



# Fire Prevention and Procedures Policy

Last Reviewed: October 2017

Policy Owner: School Business Manager

## Policy Statement

Lyndhurst School is committed to ensuring that, as far as reasonably practicable, all pupils, staff and visitors are protected from the risk of fire whilst on the premises. This policy explains how the school complies with its responsibilities under the *Regulatory Reform (Fire Safety) Order 2005*.

This is a whole school policy and applies to all members of Lyndhurst School.

## Associated Policies & Documents

- Emergency Action Plan.
- Emergency Evacuation Folder.
- Fire Log Book.
- Fire Risk Assessment.
- Health and Safety Policy.
- First Aid Policy.
- Risk Assessment Policy.
- Early Years Staying Safe Policy.

## Key Roles and Responsibilities

The School's Directors/Governors have ultimate responsibility for ensuring that the Regulatory Reform (Fire Safety) Order 2005 is complied with. They have delegated the day-to-day responsibility to the Headmaster and his staff to ensure that the schools' obligations are met in practice.

## Fire Prevention Procedures

The Fire Safety Manager has overall responsibility for Fire Prevention. The Fire Safety Manager is Mrs Lesley McCready (School Business Manager).

In the absence of the Fire Safety Manager the most senior member of staff on site will assume the role. In order of seniority this will be the Headmaster, Deputy Head, Director of Studies, Head of Early Years.



## Responsibilities of the Fire Safety Manager

The Fire Safety Manager is responsible for ensuring:

- The risks of fire are minimised, by ensuring that the schools Fire Prevention Procedures as contained in this policy are adhered to.
- The Fire Evacuation Procedures contained in this policy are reviewed and updated annually.
- Ensuring the Emergency Evacuation folder is kept up to date.
- The School's Fire Risk Assessment is reviewed annually.
- A fire safety inspection is carried out every term.
- A fire drill is held at least termly.
- The fire alarm system is tested weekly.
- Staff are appropriately trained in fire safety.
- New staff are made aware of the fire safety procedures.
- Firefighting equipment is adequate and serviced annually.
- Fire-escape routes and fire exit doors/passageways are kept unobstructed and that door operate correctly.
- Fire and smoke alarms, fire call points, emergency signs and lighting and emergency door releases are regularly checked and maintained.
- The risks from dangerous substances is eliminated or reduced.
- Fire safety is included in the termly health and safety reports to the School's Directors/Governors.
- The above maintenance schedules and checks are recorded in the Fire Log Book which is kept in the Administrators office (see Recording, below).

## Responsibilities of the School Secretary

The School Secretary is responsible for:

- Putting the Daily Register of attendance in the Emergency Evacuation Folder.
- Updating Parental Contacts in the Emergency Evacuation Folder when necessary.

## Duties of all staff

All staff have a duty to be vigilant for fire risks and to notify the Fire Safety Manager immediately if they believe there is a fire risk. All staff should be particularly aware that:

- Fire-escape routes and fire exits are kept clear and free of clutter.
- Flammable materials are not placed near combustion sources.
- Fire equipment is not used inappropriately or is damaged.

All staff should make sure that they are familiar with the layout of the school and are aware of the safe emergency exit routes from the rooms where they work/teach.

## Recording

The school keeps a Fire Log-Book located in the Administrators office of the following information. This information is also held electronically:

- Details and maintenance of all firefighting equipment.



- Maintenance records of Fire Alarms and emergency lighting.
- Results of weekly fire alarm tests.
- Staff training records.
- Details of Fire Drills.

The school keeps a fire service Emergency Action Plan, an **Emergency Evacuation Folder** (colour red), **Register folder** (colour orange), **Visitors book** (colour blue) and a **Governors book** (colour black) located at the reception desk, which are to be taken to the Assembly Point in the event of an emergency. The folders contain:

- Building plans, details of fire zones, mains electricity and gas intakes, mains water stopcocks, isolation valves, plant rooms, distribution boards, storage of cleaning materials.
- Photographs of all the children, and contact details for parents of all children.
- A printed copy of the Register of Attendance (updated daily).
- Names of staff, Governors and visitors on site at the time.

### School visitors

All school visitors sign in and out of the premises and are made aware of the fire safety procedures on their first visit to the school site.

