

# **FIRE SAFETY POLICY**

THIS IS A WHOLE SCHOOL POLICY INCLUSIVE OF EYFS

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# FIRE SAFETY POLICY

## 1. General Statement

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school. This policy is to ensure that staff, pupils and visitors do not add to the fire risk and can safely evacuate buildings if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help the school community to respond calmly and effectively if a fire breaks out in one of our buildings. This is a whole school policy inclusive of EYFS.

## 2. Fire safety is the responsibility of all

In conjunction with this policy, reference should be made to the Fire Risk Assessment (available in the staff sharepoint Health & Safety folder).

### Role of the responsible person

The Bursar is the designated Responsible Person, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by The Governing Body and the SLT.
- The fire safety policy is shared with the entire school community.
- Everyone in the school (including unaccompanied 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 new staff.
- 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 practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

## 3. Upon discovering or suspecting a fire

The priority for any pupil, staff member, contractor or visitor discovering or suspecting a fire is to raise the alarm to ensure the safe evacuation of all who may be affected and their individual safe exit from the building.

If there is no visible sign of fire but symptoms indicate one, a staff member must operate the alarm first. However, if they judge it to be safe to do so, they may investigate further. They must ensure a safe exit from the area of investigation remains available at all times.

If the staff member has been trained in the use of extinguisher devices and the fire is small and contained, an attempt can be made to tackle the fire. Staff members will be required to judge whether this can be done safely. The alarm must always be raised first and the person tackling the blaze must retain a safe route of exit from the area e.g. keeping a doorway to their rear and ensuring the fire does not

prevent their safe departure from the area.

The school does not advise the use of firefighting equipment unless the person has been trained in their use, is confident to do so and that any such action they take will not endanger themselves or others, particularly those under their supervision. Lives are more important than property.

#### **4. Operating the fire alarm/raising the alarm**

The safest way to trigger the alarms at Gayhurst is via the call point signs which can be broken using objects or fingers to sound the alarm. This automatically links to the fire brigade.

#### **5. Upon hearing the alarm/evacuation**

This includes if the alarm is operated at the usual test time but remains active for a long time indicating a 'true' trigger.

If in class - the teacher/senior staff member will give the order to clear and indicate the route to follow, this should be followed calmly and in silence to the assembly point. The register should be available on a device taken by the teacher to enable a roll call once assembled at the fire assembly point.

If not in class - in single file calmly and in silence walk to the nearest exit and once safely outside make your way to the assembly point.

If it is safe to do so whilst exiting, windows and doors must be closed, however priority must be given to preserving human life and ensuring that all pupils and staff are safe and accounted for.

If the fire alarm sounds at the beginning or the end of a school day and parents and children are exiting the school site then:

- 1) The double blue doors must be shut by a member of staff once everyone in the vicinity is outside
- 2) Those on door duty/free staff who don't have a class should go to the front car park to ensure people remain safe and stay there. (Vests available just inside the doors)  
In the absence of free staff the Head will nominate someone to do this.
- 3) MU/free staff go to the back car park to do the same.
- 4) HW/free Staff go to the pre prep playground to assemble parents/siblings/visitors.

If a staff member is free e.g. free period or if classes can be joined together for evacuation, then sweeps should be made by the free staff member of cloakrooms and toilets etc. in their vicinity.

No one is to re-enter the buildings once evacuated until fire and rescue advises that it is safe to do so or if the fire brigade does not attend (eg false alarm) until the most senior member of staff permits re-entry.

#### **6. Location of assembly points and roll call**

All people, where safe to do so, must attend the field behind the all-weather pitch. Pupils will line up for roll call by their teacher and visitors will be checked against the sign in app by the admin staff. Teachers must provide a visible signal to the Head/Fire Marshal that all children in their class are accounted for.

The name of anyone who cannot be accounted for, with any information on their possible location, should be immediately passed to the Head or staff member in charge, as soon as their absence is detected, who in turn passes the information to the Emergency Services upon their arrival.

Staff at the front of the school (ie not visible to the Head) will walk to the assembly point on the field via either the side pedestrian gate if safe to do so or via the vehicle gates if it is not safe to use the pedestrian gate. If using the vehicle gates, care must be taken in the back car park to keep children and adults safe if fire emergency vehicles arrive quickly onto site.

People may not leave the site (unless their safety is threatened) until the fire & rescue team has verified the safety of all. If site evacuation is required, all pupils and visitors must follow the guidance of the senior leadership team and teachers. It is most likely that Pease Field would be the first evacuation area whilst efforts are made to seek shelter at a neighbouring school.

