

## Fire Safety Policy and Procedures

### Policy Statement

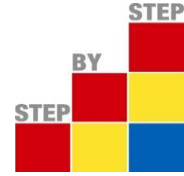
Step by Step School will ensure it complies with all legal responsibilities relating to fire safety and will put in place systematic approaches such as fire risk assessment, fire prevention strategies and the adequate protection of all persons on site in the event of a fire taking place. The school will:

- as far as reasonably practicable, take all steps to eliminate or minimise the possibility of fire.
- ensure fire risk assessments (FRA) are prepared by competent persons that meet the requirement “suitable and sufficient”. Thorough assessments should identify poor storage, combustible materials, poor ventilation etc.
- act upon recommendations made in timeframes specified on the FRA.
- annually review all fire risk assessments or at other times if the integrity of the assessment is in doubt.
- ensure that all persons know and understand their responsibilities in the management of fire safety. This will include, but not be limited to, understanding fire evacuation procedures, reporting concerns regarding fire safety, complying with instructions raised in the FRA.
- pay due regard to the specific demands of pupils with special needs when conducting fire risk assessments and devising fire safety instructions.

It is the responsibility of everyone throughout the organisation to familiarise themselves with this Fire Safety policy and related procedures, to attend training and understand instructions as required. It is the responsibility of everyone to recognise and act upon their own responsibilities to ensure the health, safety and welfare of all persons.

### Background

Fire safety is only one of many safety issues that management must address to minimise the risk of injury or death to pupils, staff or the public. Unlike most of the other safety concerns, fire has the potential to injure or kill large numbers of people very quickly. Good management of fire safety is essential to ensure that everyone can escape to a place of total safety easily and quickly. Fires are



unlikely to occur; If they do, they are likely to be controlled or contained quickly, effectively and safely.

The Regulatory Reform (Fire Safety) Order 2005, replaces previous regulation and defines the duties and tasks that apply to organisations in terms of fire safety. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

### **Procedures**

Step by Step School recognises the need to ensure that the highest possible standards of fire safety are achieved, thereby providing a safe place of work. This is only achievable by the allocation of responsibilities with associated detailed procedures to ensure the critical actions are understood and followed.

Employees should report any concerns they have about fire hazards to their line manager, health and safety officer or a member of the senior management team to enable Step by Step School to take the appropriate measures to eliminate the problem. Any such concerns to be recorded in the Fire Register along with actions taken.

The school will have a Fire Risk Assessment prepared by competent persons, a Fire Evacuation plan and a Fire Register.

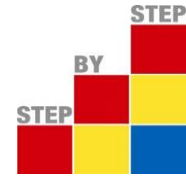
**Remember, in the event of fire, the safety of life shall override all other considerations such as rescuing property and extinguishing the fire.**

### **Discovering a fire**

Raise the alarm by shouting "FIRE, FIRE, FIRE" and pressing the nearest fire alarm call point (these are adjacent to fire exits and are well marked).



## STEP BY STEP SCHOOL



The following tasks now need to be actioned; the order is dependent on the number of staff/pupils/visitors present:

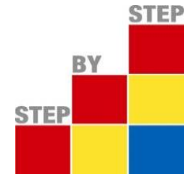
- A member of the School office will call the Fire & Rescue Services using 999 or 112 giving the operator the exact location **“there is a fire at Step by Step School, Grinstead Lane, Sharpthorne, RH19 4HP”**
- If necessary, call for help using walkie talkies.
- Occupants should be moved away from the fire towards the fire assembly point and stay in this location until advised it is safe to re-enter the building.
- The Fire Marshal completes a roll call to identify whether all staff/pupils/visitors are accounted for
- The School Business Manager or designated SLT member stands at the top of the drive to receive the fire engine
- The Fire Marshal is responsible for communicating to the Fire Wardens whether all staff/pupils/visitors are accounted for and where the triggered fire sensor is that set off the alarm.
- No one must re-enter the building unless the Fire Wardens have instructed them it is safe to do so.
- A member of the School office will notify parents and the transport teams if pupils need to be picked up from school.

Following any incident where the Fire Brigade have been called, a full review of our Fire procedures will be carried with the Fire Liaison Officer within the next 4 weeks.

