Systems Inspections

Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.

Any Issues or Recommendations

Provide details of any recommendations or other matters not identified above.

Checklist for First Day Fire Safety Induction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the firefighting equipment, explain the different types, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Interim Checks Undertaken by the Site Manager

System	Frequency	Method of Test	Records Last Viewed
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.	
Fire Alarm	Daily	Visual check of panel for fault indications.	
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.	
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminate.	
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.	
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.	
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.	N/A
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.	
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.	

Checklist for persons hiring the school premises

Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- ◆ Explain 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 of location of school.

Date - - - - -

Signed - - - - -

Head Teacher/Deputy Head Teacher or Site
Manager

Signed - - - - -
on behalf of - - - - -
(User Group)