

# FIRE SAFETY POLICY

**‘Together we unlock potential and learn for life’**



This policy was approved by the Governing Body of Moor First School at their meeting on:

**Chair of Governors:**

**Print:** ..... **Sign:** .....

**Head Teacher:**

**Print:** ..... **Sign:** .....

Revisions made between May 2023 and May 2026:
Nov 2023 - New template
March 2024 - Revised March 2024 - Co-headteacher now headteacher and additional fire marshall.
March 2025 - Fire Marshalls - Caretaker and HT

Review Frequency: 1 Year

Next review: March 2026

## **POLICY STATEMENT**

This fire safety policy is in place at Moor First School, to ensure that adequate arrangements for the prevention of fire are in place. This will be achieved by undertaking fire risk assessments in line with the Regulatory Reform Fire Safety Order (2005), reviewing the findings from such assessments and having in place suitable fire precaution systems/robust procedures for the evacuation of the building and site in case of fire.

Moor First School will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on school premises.

The schools Fire Safety Policy is a whole school policy including EYFS and forms part of the school's wider Health & Safety Policy.

## **AIMS OF THE POLICY**

Our policy is that:

- No life be put in jeopardy in anyway whatsoever
- That regular evacuation procedures are regularly tested
- That possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue
- That the responsible person will undertake a fire safety risk assessment on a regular basis
- That we put in place, and maintain, appropriate fire safety measures
- That fighting any fire is only undertaken when the alarm has been raised, when there is no risk to a person or persons and that person to have received appropriate training
- That all staff receive regular information, fire safety instruction and training

## **OTHER RELEVANT DOCUMENTS & POLICIES**

In reading this policy, you should also consider and consult the following documents & policies:

- a) Health and Safety Policy
- b) Fire Safety Logbook x 2 (SCC and EU versions)
- c) Fire emergency evacuation plan
- d) Fire safety management arrangements
- e) Fire risk assessment
- F) Fire risk assessment annual action plan and review.

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes. This policy is reviewed by the Finance, Premises, Health and Safety Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Headteacher).

## **Introduction**

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; to ensure that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk

assessments at Moor First School, are designed to help our community to respond calmly and effectively in the event that fire breaks out in our building.

## **Responsibilities**

The Governing Body has the ultimate responsibility for fire safety in the School. The Governing Body acts through the health and safety committee to review this policy and to monitor the effective working procedures of the School. This also includes reviewing the reports of incidents, near misses or concerns raised by any member of the School.

The Headteacher have an overall responsibility to the Governing Body for fire safety within the school; though some of the roles have been delegated to the caretaker.

## **Role of the Fire Safety Officer**

The Headteacher is the designated Fire Safety Officer and is responsible for ensuring that:

- The fire safety management arrangement are fully adhered to
- The fire safety policy is kept under regular review by the governors
- The fire safety policy and emergency evacuation plan is communicated to the entire school community
- Everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire - with additional information being provided when large numbers of visitors are on site, i.e. for parents evenings or events
- Contractors working for the school will be given written documentation detailing the procedures that they should follow whilst working on the school site, and also informing them of the school's procedures in an emergency situation
- The appropriate basic fire training for all school staff is provided on an annual basis and specifically to ensure that fire training is provided to all new employees on starting work at the school
- Induction procedures include fire safety training
- Records are kept of the fire induction training given to all new staff and pupils (Headteachers report to governors and within the Fire Logbook in the office.)
- Procedures and arrangements for emergency evacuation are regularly tested and reviewed (including at different times of the day/during letting.
- Fire risk assessments are regularly reviewed and updated/action plans are completed annually. Fire risk assessments incorporate any alterations to the layout, systems installed or operational use of the premises.
- Records are kept of all fire practices (logbooks)
- Certificates for installation and maintenance of fire-fighting systems and equipment are kept
- The appropriate liaison takes place with third parties; the emergency services and the school's insurers to ensure that best practice for fire prevention and procedures is in place
- The integrity of all fire prevention systems and equipment in place is maintained in good working order
- This policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed

The Fire Safety Officers are supported by nominated Deputy Fire Safety Officers as follows:

- Caretaker
- Office Staff

## **Role of Fire Marshalls**

Fire Marshalls are responsible for facilitating the orderly evacuation of the school buildings by standing along exit routes (particularly alongside the roads outside of the school) to ensure that pupils and staff can leave the premises safely. It is not the responsibility of Fire Marshalls to fight fires. The Headteacher and caretaker are the Fire Marshalls for the school supported by the Teaching Assistants who will check that the premises have been fully vacated.