### **Alarm automatically activated**

Check the fire panel to establish where the fire is located. If it is safe to do so, establish if it is a real fire (this requires fire marshal training). When evacuating, you do not want to use fire exits that maybe restricted by fire.

Then follow the above **“Discovering a fire”** process. This process should also be followed in the case where smoke has been discovered without seeing a flame.



### False Alarms

To prevent unwanted false alarms, you should consider the following common causes and put proactive measures in place to reduce the risk of false alarms in the workplace.

- Cooking fumes - such as burnt toast.
- Steam - from shower rooms, the running of hot taps, premature opening of dishwashers.
- Aerosol sprays.
- Dust build up – due to poor housekeeping or by not taking preventative measures before starting dusty work such as drilling.
- Candles.
- Accidental damage or activation of call points.

### Investigating fire alarms

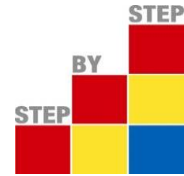
When you investigate, use all your senses and if at any time, you find signs of a fire follow the “**Discovering a fire**” process.

### How to investigate

Remember you are looking for **signs** of a fire (heat, smoke, smell etc.) not a fire itself.

Where possible:

- Investigate in pairs.
- Have another member of staff at the alarm panel and remain in contact (mobile phone or walkie talkies).
- Gather any information from staff, or the alarm panel, to indicate where your search should start.
- When investigating look for smoke, listen for unusual crackling noises, is it unusually hot, and ensure you always have an escape route.
- Do not open any doors if at any time you suspect there to be a fire.
- If you do suspect a fire, then follow the “**Discovering a fire**” process



### **Resetting the fire panel**

An alarm must not be cancelled unless you are sure that it is a false alarm. Once the building is evacuated, the alarm may be silenced if the investigation is continuing, however ensure pupils/staff/visitors do not take this as a sign to re-enter the building.

If you are satisfied that the alarm was false and the problem has been corrected, the panel may be reset by the responsible person on duty (this includes senior leadership and the Fire Warden) and staff may re-enter the building when told to do so by the Fire Warden.

### **Fire Risk Assessments**

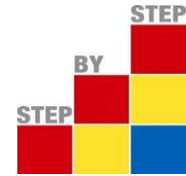
The fire risk assessments (FRAs) will be completed by a competent person and the hazards identified with the associated recommendations actioned in a timely manner, this will be the responsibility of the Health and Safety Officer.

### **Fire Register**

The fire processes for the school are defined within the Step by Step Fire Register (available on the School Pod from the School Business Manager).

The below records can all be found on the School Pod:

- Checking fire doors
- Checking and use of firefighting equipment
- Testing of emergency lighting
- Testing of call points
- Use of fire panels
- False Alarms



### Fire Safety Training

New members of staff will undergo fire awareness training as part of their induction process and this will be renewed every two years. Fire Marshals are required to carry out additional Educare training as well as being trained by a specialist to a higher level to include the use of fire extinguishers. This training must be refreshed every two years.

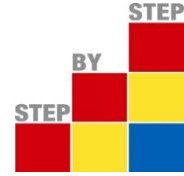
### Fire Drills/Evacuation

The responsibility for carrying out fire drills rests with the Health and Safety Officer. Drills are intended to ensure by means of training and rehearsal, that in the event of a fire:

- The occupants of the premises who may be in danger act in a calm and orderly manner;
- Those designated to carry out specific duties do so to ensure the safety of all concerned;
- A member of the Admin Team collects all emergency medication held in the office medicine cabinet, the folder containing Regular Offsite Visit Risk Assessment Forms, **the Admin Team signing in book, the visitor signing in book and a walkie talkie**, and takes these to the assembly point;
- A member of the Admin Team and a member of staff based in the Mezzanine collect a grab bag (held in the office and Mezzanine) and take them to the assembly point;
- Means of escape are used in accordance with a pre-determined and practised plan
- If evacuation of the premises becomes necessary, it is speedy and orderly.

Planned fire drills should be carried out once a term. Where there is an alternative means of escape, the drill should be based on the assumption that one or more of the escape routes cannot be used because of the fire. During these drills the fire alarm should be activated by the Health and Safety Officer, who may delegate this responsibility to the Fire Marshal. The evacuation procedure should be rehearsed as fully as circumstances allow and any failings must be put right.

