



FIRE SAFETY POLICY

Links to other policies:

Risk Assessment Policy; First Aid Policy; Health & Safety Policy

AIMS

It is the overall aim of Moorland School to minimise the risks to staff and children, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practises.

The Moorland School management will fully comply with the Regulatory Reform Fire Safety Order 2005 (RRO) and ensure that a suitable and sufficient fire risk assessment is carried out and recorded.

In complying with the RRO, the school management will check the fire safety and fire precaution with best guidance documents issued by the Communities and Local Government department, (CLG).

The current guidance issued is fire safety document for educational premises. A copy of this guidance document is in the fire safety folder. The fire safety folder is located in the main school office.

FIRE SAFETY MANAGEMENT

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire warden training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills at start of each term
- To check adequacy of fire-fighting apparatus and its maintenance annually
- To implement recommendations from the Fire Risk Assessment
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall fire safety	Head Teacher
Fire safety training, induction and revision	Head Teacher
Fire risk assessments	Head Teacher
Fire drills	Head Teacher
Updating of log book / recording	Admin Staff
Checks on call points	Maintenance Team
Checks on emergency lighting	Maintenance Team
Fire escapes unobstructed	Maintenance Team / All Staff
Check all fire detection and protection systems are maintained	Headteacher / Maintenance Team

FIRE SAFETY TRAINING

Specific training for the school teachers and responsible person will be undertaken at least every three years. Fire Wardens will also be trained. Fire training will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of fire-fighting equipment e.g. fire extinguishers and fire blankets.
- Location assembly area and procedure for calling the fire service
- Exit routes including alternatives escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building in case of emergency

In addition:

- Fire extinguisher training to be provided every 3 years for all staff
- All agency staff to be given fire procedure information
- New staff to be taken through training as part of induction

FIRE RISK ASSESSMENT REVIEW PERIODS

The fire risk assessment will be updated annually.

EVACUATION DRILLS

Signs are displayed around the school showing the procedure for emergency evacuation.

Fire evacuation drills should be carried out at the start of each term. The evacuation time is set at under 4 minutes.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

STAFF ROLES AND RESPONSIBILITY IN THE EVENT OF AN EVACUATION ALARM

Action	Person responsible	In case of absence
Evacuation of all staff and children. Fire Wardens don hi visibility jackets.	All staff/Fire Wardens	Most senior person in section

Collection of registers and staff/ visitor signing in book/ sheets	Senior Person/ Administration Staff	Administration Staff
Checking of toilets (all areas)	Fire warden	Deputy fire warden
Checking rooms	Fire warden	Deputy fire warden
Calling the fire brigade	Administration Staff	Administration Staff
Meeting the fire brigade	Head warden	Next in charge

In general, all staff will assemble at the assembly point, unless the source of the fire makes this impossible.

A head count will be taken, and if appropriate the register will be called. Absentees will immediately be reported to the Head warden/nominated person. The officer in charge of the first fire engine should be informed of any person not accounted for and their last know location.

FIRE DOORS AND EXITS

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

The Head Teacher / Maintenance Team will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked weekly as part of the risk assessments.

FOLLOW UP TO EVACUATION DRILLS

Drills must be recorded in the Fire safety logbook. Timing of each evacuation must be recorded accurately. (Guidelines state 2 minutes per storey of a normal risk building), all persons will receive immediate feedback on the success of the evacuation at their assembly point.

The fire assembly points are:

- Dining Room – grass area to side of senior playground
- Willows Building – Pre-School (2-3's) playground
- Nursery Building (3-4s)– Garden
- Nursery Building – Garden at Front of Nursery

EVACUATION PROCEDURE

INSTRUCTIONS FOR PUPILS

On hearing the Fire Alarm:

- Listen to the following instructions from your teacher.
- Leave the room in an orderly manner via the nearest exit.
- Follow the fire exit route.
- Do not run, push or panic. Walk quickly and silently to the assembly point in the front playground area closest to the main road.
- Line up in your class group in register order.

MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS

Professional consultants maintain fire extinguishers, fire alarm systems and emergency lighting. Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and leave for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Monthly	Check that seals are intact, equipment has not been removed or tampered

Records for these tests are kept in the Fire safety logbook located in the office.

PAT TESTING

The Headteacher will ensure that all PAT testing is conducted regularly and that tests are recorded.

STORAGE OF FLAMMABLES AND CHEMICALS

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to.

DISABLED PUPILS/ MEMBERS OF STAFF

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

FIRE CONTROL ACTIVITIES

The school's Fire Safety Management Arrangements have been compiled to clarify the demarcation of devolved responsibilities in the school under the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments, referred to by the Regulatory Reform (Fire Safety) Order 2005, have been compiled.

