



Leehurst Swan School Fire Safety Policy

This policy applies to the whole school including the EYFS
 Last reviewed October 2016 by the Bursar

Introduction

The Regulatory Reform (Fire Safety) Order (RRO) 2006 consolidates existing legislation on workplace fire safety and fire risk assessments.

Aim

This document sets the policy on how the regulations are interpreted at Leehurst Swan School. Our priority is to minimise the risk to life and or injury by maintaining the physical fire safety integrity of the school, in ensuring staff, pupils and visitors do not add to the fire risk, and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Leehurst Swan School are designed to help our community respond calmly and effectively in the event of a fire.

Execution

The Leehurst Swan fire safety policy regime mirrors closely the existing health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. The Leehurst Swan H&S Policy states that the Governors of the School have a duty to provide a safe and healthy working and learning environment for staff, pupils and visitors.

Allocation of Responsibilities

Responsibilities are as follows:

	Tasks	Comments
Board of Governors	Responsible in law for what happens on the premises	At least two Governors are members of the H&S Committee
Responsible Person (Bursar)	Plans, implements, monitors and reviews the policy	In consultation with the Headmaster
H&S Representatives	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Headmaster and Bursar jointly to the H&S Committee
Employees and Pupils	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	
Visitors	Should be briefed on any relevant H&S issues when on site	

Role of the School Fire Safety Manager

The Bursar is the designated School Fire Safety Manager who is responsible for ensuring that;

- The fire safety policy is kept under review by Governors and SMT
- The fire safety 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
- Records are kept of the fire induction training given to staff and pupils
- Procedures for emergency evacuation are regularly tested, lessons adopted and records kept

- 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
- Fixtures and fittings are fire regulations compliant.

Fire Safety Procedures

Briefing

All new staff and new pupils are given a briefing on the school's emergency evacuation procedure on their first day at Leehurst Swan. They are shown where the emergency exits and escape routes are located, and escorted to the outside assembly point. Fire action notices are displayed on the walls of rooms and corridors. All new staff are shown how to activate the fire alarms should they suspect a fire.

The safe evacuation of everyone is the priority in the case of a fire incident. Protecting property is secondary. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Fire awareness training is offered in the first term of employment; periodically training includes the actual activation of fire extinguishers. Refresher training usually takes place as part of one of the annual inset training sessions.

Summoning the Fire Brigade

The school's front office (reception, registrar and PA to the Headmaster) is manned between 08.00 and 17.00 during weekdays. The front office staff and Estates Manager are always given advance warning of fire practices. If the alarm goes off for any reason other than a fire practice the fire and emergency service are called by one of these staff at once. If for any reason no one is available in this area, do not delay in placing a call directly to the emergency services.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitors badge, which should be worn at all times. They are made aware of the emergency evacuation notice (see below) and are shown the way to the assembly point.

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 alarm sounding.

Emergency evacuation notice

All new staff and pupils, all contractors and visitors are shown the following notice:

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.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the Fire Assembly Point at the KS2 Playground.

If you are teaching a class and have the register with you, take it to the fire assembly point with you. Do not take anything else, and do not allow the pupils to take anything. Shut windows and doors behind you.

Take the register of your class as soon as you reach the assembly point. Registration should be done by the Form teacher, or cover teacher if standing in on the day.

Report anyone who is waiting to be evacuated from a safe refuge, or who is missing immediately to a member of the SMT who will inform the fire brigade.

Remain at the assembly point with your pupils until the all clear is given

On no account should anyone return to any building until given permission by the fire and emergency services

Disabled people

We have a special one to one induction on fire safety for disabled people and carers.

Responsibilities of teaching staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. The Form teacher or teacher who has taken the daily registration is 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 to a member of the SMT. It is the responsibility of the bursar to ensure that this information is passed to the fire and emergency service as soon as they arrive.

Training

The Responsible Person will arrange annual training for staff. It must be emphasised to staff that fire extinguishers must only be used if the fire is small and it can be tackled safely. As part of induction training, line managers must provide new employees, on their first day, with information on the fire safety and emergency evacuation arrangements.

Fire practices

There will be two fire practices every term. Enough EYFS practices to be held to ensure every child attending is covered. The aim of the practice is to familiarise pupils and staff with evacuation procedures. The Estates Manager will set off a fire panel. The Deputy Head will monitor the time it takes to evacuate the buildings and for all staff, pupils and visitors accounted for. These details are passed to the Responsible Person for record keeping. The dates of the evacuations and lessons to be learnt if any are reported as a standing agenda item at the termly H&S at Work Committee Meeting.

This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure the school can be safely evacuated in the event of a fire.

Fire prevention measures

The following fire prevention measures in place at Leehurst Swan School:

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 throughout the school buildings
- Fire extinguishers of the appropriate type are located in every building in accordance with the recommendations of our professional advisors. Fire points can be manually activated by breaking a glass panel
- Emergency exits from the gym and the Walker Hall
- The master panel for the alarm system is located in the reception area and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building. In the Toilets in the Walker Hall they are supplemented by visual alarms (red flashing lights)
- Keeping fire routes and exits clear at all times. The Estates Manager is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Estates Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 1. Monthly checks of fire doors, automatic door closures and emergency lights, six monthly professional check on fire detection and warning equipment,

2. An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.

- Records of all tests are kept in the Estates Manager's office
- Displays in corridors are to be kept to a minimum at all times.

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 RCD protected and meet the requirements of BS7671 IEE wiring regulations)
- Regular portable appliance testing takes place. The estates team and a science technician are trained in this role
- Records of all tests are kept in the science technician's office
- Staff are reminded all computers, projectors, printers and electronic whiteboards should be switched off every evening and during holidays and weekends

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 bursar's office

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 estates manager's office
- All laboratories are checked daily to ensure that the central gas supply is turned off

Safe Storage

- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the rubbish compound
- Combustible materials used in teaching, maintenance, grounds and caretaking are stored in flame proof cupboards

Letting or hiring the Hall

The standard contractual terms used 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. A school caretaker is always on call when the school is let or hired for an outside function or event.

Fire Precautions Maintenance

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	Bursar & Estates Manager
Weekly	Test fire panels and emergency lighting on Thursdays between 07.30 – 07.45 hrs	Estates Manager
Termly	Test fire panels and emergency lighting	Churches Fire Services
Annually	Test all fire extinguishers, check all fire blankets, emergency lighting. Replace any missing fire evacuation	Churches Fire Services

Smoking

- Smoking can be a major source of fires. Smoking is prohibited on the school site.

Fire risk assessment (annex a)

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

Fire risk assessments are assigned so all areas of the school are covered. They are submitted and reviewed by the bursar annually or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the school's current fire risk assessment are an Appendix to this policy. 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.

Annual Review. This document will be reviewed annually by the H&S Committee.

Document Owner: J A Bromilow

Role: Bursar (and Responsible Person)

Last Review Date: October 2016

Next Review Date: October 2017