

Oakwood School Fire Safety & Procedures Policy

This policy applies to the whole school, including the EYFS

CONTENTS:

<u>Paragraph number & heading</u>	<u>Page number</u>
0. Definitions	1
1. Introduction	1
2. Briefing of staff and pupils	2
3. Fire safety procedures	2-3
4. Fire prevention	3
5. Fire risk assessment	3-4
6. Monitoring and Review	4
7. FEPP (Appendix 1)	5-6

Definitions:

“FEPP”	Fire Emergency Evacuation Procedures
“SMT”	Senior Management Team

1 Introduction

- 1.1** All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at Oakwood are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building.
- 1.2** A Health & Safety Committee meets once a term in order to discuss all matters of health, safety & welfare. Part of their duties include looking after the following regarding fire safety:
- The Fire Safety & Procedures Policy is kept under regular review by the committee, SMT and governing body
 - Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
 - Ensure that appropriate records are kept of fire drills, fire fighting equipment & escape route checks
 - Appropriate fire awareness training is given to staff
 - Procedures for emergency evacuation are regularly tested
 - The Fire Risk Assessment and Action Plan are regularly reviewed and updated
 - Fire prevention measures are meticulously followed
 - Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired

1.3 As the 'designated person', Mrs Askew ensures that records are kept of the following: (i) Fire Risk Assessment and its review; (ii) Fire Safety Policy; (iii) Fire Procedures and Arrangements; (iv) Training Records; (v) Fire Practice Drills; (vi) Certificates for the maintenance of fire-fighting systems and equipment.

2 Briefing of staff and pupils

2.1 All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at Oakwood.

2.2 For staff this is covered as part of the induction procedures, and for pupils this is covered by the class teachers.

2.3 All staff receive a copy of the Staff Handbook on or before their first day at school. This Handbook contains details of the school's Fire Safety procedures and arrangements, and the FEEP as per Appendix 1. These matters are discussed and reviewed annually during the Autumn term staff inset.

2.4 For peripatetic teachers, external club providers, temporary & part-time staff, a summary of the Staff Handbook is provided which highlights key information.

2.5 We offer fire awareness inset training for class teachers and other permanent staff, including the basic use of fire extinguishers, at regular intervals (including refresher training).

3 Fire Safety Procedures

3.1 The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.

3.2 Fire notices are clearly displayed in various rooms and public places throughout the building (eg. corridors, hall, staffroom, offices). If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is the top playground.

3.3 Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked regularly by estates staff to ensure they are kept clear.

3.4 Suitable fire fighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and regular testing. Some checks are carried out by our estates staff (as per their checklist) and some via a maintenance contract with a specialist company who completes further, regular tests on our fire alarm, emergency lighting and fire fighting equipment. This external contractor (Millwood Servicing) is ISO9001 certified & BAFE approved.

3.5 Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens/Marshals, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire practices are held by estates staff.

3.6 The school office is manned between 8.30am and 5pm during weekdays (during term time) and at other times during the holidays. The fire alarm panel is situated in the front lobby

area, and a plan of all the call points is displayed there. Office staff are responsible for summoning the fire brigade.

- 3.7** All visitors and contractors are required to sign in at Reception. If they are unaccompanied they are issued with a visitor's badge, which should be worn at all times that they on school property. This has a summary of the FEEP on the back. All members of staff are responsible for ensuring that anyone in their classroom or office are able to exit the building safely.
- 3.8** Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a member of the Health & Safety committee, Head or Assistant/Deputy Head.
- 3.9** Fire Wardens and Marshals have been appointed by Mrs Askew to ensure that the Fire Safety Procedures are correctly carried out.
- 3.10** Fire Wardens have a pro-active fire safety role which includes day to day fire management duties. Fire Marshals have a re-active fire safety role which includes (in the event of an evacuation) the checking of toilets and rooms, closing of doors and helping any disabled people to leave the building. In order to fulfil their roles, Fire Wardens attend training run by external specialists and as a minimum Marshals complete Educare online training. The nominated volunteers are Mrs Askew & Mrs Lobo (Fire Wardens) and Mrs Symes & Mrs Daly (Fire Marshals). Mr Watson & Mr Crilly assist the Marshals with some of their duties.

4 Fire Prevention

- 4.1** The following fire prevention measures are in place at Oakwood:
- There are at least two main escape routes from the main school building (with additional exits from the Nursery & Reception classrooms and via the hall).
 - Fire notices are clearly displayed in various rooms, corridors and stairwells
 - Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade. Smoke detectors are fitted in the loft, staffroom, hall kitchen and various corridors which are automatically activated when smoke/heat builds up
 - Call points are activated by breaking the glass (or by using the break glass key during fire drills)
 - Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
 - All stairs, passages and emergency exits are illuminated by emergency lighting
 - Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations
 - All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
 - We ensure that flammable materials are locked in a flame-proof cabinet in the loft
 - When letting or hiring the school, the hirer certifies that they have read and understood the school's fire safety procedures.

