



## Fire Safety Policy

**Review Period: Annual**

**Status: Non Statutory**

**Next review: Autumn 23**

### *1. Regulatory Reform (Fire Safety) Order 2005*

The Regulatory Reform (Fire Safety) Order (the Order) came into effect in 2006 and replaced all other fire safety legislation. To comply with this order, the “Responsible Person” (in this case the Head Teacher):

- **Must** ensure that a Fire Risk Assessment which must focus on the safety in case of fire of **all relevant persons** is carried out. It should pay particular attention to those at special risk, such as disabled persons, those who have special needs and children, and must include consideration of any dangerous substances liable to be present on the premises.
- If the premises employs 5 or more people, the premises are licensed or an alterations notice is in force, the significant findings of the assessment must be recorded.
- One or more persons must be appointed, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (headteacher can nominate himself for this purpose). A competent person is someone with enough training, experience or knowledge and other qualities to be able to implement these measures properly.
- Employees must be provided with enough clear and relevant information on the risks to them identified by the Fire Risk Assessment, about the measures which have been taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Employees (or their elected representatives) must be consulted about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Before a child is employed, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Non-employees, such as residents, temporary or contract workers must be informed of the relevant risks to them, and provided with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- The responsible person must cooperate and coordinate with other responsible persons who also have premises in the building, inform them of any significant risk you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- The employer of any person from an outside organization who is working in your premises (e.g. an agency providing temporary staff) must be provided with clear and relevant information on the risks to those employees and the preventative and protective measures taken. Those employees must be provided with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises that contain more than one workplace, **you are responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- The presence of any hazardous substances and the risks this presents to relevant persons from fire must be considered.
- A suitable means of contacting the Emergency Services must be established; they must be provided with any relevant information about Dangerous Substances.

- Appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace must be given when they start working for you, and from time to time while they continue to be employed.
- It is essential that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Sunnydown’s employees must** cooperate with the headteacher to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

## 2. *General Statement of Policy*

The purpose of this policy is to ensure that Sunnydown meets its responsibilities to all relevant people that use the premises with regard to Fire Safety. The School takes the safety and wellbeing of all the relevant people on and around the premises very seriously and will take all reasonable and practicable steps to prevent the risk of injury from fire.

Sunnydown will comply with the Regulatory Reform (Fire Safety) Order and all other applicable fire safety legislation and standards.

The Policy sets out the Schools’ Fire Precautions, Fire Action Procedures and Individual Responsibilities of Staff, Pupils, Visitors and all persons are expected to follow the guidance given to them.

The Governors’ Premises Committee oversees the implementation and operation of all Fire Prevention and Fire Action Procedures and amongst other things will ensure that:-

- A Fire Risk Assessment of the premises is carried out by Surrey County Council annually or before if required.
- Set procedures are in place to prevent fires and in the event of a fire.
- Suitable and satisfactory means of escape are provided in the event of a fire.
- A member of staff is delegated the duty of being the Fire Safety Officer (currently the School Business Manager). The Fire Safety Officer will implement the contents of this Policy on a day to day basis.
- The Premises Manager is delegated the responsibility of ensuring that the premises are safe and free from risk of fire on a day to day basis and that he reports any deficiencies or breaches of fire regulations to the Fire Safety Officer immediately for further investigation.
- Regular Health and Safety inspections of the premises are carried out by the Premises Manager and SBM
- All staff are aware of their responsibilities in both Fire Prevention and Fire Action Procedures in the event of an alarm being raised.
- Staff receive all necessary training needed for them to carry out any specific roles required of them.
- All Fire Fighting Equipment and electrical/mechanical equipment is maintained and inspected at the relevant intervals.

**For the purpose of this policy, the term “Fire Safety” refers to Fire Prevention, Fire Precautions, and Fire Action Procedure.**

## 3. *Policy Aims*

The policy aims to reduce the risk of fire at Sunnydown School by:-

- Formulating a set of Fire Prevention and Fire Action Procedures.
- Providing users of the premises with information and guidelines to ensure they are all aware of the Fire Prevention and Fire Action Procedures associated with the use of the premises.

- Setting out individual responsibilities for all users of the premises.
- Minimising the potential for a fire to occur by instilling a proactive Fire Prevention awareness to all users of the premises.

