

# Fire Safety Procedure

## 1. Introduction

This policy is written as an extension of the School's Statement for Health and Safety endorsed by the School Trustees.

## 2. Policy Statement:

In summary, KLB School will:

- Ensure that the risk from fire is managed in compliance with Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other appropriate regulations
- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Provide a means of notifying others of a risk
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management
- Ensure that during all work at the school the risk of arson attempts affecting the school and risk from fire is minimised through consideration and implementation of best practice
- Ensure that where school property is used by outside organisations, whether under formal contract, or not, that users are made aware of their responsibilities for fire safety on the premises.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

It should be noted that whilst the actions to be taken during an evacuation for a bomb threat are similar they are not identical and a separate policy has been developed for these situations.

## 3. Aims

In particular, the School will ensure that:

- all premises are subjected to an annual fire risk assessment and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable. All fire risk assessments will be reviewed annually and especially in light of alterations to buildings or changes in building use.
- measures are taken to protect buildings, installations and equipment from fire commensurate with the risks. This includes (but is not limited to) the provision of means of escape, adequate emergency lighting, means of giving warning and of fire fighting.
- all new buildings and refurbishments are designed, specified and constructed in accordance with all relevant fire safety legislation.
- maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation and taking into account the risk of arson

- effective management procedures are in place to comply with the relevant legislation with regard testing / inspection of systems and to respond to any fire or emergency and to deal with aftermath.
- appropriate instruction is given to all staff, pupils, visitors and contractors in relation to fire safety and appropriate fire training is given to designated staff who have an active role in the implementation of fire precautions and emergency situations.

#### 4. Responsibilities:

The **Head Teacher** is the responsible person for fire safety in the school and has delegated operational responsibility to the Facilities Manager who will provide advice as required.

The **Facilities Manager** is the schools appointed Fire Officer and will ensure that:

- He / she maintains an appropriate level of training / knowledge to consider the requirement of the fire risk assessments
- the appropriate policies, procedures and audit protocols are in place and reviewed at least on an annual basis
- the relevant staff are appointed, suitably trained and are competent to fulfil their responsibilities for ensuring fire safety
- the requirements for fire drills are fulfilled and for ensuring that appropriate post event reviews are carried out and records maintained
- an appropriate system for carrying out fire risk assessments is in place.
- new employees are familiar with the fire safety policy and evacuation procedures and that all staff are reminded of the requirements / process on an annual basis.
- the responsibilities for fire safety are suitably defined in any contracts for the lease / use of School property.
- where an employee has a condition (either permanent or temporary) that may impact on a safe evacuation from the premises, that this person is covered by a Personal Emergency Evacuation Plan (PEEP) or a Generic Emergency Evacuation Plan (GEEP), and that the individual and any necessary supporting staff are fully aware of the requirements contained in the plan. A standard template is available.
- In conjunction with Heads of Year and SENCO, that for pupils who would require assistance in evacuating the school in the event of a fire alarm that a PEEP is developed and agreed.
- records are kept for the fire safety policy, fire evacuation procedures, copies of all risk assessments, records of all fire training, of all fire drills (at least one per term) listing all attendees, evacuation times and any comments.
- a report is provided to SLT following each fire drill / evacuation
- the Fire Brigade is called in the event of an actual fire.
- outside organisations making use of the school's facilities are aware of this policy and comply with the requirements either contractually or otherwise.
- Ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises and that risk assessments are reviewed when any building changes take place and at least on an annual basis
- Ensure that necessary actions identified through internal or external assessments are undertaken
- Ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- Ensure that the Fire Alarm panels are checked for faults on a daily basis.

- Undertake repairs and improvements identified through the Fire Risk Assessment process
- Maintain plans of all fire safety equipment
- Ensure all rooms display actions to take in the event of a fire.
- Ensure that the following tests are conducted and records are maintained of:
  - weekly tests of fire alarms,
  - 6 monthly checks of fire exit routes for door fit, signage etc,
  - annual inspection and testing of all fire fighting equipment,
  - periodic tests of emergency lighting,
  - scheduled and unscheduled maintenance of fire detection and alarm systems,
  - inspection, risk assessment and maintenance of workplace and electrical equipment,
  - the storage of hazardous substances and other hazards identified with fire safety issues (to be lodged at reception and made available to the Fire Service should the need arise)
  - any unwanted alarm activations and action taken
  - the 6 monthly check of the alarm system by a competent person
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**Heads of Department** will ensure that:

- Actions stemming from the Fire Risk Assessment process, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- they identify all highly flammable substances and other potential or actual hazards, ensure that these are stored in the required manner and to make this information available in the flammable materials folder held at the main school reception

Employees, pupils, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

**All fire marshals** shall ensure that:

- they support all fire evacuations by checking their allocated areas and reporting as required

**All teaching staff** will ensure that:

- they know what to do in the event of fire (managing their class, being aware of the defined escape route, reporting etc) leave equipment in a safe condition, and be familiar with escape routes from their work location.
- consider the risk of fire from their activities and reduce or control that risk
- not interfere with or abuse any equipment provided for fire safety and report to the Site Manager any abuse by others

**All Heads of Year** will:

- Identify pupils (either entering or returning to school) with a temporary or permanent physical disability (that would require them to have assistance in the event of a fire evacuation) and liaise with the Facilities Manager to ensure that a PEEP is documented and cascaded to all those involved. A standard template is available.

The **SENCO** will:

- Identify pupils entering the school system who have any other form of disability / difficulty that would require them to have assistance in the event of a fire evacuation and liaise with the Facilities Manager to ensure that a PEEP is documented and cascaded to all those involved. A standard template is available.
- Ensure that where a pupil's circumstance change that their PEEP is updated to reflect the current circumstances and that those involved are informed of any new requirements.

The member of the **School's Site Team**, when acting as fire officer for out of hours events in the Drama Hall, will check that:

- all fire exits are fully unlocked and escape routes are clear
- the capacity for the layout does not exceed the required maximum
- there is suitable access to exits and that gangways are maintained
- the required fire extinguishers are in place
- emergency exit signs are lit.

The **event organiser** (e.g. teacher) running an out of hours event (Drama Hall or elsewhere in the school) will work with the member of the School's Site Team on duty to ensure that their requirements are met and will:

- know the position of the nearest fire break points
- provide a safety briefing to the audience before the event as detailed in the hall guidance notes
- call the emergency services in the event of an incident

## 5. Internal Monitoring

Fire safety arrangements and systems across the site will be subject to regular monitoring. This will be done through fire risk assessment and general inspections of buildings coordinated by the Facilities Manager.

## 6. Consequences of Non Compliance

Non-compliance with this Policy by employees, visitors, pupils, leaseholders will be viewed as a serious matter and ground for action under the School's policies on disciplinary procedures or misconduct.