

Fire Safety Policy and Procedure

Policy Reviewed: January 2022
Next Policy Review Date: January 2023

Fire Safety Policy

Introduction

Fire safety refers to measures which we take to:

- prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- alert occupants and inhabitants of a building if a fire starts
- enable those that are threatened by a fire to survive
- reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

Responsibility

It is the responsibility of the school's Fire Marshal to carry through this policy. The school Fire Marshals are:

Anthea Stock (Teacher)

Barbro Edwards (Kindergarten Teacher)

Aims

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, parents, visitors, contractors, tenants, employees and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation.

Employer and Landlord Responsibilities

To ensure that all our activities are undertaken safely and that the risks from fire are clearly understood throughout the school, we will:

- carry out and record fire risk assessments for our operations;
- provide tenants, visitors, contractors, employees, pupils, parents and others with adequate information, instruction and training;

- provide adequate resources to ensure fire safety; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- seek the guidance of competent consultants and contractors to support our fire safety efforts
- carry out and record fire risk assessments for our operations, in accordance with the Government's Fire Risk Assessment Guidance
- adopt a smoke free policy
- prepare fire evacuation procedures taking into consideration pupils, staff and any disabled people
- provide appropriate fire safety information and training for employees and others who may be affected
- carry out periodic (termly) fire drills
- maintain the fire safety measures identified by our fire risk assessments; and
- record information and maintain records.

General Evacuation and Assembly

When the fire alarm sounds, everyone will assemble in the playground area at the front of the school.

Primacy of Life

Possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue.

The primary focus is on evacuating the building and, if possible, minimising the spread of fire by closing windows and doors on the way out.

Assembly Point

All areas shall use the playground area in front of the school as the assembly point. If that area is unsafe, or if additional capacity is required, the gulley field area shall be used.

Person-in-Charge

There must be one person-in-charge to coordinate any response to a fire alarm. The person-in-charge will be determined at the point of assembly. This will be either

- The Fire Marshal in attendance or
- Any member of teaching staff

The person-in-charge may change if so agreed and/or required.

Further Action

Any further action is to be coordinated at the point of assembly to minimise the risk to life and health of any individuals involved. No member of staff is to take action without agreeing this with the person-in-charge.

Accounting for all Persons on Site

Teaching staff or Fire Marshall will check:

- the school registers
- visitor and staff signing in book

to ensure that all persons present in the building are accounted for.

8) Checking of the Alarm Panel & Sweeping of any Evacuated Buildings

Meanwhile, if so agreed with the person-in-charge,

- Following the guidelines for Fire Marshals, the responsible person or including at Fire Marshal may go to check the alarm panel to check for the zone in which the alarm was triggered, and
- Sweep the building to check that everyone has indeed been evacuated.

Compliance

- Health and Safety at Work etc. Act 1974 <http://www.legislation.gov.uk/ukpga/1974/37/contents>
 - Management of Health and Safety at Work Regulations 1999
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf
 - Independent school standards, December 2014
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf
 - Statutory framework for the early years foundation stage, March 2017
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/E_YFS_STATUTORY_FRAMEWORK_2017.pdf
 - The Regulatory Reform (Fire Safety) Order 2005
http://www.legislation.gov.uk/uksi/2005/1541/pdfs/uksi_20051541_en.pdf
 - The Equality Act 2010
https://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf

Further information, advice and guidance

- NatWest Mentor 24/7 Advice Line on 0800 634 7000 Option 2
- Health and Safety Executive (HSE)
- The Institution of Fire Engineers (IFE)
- Government's Fire Risk Assessment Guides (educational premises)

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

References:

- Fire Evacuation Procedures
- Health & Safety Policy
- Risk Assessment Policy

Endorsement:

Signed: Linda Parker

Position: Chair of ECTE

Date: 28/01/2022