



FIRE SAFETY POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

This document sets the policy on how the regulations are interpreted at our School.

Legal Requirements:

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy and its supporting documents explain the actions the School will take to ensure compliance with the FSO. This will ensure that, where reasonably practicable, fire is prevented and that any fire risks are adequately controlled.

The policy and the process of managing fire safety has been developed based on guidance issued HM Government and the Articles of the FSO form 8-22.

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), and volunteers working in the school

Related Documents:

- Appendix 'A' - Fire Risk Prevention Statement, Assessment and Audit
- Appendix 'B' - Fire and Emergency Evacuation Plan
- Health and Safety Policy
- Accessibility Plan
- Fire Safety Documents

Availability

The Fire Safety Policy and Emergency Evacuation Procedures along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Broomfield House. They are required to state that they have read and understood such documents and confirm this by signing as part of their new staff induction procedure.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Last reviewed: Dec 2020

Next review: Dec 2021

Regulations:

All workplaces are required by the Fire Precautions (Workplace) Regulations 1997 to have an emergency plan. The plan should include the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade. It is recommended every occupied room has a fire action notice. The Headteacher, manages fire safety in the same way they manage other health and safety issues - by implementing the policies agreed and ensuring they are monitored.

Aim

This Policy is designed to demonstrate compliance with the School's duties under the Regulatory Reform (Fire Safety) Order 2005 ensuring adequate safety for relevant persons. The priority is to eliminate or minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school premises and safe evacuation of the buildings if a fire breaks out. We also aim to ensure that all staff are aware of their roles and responsibilities in relation to fire safety and our specific requirements in relation to fire evacuation.

A Fire Risk Assessment will be undertaken by an external specialist and reviewed on an annual basis by the school's Health and Safety committee. A replacement Risk Assessment will be commissioned alongside any major works which affect the use or layout of the school building or site.

Responsibilities:

The FSO places duties on the 'Responsible Person'. As the employer, it is Dukes Education Group Limited (Dukes) that constitutes the 'Responsible Person. Certain day to day responsibilities can be delegated down to a 'duty holder', which is the case for the Head of Broomfield House School.

The School Fire Safety Policy forms part of the School's Fire, Health and Safety Management and in common with that the Health and Safety Policy extends through the whole school, with specific responsibilities as below:

1. The Employer, Dukes will ensure that an appropriate policy is in place and that suitable and sufficient fire safety arrangements are made for its effective implementation;
2. The Headteacher with the support of Dukes has the ultimate responsibility for the day to day implementation and management of this policy;
3. The Administration Manager with the support of the Headteacher and Deputy Headteachers is responsible for the effective implementation of this Policy and its role within the School's Fire, Health and Safety managements systems and processes;
4. The Administration Manager is the designated School Fire Officer, who is responsible for ensuring those items listed in the following section (**Managing Fire Safety**) are implemented;
5. All employees have the responsibility to cooperate with issued instruction, their training and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Managing Fire Safety

The school has delegated the day to day responsibility for managing fire safety to the 'duty holder', the Administration Manager who will:

1. Arrange to have a Fire Risk Assessment (FRA) carried out for the whole premises to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments. The FRA should be conducted by a 'competent person' who has relevant knowledge of places of education. She will ensure that the FRA is reviewed annually and a new FRA will be commissioned alongside any major works which affect the use or layout of the school building or site.
2. Ensure that the principles of prevention are applied as follows:
 - a. avoiding risks;
 - b. evaluating the risks which cannot be avoided;
 - c. combating the risks at source;
 - d. adapting to technical progress;
 - e. replacing the dangerous by the non-dangerous or less dangerous;
 - f. developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
 - g. giving collective protective measures priority over individual protective measures; and
 - h. giving appropriate instructions to employees.
3. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times when the school is occupied; and that the means of escape have adequate emergency lighting;
4. Any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;
5. Provide and maintain in working order all life safety systems and firefighting equipment including:
 - a. fire detection and alarm systems;
 - b. emergency lighting systems;
 - c. firefighting equipment;
 - d. notices and signage relating to fire procedures;
 - e. means of escape, taking into account the needs of any disabled users.
6. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices (fire drill) for the whole school;
7. Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
8. Identify any special risks, e.g. the storage, process and disposal of hazardous materials, and put in place appropriate procedures to minimise the risks;
9. Implement additional emergency measures in respect of dangerous substances.
10. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place;

11. Monitor and review this policy and its associated documentation on a regular basis so as to ensure that any new risk or alteration to regulations and guidance is addressed.