## **7. Calling the emergency services/emergency action**

The various building alarms are linked to the main panel in the school office. If the fire alarm is triggered, fire and rescue is automatically contacted, however the Bursar, premises manager or a member of SLT will be designated to call 999 and remain available at the entrance point to direct the attending emergency services appliances. A key holder will also be contacted by the monitoring centre to confirm fire and rescue attendance is required. The main panel in the school office will display the location of the fire activation and will be automatically advised to fire and rescue.

Once everyone has assembled, the senior staff member in charge is to be advised of the result of the roll call, sweeps may be made of the building for missing persons at their discretion.

The senior person may not undertake the sweep themselves and is to remain available for fire and rescue liaison etc. The fire and rescue team must be advised if anyone cannot be located.

## **8. Communication of procedure**

All new pupils are advised of the procedure by their form teacher and taught how to participate in evacuation drills.

New staff will discuss the fire alarm processes as part of their induction; this is also covered in the staff handbook.

Staff and pupils should learn the location of relevant equipment (such as call points) and the suggested exit routes from their usual locations within the school. Whilst escape routes are advised, everyone should make themselves aware of each exit route and note that the obvious one may be blocked or unsafe.

Visitors are likely to be with a staff member and as such must be guided by the staff member in evacuation and safety. However, some groups may not have a staff presence and these will be advised of fire safety requirements such as evacuation procedures at the start of their time on site.

Any contractors who work on site will be advised of this procedure before commencement as part of the terms of contract and are required to follow it.

Any individual with mobility or additional needs will be supported with a personal emergency evacuation plan. For new staff and pupils, this will occur before they join Gayhurst, for existing staff/pupils (e.g. with a broken leg) a temporary plan will be instigated as soon as we are advised. For all visitors and contractors, if we are not advised in advance of their disability and additional needs, this will be done on their arrival.

## **9. Test and records**

A minimum of one drill will be undertaken per year.

A site log is kept by the Bursar to record evacuations. Records of call point tests, sounder checks, emergency light checks, relevant servicing of the equipment (such as extinguishers) and any miscellaneous matters are kept in the premises office/digitally on sharepoint.

## **10. Risk assessment**

The Bursar will ensure that fire risk assessments and action plans are carried out annually by external providers and filed on Sharepoint. These are considered by the staff Health and Safety Committee, who in turn report to the Governing Body through the lead Governor. Risk assessments will also be undertaken when significant changes occur (including building works) and if feedback from evacuation tests or incidents generate sufficient need.

## **11. Training**

Pupils are advised by their form teachers at the start of the academic year of the content of the emergency evacuation notices, emergency escapes and outside assembly points.

Induction training for each new staff member contains information on the fire procedure and risk assessments.

General fire safety training including the safe and appropriate use of extinguishers is provided via Buckinghamshire and Milton Keynes Fire Authority or their outsourced contractor every three years. Staff joining outside this cycle will undertake online training. All staff are able to access online training via our provider.

If a staff member feels they require specific fire safety or management training they should request this from the Bursar detailing their reasons.

## **12. Review and evaluation**

After any fire incident, the process must be reviewed to ensure that the procedure is effective and safe; any necessary changes must be immediately implemented. See appendix A for the report form which will aid the evaluation.

## **13. Fire prevention measures**

### 13.1. Escape Routes and Emergency Exits

- There are multiple escape routes from the buildings - **it is imperative that all escape routes remain clear at all times.**
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. The fire alarms can be manually activated by breaking a glass panel, the detectors are automatically activated when smoke/heat builds up.
- Automatic door closers that are activated by the fire alarms are fitted on doors in, or leading onto, escape routes.
- The master panel for the alarm system is located inside the main office and shows the location of a fire.
- Alarms sound in all parts of the buildings.
- Keeping fire routes and exits clear at all times. The Premises Team is responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed, and report any defects.
- Testing fire alarms and emergency lights weekly on rotation throughout the school (and recording all tests and defects). This is the responsibility of the premises team.
- The Bursar arranges for an approved contractor to carry out annual professional check/service of emergency lights, fire detection and warning equipment, and fire extinguishers.
- Records of all weekly call point and emergency light tests are kept in the maintenance office, annual test certificates are held on sharepoint.
- Theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray. They must be stored safely, ensuring that they do not form an obstruction to any escape route.

### 13.2. Electrical Safety

- The school has current electrical test certificates for all its buildings.
- Annual portable appliance testing takes place.
- Fixed appliance tests are carried out every 5 years
- Records of all tests are kept in Sharepoint.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

### **13.3. Gas Safety**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced annually by Gas Safe Registered Engineers. Records of all tests are kept on sharepoint
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Head of STEAM to ensure that the central gas supply is turned off.