## STEP BY STEP SCHOOL



All drills and evacuations must be recorded in the Fire Register by the School Business Manager or Fire Marshall.

Appendix A provides a template of a Pupil Emergency Evacuation Plan (PEEP). Senior Leaders should ensure the appropriate evacuation aids are available and all staff are trained in their use.

### **Responsibilities**

#### **Board of Governors**

- Will review and monitor the effectiveness of this policy

#### **Senior Leadership Team**

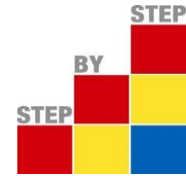
- Provide resources to deliver the tasks outlined within the Fire Policy and associated Procedure.
- Ensure staff are available for fire training.
- Will support the Health and Safety Officer in the delivery of the various tasks identified.

#### **Health and Safety Officer**

- Ensures competent persons (Fire Risk UK) undertake a Fire Risk Assessment annually
- Ensures competent persons' (Fire Risk UK) service, repair and inspect fire-related safety-critical equipment at the appropriate intervals
- Undertakes physical actions/checks as detailed in the Fire Register and ensures they are recorded
- Arranges fire training for staff, (including bank/temporary staff), at frequencies detailed in the Fire Register
- Arranges fire drills for the school once a term

#### **Health & Safety Consultant**

- Maintains and updates the Fire Policy and Procedure annually
- Provides specialist guidance and advice regarding fire safety



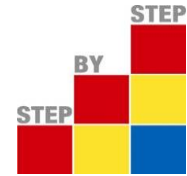
**Fire Marshall/Deputy Fire Marshall (Competent Persons)/ Fire Wardens**

**(see Appendix 2)**

- Ensure their work colleagues understand the fire processes
- In the event of a fire assist with the safe evacuation of pupils, staff and visitors
- Where problems/repairs are identified, make the senior leadership team aware

<b>Policy</b>	<b>Fire Safety</b>
<b>Statutory requirement?</b>	<b>Yes</b>
<b>Approved</b>	<b>March 2020</b>
<b>Responsible Officer</b>	<b>GA/CE</b>
<b>Responsible Governor/s</b>	<b>JM</b>
<b>Date of previous version</b>	<b>February 2019</b>
<b>Frequency of Review</b>	<b>Yearly</b>

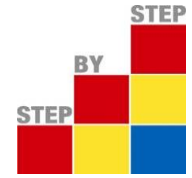




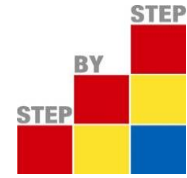
Appendix 1

Personal Emergency Evacuation Plan

<b>Name:</b>		
<b>Locations of study</b>		
<b>Building</b>	<b>Room</b>	<b>Notes</b>
<b>Awareness of procedures</b>		
The pupil has been assessed for evacuation awareness and requires the following assistance.		
<b>Guidance</b>	<b>Y/N</b>	<b>Notes</b>
<b>Written Guidance</b>		
<b>Writing with symbols</b>		
<b>1:1 support during drills</b>		
<b>Sign-a-long</b>		
<b>Ability to respond to alarm system</b>		
<b>Guidance</b>	<b>Notes</b>	
<b>Will hear alarm</b>		
<b>Will need visual alarm</b>		
<b>1:1 Assistance</b>		
<b>Getting out of the building</b>		
<b>Number of persons required</b>	<b>Staff roles</b>	<b>Notes</b>
<b>Escape plan</b>		



Specialist equipment needed to assist the pupil to evacuate			
Item		Notes	
General notes to assist Fire Marshalls and staff			
Teacher / Therapist / Fire Marshal reviewed			
Name		Signature	
Date		Review date (annual)	



**Appendix 2**

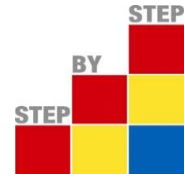
**Fire Information**

**Fire Marshall**

**Sian Kelly**

**Deputy Fire Marshall**

**Francesca Beard**



**Fire Wardens – based in every class**

**Sarah Urquhart**

**Carrie Philp**

**Rachael Egarr**

**Lorraine Maxwell**

**Caroline Clark**

**Amy Perry**