

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Fire Safety Policy

Document Control

Change Record

| Date | Author | Version | Change Reference |
|-----------|--------------|---------|------------------|
| Nov 2016 | Steve Downes | | New Policy |
| July 2017 | | | Reviewed by LAPD |
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Distribution

| Reviewers | Approvers | Distribution |
|-----------|-----------|--------------|
| LAPD | Full GB | All staff |
| | | |

1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3 Guidance

The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- Maintaining and checking all fire detection, alarm and fighting systems.
- responsibilities of personnel

4 Fire Risk Assessment

All of the School premises will be subject to a fire risk assessment. This is conducted by an external contractor; Errigro fire services. .

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Daily checks will be made by the Facilities team, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

Each building has adequate means of fire detection. The detection equipment will be maintained and regularly checked by Fuego, this is checked every 3 months. Records of these test are kept in the Facilities Managers office.

6 Fire Alarm

Each of the buildings has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time made known. This is carried out every Monday morning by a member of the Facilities team. The alarm will be activated using a different activator point each week, where this is practicable and recorded in the fire logbook.

7 Fire Fighting Equipment

Fire extinguishers will be serviced by a competent contractor (Chubb) annually and the service date recorded on each extinguisher.

8 Emergency Lighting

Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

Records of testing and servicing of emergency lights will be maintained by the Facilities Team. The lights are tested by an external contractor annually and the Facilities team carry out a monthly flick test, which will be recorded.

9 Emergency Procedures

- Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire /emergency.
- There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- The means of escape will be regularly inspected by the Facilities team to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place.
- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are 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 (and, if possible, their likely location) is passed immediately to a Fire Officer. It is the responsibility of the Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- **SUMMONING THE FIRE BRIGADE:**
- There are standing instructions on the evacuation plans in every classroom and communal areas in every building. All staff are made aware of these on their initial induction and should familiarise themselves with the ones in their workplace.
- Fire drills will be held regularly in all buildings.
- Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Facilities team

10 Fire Training

Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes
- action to take in the event of an incident occurring
- All this information will be found in classrooms and communal areas

Fire Wardens will be trained in:-

- emergency evacuation procedures;
- emergency procedures
- how to spot fire hazards.

Visitors and contractors:-

- on arrival at the School will be made aware of the procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days or concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

11 Fire Prevention

- The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the H&S Advisor will:-
- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate, E.G when using naked flames

12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the Facilities team

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