Monitoring and Testing

The school utilises the services of various personnel and external contractors to carry out effective monitoring and testing of its duties as follows:

1. Final exit doors are opened and checked daily by a named nominated employee;
2. Means of escape routes, door mechanisms, signage, firefighting equipment are checked visually weekly by the Site Manager;
3. A full survey of the means of escape and final exit escape doors is made termly by the Site Manager;
4. The school fire detection and alarm system is maintained and checked by Anglia Fire Protection on a six monthly basis;
5. The fire alarm system is tested on a weekly basis for audibility by the School Groundsman using a different Fire Call Point each week but at a time persons are present and able to report any lack of audibility;
6. Emergency lighting units are checked and have a 1-hour discharge test every six monthly and have a further check and three-hour discharge test yearly by Anglia Fire Protection.
7. Notices and Signage are updated as and when required and checked annually by the Site Manager;
8. Firefighting equipment is visually checked weekly by a named nominated employee and extinguishers are checked, replenished or replaced annually by Anglia Fire Protection;
9. The Administration Manager will maintain a record of fire safety issues as evidence that supports the policy. These issues include:
 - a. fire evacuation practices;
 - b. kiln servicing, etc.;
 - c. the storing of hazardous materials;
 - d. the inspection and testing of:
 - i. fire detection and alarm systems;
 - ii. emergency lighting systems;
 - iii. firefighting equipment;
 - e. staff training records.

Records are kept documenting those actions listed above and the supporting evidence such as contractor's reports, certificates and/or invoices. These are maintained by the Administration Manager and located in the School Office.

The Fire Risk Assessment

The school engaged Safety Management (UK) Ltd to carry out a comprehensive Fire Risk Assessment (FRA) for the whole premises on 22 May 2019. The FRA is reviewed internally at least annually or sooner if there are any material change to the people, processes, plant or premises. The Headteacher will ensure that any actions identified are completed within the desired timescale.

Any new schemes of building works, alterations or development to the site must consider the requirements of the RRO and therefore the FRA must be reviewed during the planning stage and once again when works are complete.

The FRA identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, e.g. pupils, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The FRA will identify the required control measures to remove or reduce the level of risk to a tolerable level.

It is important that in the planning of any significant event or activity the issue of fire safety and the emergency evacuation of relevant persons should be properly considered and where necessary an Event Fire Risk Assessment as an appendix should be carried out to address any additional hazards and increased risk. Such events may include:

- Theatrical productions
- Musical productions
- Events using fireworks or naked flames
- Cooking (other than the normal operation)

Fire Safety Training

All staff receive basic fire safety induction training during the staff induction training at the start of each academic year or on a one-to-one basis for members of staff who join the school at other times. Staff attend refresher sessions annually.

Key staff in the school receive more detailed instruction on the evacuation of persons with disabilities, the practical use of fire extinguishers and fire blankets, the procedures to call the Fire and Rescue Services and the procedures for carrying out check of escape routes and the testing of alarm systems.

Pupils are given instruction by their form teachers during the first week of the Autumn term or at other times if joining the school mid-year, on the actions to be taken in the event of a fire. Teachers use the first week of term to familiarise new pupils with the school premises. This includes walking all of the possible fire exit routes, particularly those that may not normally be used.

Fire evacuation practices are planned and delivered each term to evaluate and develop the effectiveness of the school's evacuation procedures.

The findings of the evacuation practices and other fire safety events are reported to staff through the completion of a short report by the Headteacher in consultation with others, which is circulated to the Staff. A summary of incidents and events will be reported at the Health and Safety Committee along with any conclusions and remedial actions recorded and implemented. Minutes of these meeting should be available for inspection.

Evacuation Procedures

The full evacuation procedures which are to be followed in the event of a fire alarm are detailed in the Fire Evacuation Procedures. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. A summary of this information, the Fire Instruction Notice can be found adjacent to each Fire Call Point and other prominent locations throughout the premises. Further information for visitors can be found in the Safeguarding and Site Information Leaflet in Reception.

Smoking

Smoking can be a major source of fires. Smoking on the School's premises is prohibited.