Precautions to prevent injury in case of fire must be adequate in the circumstances and in accordance with any Fire Authority requirements.

Fire exit routes are to be kept freely accessible and clear of obstructions. Fire doors are not to be propped open. (If fire doors need to be regularly kept open for any reason, their location should be notified to the Headteacher. It may be possible to fit magnetic catches releasable by the activation of the fire alarm.)

Final fire exit doors must always be open or be operable without a key (unless it is in a breakglass

compartment) during times when the premises are occupied. These final fire exit doors will be fitted, wherever practicable, with appropriate emergency exit door furniture.

Final fire exit doors and fire doors are to be identified by signs. Fire exit route directional signs are to be posted in all corridors and communication spaces.

Fire evacuation instructions, in appropriate safety sign colours, are displayed in every classroom, every other room which is occupied on a regular basis and in other areas as appropriate.

There is an adequate provision of fire extinguishers and other fire-fighting equipment eg. hose reels and fire blankets.

Fire extinguishers are never to be obstructed. Where practicable they are held on brackets attached to permanent structures approximately one metre from the floor. Employees and pupils receive fire procedures training and employees receive instruction on the use of fire extinguishers.

There is a termly practice evacuation of buildings. These are recorded in the Fire Safety Management folder

Fire alarm points and systems including detection systems, emergency lights and fire-fighting equipment are inspected, tested and maintained. Records of weekly testing of fire alarms points, six-monthly testing of emergency lights and annual inspection of fire-fighting equipment and testing of fire alarm systems as appropriate are kept in the Fire Safety Management folder, which is located in the School Office.

The Regulatory Reform (Fire Safety) Order 2005

The Regulations came into effect on 1 October 2006 and all existing fire legislation was repealed (including the Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997/99 and the Management of Health & Safety in the Workplace Regulations 1999).

Fire certificates are no longer issued, and have been replaced with the requirement for a Fire Risk Assessment. Employers are now solely responsible for fire safety within their workplaces.

The Headteacher is the 'responsible person' (as defined).

Storage of flammable liquids and petrol

The amount of flammable liquids kept outside proper storage and in any classroom or working area is to be kept as small as is reasonably practicable. Containers, when not in use, are to be stored in metal bins or cupboards manufactured to an appropriate Standard eg. BS 476. In each classroom or working area the total quantity stored in any such bin or cupboard will never exceed 50 litres. All vessels (whether full or empty) and cupboards containing flammable liquids are to be kept closed when not in use. The metal containment is to be marked 'Flammable Liquids'.

Purpose designed bulk stores will be designed using Health and Safety Executive and Fire Authority Standards.

Sixty gallons of petrol are allowed to be stored on the premises without a specific license, provided a risk assessment has been carried out and storage is suitable for the purpose and meets HSE and Fire Authority standards.

Fire Procedure

In the event of a fire, staff must take responsibility for the safety of the children and themselves. To this end, the procedure below should be followed.

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The person who discovers the fire will actuate a fire alarm call point.
- c) Alarm call points are situated throughout the building.
- d) The Senior Person will be responsible for summoning the Fire or other necessary services and inform the main school of an emergency.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) Registers will be taken to the assembly point.
- g) Fire wardens will ensure that the main buildings are empty.
- h) The Senior Person will take responsibility for taking a means of communicating (mobile phone).
- i) In general, all staff will meet at the assembly point, unless the source of the fire makes this impossible.
- j) The senior teacher will immediately do a head count and then call the register. Absentees will immediately be reported to the senior fire warden who will organize a search, if safe to do so.
- k) Permission to re-enter the building will only be given by the head fire warden.

Action on discovering a fire The Fire wardens to don the hi-visibility jackets.	<ul style="list-style-type: none"> • Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at Moorland School, Ribblesdale Avenue, Clitheroe, BB7 2JA • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary to make your escape.
What to do if the fire alarm sounds	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Admin/Teaching staff to collect registers, signing in book and mobile phone. • All areas to be checked for occupants. • Keep silent to ensure instructions from Head warden can be heard.
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map. • What does the fire involve? • Are all persons evacuated from the building?
Escape routes and fire exit use	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Doors currently without thumbscrews or quick release handles must be unlocked while in use. • Staff must be aware of alternative escape routes.
Fire-fighting equipment use	<ul style="list-style-type: none"> • Fire-fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire-fighting.
Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none"> • All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.

*Reviewed and updated by Hayley Moss crop
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