5 Fire Risk Assessment

- 5.1** Our school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies any hazards; the people at risk; the measures to evaluate, remove, reduce and protect from the risk; the measures needed to record, plan,

inform, instruct and train people in risk reduction or removal; the management of fire safety procedures and the action plan (kept under regular review by the Health & Safety committee).

5.2 Our Fire Risk Assessment is reviewed by an external specialist every 3-4 years (most recently in November 2015). The Action Plan is discussed at least annually by the Health & Safety Committee.

5.3 Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All subject co-ordinators are responsible for ensuring that they are aware of any specific risks which are relevant to their subject area.

6 Monitoring and review

6.1 It is the responsibility of the Head and Health & Safety committee members to monitor and evaluate the effectiveness of this policy.

6.2 This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

Signed: C Candia

This policy will be reviewed every 2 years	
Title	Fire Safety & Procedures
Version	4
Date Created	20 November 2018
Author	Ciro Candia, Head
Approved by SMT	Yes
Approval/Review required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes by PACT HSC
Next Review Date	Summer 2019

This policy should be read in conjunction with the following related policies:
Health, Safety & Welfare.

Oakwood School Fire Emergency Evacuation Plan

Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by all staff in the event of fire, and the arrangements for calling the fire brigade.

The following items have been considered:

- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Identification of key escape routes
- Fire Wardens/Marshals
- Place of assembly
- Registers
- Records
- Fire fighting equipment
- Training
- Liaison with emergency services

Action on discovering a fire

Should any staff member notice the outbreak of a fire, they will immediately sound the fire alarm by breaking the glass at any call point.

Action on hearing the fire alarm

Staff should act in accordance with the FEEP, a summary of which (entitled FIRE NOTICE) can be found in each classroom, hall & office.

Continuous sounding of school warning system. On hearing the fire alarm;

- a) When in class : Stop all activity and stand in silence. The order to leave will be given by the teacher. They will inform children of the route to be taken.
- b) When not in class : Stop all activity and walk in silence by the shortest route to the place of assembly.

The following rules are always adhered to:

- Keep to the left
- Do not run but exit the building as quickly as possible
- Do not go back into the building for any reason

Calling the fire brigade

The Fire Service should be informed immediately by a member of the office staff (Mrs Askew or Mrs Clarke). The cordless phone should be taken outside in order to carry this out, as well as a personal mobile of one of the office staff. Other staff members (including cleaners) should also be conversant with using the phone system to make calls.

Identification of key escape routes

The escape routes are clearly marked throughout the building. They are situated at the front & back entrances, hall & nursery classroom. Even members of the public or persons unfamiliar with the layout of the premises will be able to identify the key escape routes.

Fire Wardens/Marshals

The Fire Wardens are Carrie Askew & Shanida Lobo (who is also responsible for the Nursery). Fire Marshals are Lolita Symes (downstairs) & Geraldine Daly (upstairs).

The Fire Wardens & Marshals ensure that:

- High standards of fire precautions are maintained
- Evacuation drills are carried out according to procedures
- Staff know the location of the fire alarm points
- The FEOP is properly distributed and understood by all
- Appropriate 'Fire Action' notices are on display throughout the building
- Primary and secondary escape routes are used efficiently
- Toilets are checked prior to leaving the building (upstairs, downstairs & nursery)
- Specific rooms are checked for peripatetic teachers/priest etc.
- Disabled people are helped to leave the building

Place of assembly

Staff should assemble at the pre-determined assembly point, which is the upper playground. They should be arranged as follows: Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6. It is noted that varying call points, times and escape routes are used during fire drills.

Registers (roll call)

'Emergency register packs' are kept at the back doors and in the school office. These contain class lists and daily absence data. They will be taken outside by the first person leaving the building via the back exit and office staff. Class teachers will take a roll call to ensure that all their children (and assistants where applicable) are present. As soon as this has been determined, they will raise their hand.

Records

A record of all fire drills is kept in a log book.

A copy of the 'Fire Notice' and procedures is displayed in each classroom, offices, entrances and exits. The fire drill / evacuation procedures are explained to pupils and visitors (including outside contractors).

Fire fighting equipment

Trained competent staff should, where possible and only if safe, attack fire with appropriate equipment. However, fire fighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK.

Training

The FEOP is the subject of frequent training so all staff are familiar with its contents. Staff training specifically provides information and instruction on the following:

- Fire risks in the premises and how to minimise these
- Fire safety measures in the building
- Action in the event of fire
- Action on hearing the fire alarm signal
- Method of operation of manual call points
- Location and use of fire extinguishers
- Means for summoning the fire and rescue service
- Identity of persons nominated to assist with evacuation
- Identity of persons trained in the use of fire extinguishing appliances

Members of the Health & Safety Committee periodically train staff at insets or meetings.

Liaison with emergency services

Mrs Askew will periodically make contact with external emergency services to make them familiar with the school's fire action plan, and to seek advice on any improvements which may need to be made.