#### 4. *Responsibilities*

- The **Headteacher** has overall responsibility for Fire Prevention and Fire Safety at Sunnydown and can delegate certain responsibilities to individual members of staff or members of the Governing body to ensure the School meets both its legal responsibilities and maintains its duty of care to all users of the premises.
- It is the responsibility of the **Governing Body** of the School to ensure it checks that the School is meeting its legal obligations regarding Fire Safety. The Governing Body must ensure that within budgetary constraints sufficient funds are available to maintain the premises Fire Safety Defences. Where funds are unavailable, the Governors must inform the Director of Education at Surrey County Council of the deficiencies and request additional funding.
- The Governing Body is responsible for ensuring that the School meets its responsibilities regarding Fire Safety and must:
  - Keep up to date with all current Fire Safety measures, Legislation and supporting documents.
  - Ensure Health and Safety inspections of the premises are taking place and reporting any Fire Safety issues or concerns is happening.
  - Inspect all Fire Safety log books at termly FGB meetings, ensuring all routine testing and maintenance is kept up to date.
  - Ensure members of staff are delegated specific roles and responsibilities to implement the contents of this Policy on the behalf of the Committees.
  - Ensure individuals who are delegated specific roles or tasks are given adequate training and that they attain the relevant standard or qualification to carry out roles or tasks.
- The **Fire Safety Officer** (currently the SBM) is delegated the responsibility by the Governors of ensuring the contents of this Policy are carried out on its behalf on a day to day basis. The Fire Safety Officer will:-
  - Ensure all staff are aware of their responsibilities and roles regarding Fire Safety.
  - Ensure an induction to Fire Safety at Sunnydown with all new staff including temporary staff is carried out.
  - Organise one Fire Drill per term during the school day..
  - Keep accurate records of Fire Alarm and Emergency Lighting tests, Fire Drills
  - Bring to the attention of the Governors any issues or deficiencies regarding Fire Safety at Sunnydown.
  - Together with the Premises Manager carry out weekly testing of the Fire Alarm Systems in all buildings.
- The **SBM**, with the help of the **Premises Manager**, is responsible for ensuring that:
  - Routine inspections of the Fire Alarm System, Emergency Lighting System and Fire Extinguishers are carried out at the correct intervals and that any defective equipment is repaired or replaced as soon as possible.
  - A current Fire Risk Assessment is in place and that it is reviewed annually or whenever there is a change in circumstances or use of the premises.

- o All mechanical and electrical inspections and servicing is carried out at the correct intervals and that any defective equipment is repaired or replaced as soon as possible.
  - o Any breaches of Fire Safety rules/regulations or any Fire Safety issues are reported to the Fire Safety Officer at the earliest opportunity.
  - o All Fire Escapes and Fire Escape routes are kept clear and serviceable at all times (it is also the responsibility of individual members of staff to ensure their areas Fire Escapes are clear on a day to day basis).
- **All staff** have a Legal Responsibility to:-
    - o Take reasonable care for the safety of him/herself and of other relevant persons who may be affected by his/her acts or omissions at work.
    - o Ensure they comply with any duty or requirement imposed on them by the Headteacher or Governing Body.
    - o Inform the Headteacher or other person delegated the responsibility for the Safety of employees of any circumstances where they believe there is an immediate danger to the safety of employees or where there is a shortcoming in the employers protection arrangement for safety.

**As required under the Regulatory Reform (fire safety) Order**, all staff have a Legal duty of care to keep themselves and everyone else safe by keeping Fire Exits and Escape routes clear, storing combustibles and flammables safely, ensuring electrical equipment is switched off at the end of the day, reporting any broken/dangerous equipment or dangerous practices to the Head Teacher or Fire Safety Officer.

#### **5. *Fire Risk Assessment***

- To comply with the Regulatory Reform (Fire Safety) Order the School must ensure that a current Fire Risk Assessment is in place. A Remedial Action Plan will be put in place to rectify any significant findings which may come from the fire risk assessment.
- The Fire Risk Assessment is carried out annually and copies are placed in Fire Safety folder in the main office where staff can access this information should they wish

#### **6. *Fire Precautions***

- All new staff are asked to read the Fire and Evacuation Routine and Record Book when they have their induction day.
- The School is a NO SMOKING site and this is strictly enforced.
- All flammables are stored in metal containers with lids or doors.
- All classroom/office recycling paper bins and rubbish bins are emptied daily with paper/rubbish being taken to the bin area away from the building.
- All hazardous experiments/activities must be risk assessed and form part of a lesson plan approved by the Headteacher.
- All electrical/mechanical equipment is serviced at the correct intervals.
- All Fire Prevention equipment is tested and serviced at the correct intervals.
- All fume extract systems are cleaned and maintained at the correct intervals.

## **7. *Fire Alarm/Detection System and Automatic Fire Doors***

- The Fire Alarm system is a BS5839 part 1 L2 category. The system incorporates Smoke/Heat Detectors and Break Glass Call Points which send a signal to the alarm panels.
- Automatic Fire Door closers are fitted and are linked to the Fire Alarm system. All doors fitted with these devices will close automatically when the alarm is triggered. Fire Doors should never be wedged open, to do so is a criminal offence and in the event of a fire may allow the fire to spread endangering the lives of people within the building. The Fire Doors are tested every week by the Premises Manager or SBM. Any doors which do not close must be adjusted to rectify the fault.
- The main alarm panel is situated in the main office. There are alarm zones covering 10 different areas of the building, each panel has a zone chart next to the panel.
- The system is Un-Monitored meaning that it is not linked to a call centre, therefore a 999 call needs to be made in the event of the alarm being triggered.
- The system is serviced and tested quarterly to comply with current legislation.
- The system is tested weekly by the Premises Manager or SBM using a different call point each week in rotation to comply with current legislation.