## **Role of Teaching Staff**

Teaching staff are responsible for escorting their pupils safely out of the building (with the support of Personal Emergency Evacuation Plans (PEEP's) for those children with disabilities) and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer.

## **Procedure in the Event of a Fire**

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

## **Emergency Evacuation Procedures**

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated muster point. It is the responsibility of the designated PEEP to ensure the safe evacuation of their designated person.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. Inhalers to be taken with the adult if possible. The class teacher will always bring up the rear. If possible, doors should be closed behind the group. Please note that during a fire, two sets of doors will close automatically. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked.

The group will assemble at the predetermined place of safety, which is at the far end of the playground (between the trees - by the sheds). The school operates an evacuation system based on attendance register and headcount.

The fire alarm system does not automatically alert the fire service. The fire service will be called by a member of staff as soon as it has been confirmed that a real fire situation exists.

As a general rule, if someone is missing, the building should not be re-entered but information should be given immediately to the Fire Safety Officer who will liaise with the fire service to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

Visitors on site will be made aware of fire safety arrangements upon arrival.

## **Evacuation of Disabled Persons from the School Buildings**

Pupils and employees with a disability should be identified and a Personal Emergency Evacuation Plan (PEEP) prepared for the person concerned. This Personal Emergency Evacuation Plan is shared with all staff.

After taking into account all known risks, the Headteacher (SENCO) in conjunction with the School Nurse, will propose specific procedures for assisting in the evacuation of persons with a known disability. Where required, a 'buddy' will be appointed for any pupil or employee requiring assistance in an emergency evacuation. Where teachers have a pupil with a known disability, they must ensure that the pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

## **Warning Equipment**

The school is equipped with fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a siren, which will sound continuously.

The alarm will be tested weekly by the site technician at different times.

Call buttons are located throughout the building. In the event of a fire, the call point should be operated and the school alarm will automatically sound.

This equipment will be maintained regularly.

## **Fire-fighting Equipment**

Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

This equipment is to be maintained regularly. It is a disciplinary offence – for pupils and staff alike – to tamper with any fire-fighting or alarm equipment.

## **Competent contractor servicing:**

- 6 monthly fire alarm and automatic detection systems
- Annual fire-fighting equipment
- Annual dry risers
- Annual fire dampers
- Annual fire curtains or shutter
- Annual suppression systems
- Annual fire hydrants

Remedial works to any of the above and emergency lighting systems require a competent contractor.

**In house testing:**

Daily fire safety checks

Weekly alarm and call point tests

Weekly firefighting equipment visual inspections

Weekly fire door visual inspections

Monthly emergency light flick tests (can be contractors)

Monthly evacuation equipment checks

6 monthly visual inspection of dry risers (can be contractors)

**Evacuation Drills**

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route. Annual drills take place for lettings.

**Fire Prevention Measures**

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer
- Catering equipment is switched off at the end of every day
- Lightning and earthing protection conforms to BS 6651-1999. This is tested annually by a specialist contractor
- Portable electrical equipment should be checked regularly- all PAT tested.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- Exit routes are regularly walked by the Fire Safety Officers to ensure that they are, and remain, clear of obstruction.
- External doors and internal corridor doors are kept open whilst the school is occupied to maximise the airflow through the building (COVID 19 measures) and are closed at the end of the school day or when the building is secured.

**Outside Security**

In the knowledge that most school fires occur when school is not in session, the school places a high priority on outside security. Electric gates are in place to prevent access.

## **Record Keeping**

All records relating to Fire Safety are retained in the school office and are available to view.

These include –

- PAT Testing Certificates
- Fire Log Book which contains records of fire safety issues is maintained by the Deputy Fire Officers at each site and includes details of fire drills, hot works permits, the storage of hazardous materials
- Lightning Conductor Testing
- Fire Fighting Appliances Service Records
- Electrical Installation test certificates including 5 year fixed wiring test certificates