### **13.4. Safe Storage**

Flammable rubbish is stored away from buildings.

### **13.5. Monitoring**

All staff are responsible for monitoring their working environment and reporting all concerns to the Premises Team for resolution.

## **14. Related documents stored on Sharepoint:**

Log book (including site and zone plans, system details and records of maintenance, testing, fire brigade visits and staff training)

Fire Risk Assessment

Fire Escape Plan

Fire Alarm Instructions

Weekly testing Guide

## 15. Appendices

### Appendix A:

|                                 |                         |
|---------------------------------|-------------------------|
| <b>GAYHURST SCHOOL, SL9 8RJ</b> | <b>FIRE REPORT FORM</b> |
|---------------------------------|-------------------------|

The form should be completed by the Incident Manager, or most senior officer present at the incident, or involved in the post incident investigation (as appropriate to the circumstances)

|                                                    |  |                       |      |
|----------------------------------------------------|--|-----------------------|------|
| DATE OF FIRE OR INCIDENT                           |  | DAY                   | TIME |
| BUILDING & ADDRESS OF PREMISES                     |  |                       |      |
| LOCATION OF FIRE<br>Floor/Room etc.                |  |                       |      |
| DISCOVERED BY/TIME (Give details if relevant)      |  |                       |      |
| WAS FIRE ALARM SOUNDED?<br><br>ANSWER YES/NO ----- |  | IF YES BY WHAT MEANS? |      |
| ACTION TAKEN BEFORE ARRIVAL OF FIRE & RESCUE       |  |                       |      |
| TIME FIRE & RESCUE ARRIVED                         |  |                       |      |
| GIVE DETAILS OF ANY FIRE EQUIPMENT USED:           |  |                       |      |

WAS EVACUATION CARRIED OUT?  
YES\* OR NO\* \*delete as appropriate

IF YES GIVE DETAILS OF NUMBERS  
IN BOXES BELOW

|       |                      |          |             |
|-------|----------------------|----------|-------------|
| STAFF | PUPILS/SERVICE USERS | VISITORS | CONTRACTORS |
|-------|----------------------|----------|-------------|

|                                                |
|------------------------------------------------|
| GIVE THE TIME TAKEN TO EVACUATE IN MINUTES     |
| IF NO EVACUATION WAS CARRIED OUT GIVE REASONS. |

WERE ANY PERSONS INJURED? ANSWER YES OR NO  
DETAILS BELOW:

IF YES GIVE

| NAME | EMPLOYEE,<br>PUPIL/SERVICE<br>USER, VISITOR OR<br>CONTRACTOR | APPROX<br>AGE | DID INJURED PERSON<br>ATTEND A&E |
|------|--------------------------------------------------------------|---------------|----------------------------------|
|      |                                                              |               |                                  |

|                                                                                                   |
|---------------------------------------------------------------------------------------------------|
| NAME OF INCIDENT MANAGER/SENIOR PERSON PRESENT AT DISCOVERY OF FIRE. PRINT NAME IN BLOCK CAPITALS |
|---------------------------------------------------------------------------------------------------|

|                        |
|------------------------|
| SUPPOSED CAUSE OF FIRE |
|------------------------|

|                                 |
|---------------------------------|
| DAMAGE (INC ESTIMATION OF COST) |
|---------------------------------|

**POINTS TO CHECK IDENTIFIED BELOW**

ANSWER YES, NO or N/A IN BOX BELOW

1. WAS A TOTAL EVACUATION CARRIED OUT?
2. WAS THE FIRE PROCEDURE FOR THE PREMISES FULLY IMPLEMENTED?
3. WERE ALL INTERNAL DOORS CLOSED?
4. IF USED DID PERSONAL EMERGENCY EVACUATION PLANS OPERATE EFFECTIVELY?
5. DID STAFF ASSEMBLE AT THE CORRECT POINTS?

# Fire Action

## On discovering a fire:

- PUPILS tell a teacher
- ADULTS sound the alarm ( fire and rescue are automatically called and the office notified)
- Follow the teachers' instructions and leave the building silently
- Report to the assembly point

## On hearing the alarm:

- Follow instructions and leave in silence by the nearest fire exit. Close doors behind you.
- ADULTS take a device with the registration summaries .
- First adult leads the children out, the second sweeps the building checking for full evacuation.
- Report to the assembly point

## Your assembly point is the Main Field

- Do not re-enter until authorised
- Do not stop for possessions

IF ANY ANSWER TO THE ABOVE IS NO PLEASE GIVE REASONS BELOW

GENERAL OBSERVATIONS AND COMMENTS (Attach separate sheet if required)