### People with Disabilities

A risk assessment is carried out for all staff and pupils who have a disability and a 'buddy' or PEEP (Personal Emergency Evacuation Plan) is drawn up as required.

## Fire Evacuation Procedures

***The priority in an emergency is to evacuate staff, pupils and visitors safely.***

### The Fire Bell

In the event of a fire the fire bell will ring continuously.

### Weekly Test

The fire alarm system will be tested at 10.00am every Monday. The fire bell will ring continuously for 10 seconds; staff do not need to react at this time.

If the fire bell rings for longer than 10 seconds staff must assume it is an emergency and initiate fire evacuation procedures, as outlined below.

### Discovering a fire

If you discover a fire in the school:

- Sound the alarm by breaking the glass in the nearest call point.
- If possible, contact reception on extension 201 and advise the receptionist where the fire is. In there is no reply, leave the building and proceed to the assembly point.
- Follow the Fire Evacuation Procedure.



## Fire Evacuation Procedure

If the fire bell rings continuously

- TREAT EVERY INCIDENT AS IF IT IS A REAL FIRE.
- Children and staff should leave the classroom in an orderly fashion, in silence. It may be necessary to alter the exit route if the normal way out is obstructed.
- Leave everything in the classroom and do not go back to collect anything.
- If it is safe to do so, close the doors behind you to prevent the spread of smoke.
- The member of staff should be the last person to leave the room.
- If there is heavy smoke, assess the safest exit route and instruct the children to hold hands. The smoke will be densest high up so it may be necessary to crawl.
- The fire assembly point is in the playground at the normal lining-up point. Pupil attendance lists will be brought out by the receptionist along with the Register, Visitors book and Governors book.
- Once safely assembled, complete the class register and carefully check all children. If anyone is missing, report to the Fire Safety Manager.

**DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.**

Staff should be aware of the speed at which a fire can take hold and they should also be aware the smoke could cause more problems than the flames themselves.

### Actions for designated Staff

#### Responsibilities of the Headmaster.

The Headmaster (or the designated person in order of seniority) is responsible for:

- On receiving details from the Fire Service Manager, calling the fire service and giving known details of the fire.
- Assigning a Fire Marshal to advise those in the Music Room and School Hall to evacuate the building and proceed to the assembly point.
- Assigning a Fire Marshal to go to Early Years to advise staff of a potential fire.
- If anyone is missing, to decide on what action to take.
- Liaising with the fire service on arrival and taking instructions from the Fire Chief.
- Liaising with the Fire Chief to determine if it is safe for staff and pupils to return to work, or to move staff and pupils further away.

### The responsibilities of the Receptionist

The Receptionist on duty is responsible for:

- Taking the fire service Emergency Action Plan, Emergency Evacuation Folder, Register folder, Visitors book and Governors book to the assembly point and giving them to the Fire Service Manager or the designated member of staff.
- Returning to the front entrance to stop any persons entering the site.
- Direct the fire service to the Fire Safety Manager.



## **At the Assembly Point**

In the absence of the Fire Safety Manager the designated person in order of seniority will assume this role.

### **Action for members of teaching staff**

- Count the children and carry out a roll call to ensure all are present. If any children are missing give their name(s) to the Headmaster and then await instructions.
- Keep children calm and quiet.

### **Actions for the Fire Safety Manager**

- Ascertain the source and location of the fire.
- Give the fire service the Emergency Action Plan and be prepared to advise them of the details about the incident and any un-accounted for children, staff or visitors.
- Initiate procedures for informing parents/relatives.

## **Out-of-hours Fire Evacuation Procedures**

If an emergency occurs outside of normal teaching hours the staff on site will follow normal evacuation procedures.

Those with responsibility for children will pick up their registration documents and escort children in their care to the assembly point.

If the emergency occurs when the school office is closed, the After-School Care Manager on duty will collect the Emergency Evacuation Folder from the reception desk in the main school building if he/she considers it safe to do so, without endangering their own or the children's safety.

### **After the Event:**

- It is the responsibility of the Headmaster (or the designated person) to inform the Chair of Governors of the event.
- It is the responsibility of the Fire Safety Manager (or the designated person) to make a report on the event and the school's response.
- It is the responsibility of the Senior Management Team (SMT) to discuss lessons learned.
- It is the responsibility of the Headmaster to make a report to the Governors and Directors.
- It is the responsibility of the Fire Safety Manager to update the procedures as required.