## **8. *Emergency Lighting (including torches)***

- The Emergency Lighting at the School is of the Non-Maintained type which will only come on if there is a power failure.
- If the Alarm sounds during the evening or nights, all bedrooms and corridor lights should be switched on so that staff/pupils can see where they are going.
- The Emergency Lighting is maintained and tested at the correct intervals.
- Staff sleeping in areas have torches, some rechargeable and some with ordinary batteries. Any torches that are not working must be reported to the Premises Manager immediately.
- In the event of a Fire Alarm being triggered at night, pupils and staff should use the torches to illuminate their way to the Fire Assembly Point in the playground.

## **9. *Fire Fighting Equipment***

- **The Fire Extinguishers** should only be used by staff who have undergone training in the use of fire extinguishers who feel competent to do so and if their exit is blocked by fire. If the fire is small, it may be possible to extinguish it using an extinguisher but only once the Fire Service has been called. The school has extinguishers of various types appropriate to the area where they are situated. The extinguishers are inspected and serviced annually by an approved contractor.
- **Fire Blankets** are situated in kitchens. Only staff should use the Fire Blankets to smother a small fire following the alarm being raised.
- The second floor has an external Fire Escape which is used to evacuate the second floor in the event of a fire alarm being triggered. All occupants should use this escape route unless fire is blocking the way in which case one of the interior staircases should be used.

## ***10. Fire Action Plan***

For the purpose of this Policy, the Headteacher would normally take charge in the event of a fire; in the absence of the Headteacher, the Deputy Headteacher would take charge and in their absence the SBM would take charge. In the unlikely event of all Senior Members of Staff being absent the Premises Manager would take charge.

### **Actions in the event of a Fire Alarm**

In the event of an occupant of the building finding a fire, she/he must raise the Alarm by breaking the glass on the nearest call point and begin to evacuate the building by the nearest Fire Exit.

The automatic smoke detection may activate the fire alarm. In this case, evacuation will take place immediately leaving the building by the nearest fire exit. In either event, the following applies:-

**The Premises Manager** will check which zone is activated and make his way to that zone to find the cause of the Alarm. If the Premises Manager is not on site it will be the duty of the **person in charge** to go and check the zone.

**Other members of staff** will ensure all pupils, staff and visitors are evacuated from the building collecting the register and duty keys on the way and leave by the nearest Fire Exit, proceeding calmly and quietly to the Fire Assembly Point where a roll call will be carried out.

The person in charge will call the Fire Service by 999, and secondly, call the Headteacher, SBM and Care Managers. If the fire is only small, it may be possible to extinguish it using the correct Fire Extinguisher following discussion but only if there is no risk of injury or staff becoming trapped.

The Senior person in charge should meet the arriving fire appliances to give them critical information eg location, missing staff and or pupils, hazards etc.

Once the Fire Service is on site, it will take charge and will be handed the plans of the School which show where all the Mains Services and any Hazardous Substances are located.

If the fire is sufficiently large enough to require evacuation from the site, staff and pupils will re-locate to St Francis School.

**In the event of a fire not being found**, things such as detectors and Call Points will be checked to ascertain the cause. If it is a technical problem, this will be rectified. If the cause cannot be found and the Alarm will not re-set, the Fire Service will investigate further.

Once satisfied there is no danger staff and pupils will return to the activity areas.

## ***11. Calling the Emergency Services***

- If on site, the Headteacher would normally call the Emergency Services in the event of a fire being reported to him/her. If the Headteacher is not on site, the responsibility is passed down to the next senior member of staff in line and she/he must report to the Head after calling the Emergency Services.
- The person reporting the fire to the Emergency Services should try to use a land line as calls from landlines can be traced if they are cut off, failing that a mobile phone will suffice.
- The person calling should tell the operator his/her name, the School address, the phone number they are calling from, that the building is a residential school and the type and severity of the fire.

- The Headteacher or next in line should meet the Fire Service when it arrives and brief it on where the fire is and where it started, whether everyone is evacuated and if they are all accounted for. The Headteacher should hand over plans of the site which include plans of where the fire hydrant is, where the Mains Services are and inform them of any hazardous substances and where are kept.

### ***12. Fire Safety Training***

- To comply with the Regulatory Reform (Fire Safety) Order Section, the Headteacher must ensure that all staff are provided with adequate Fire Safety training.
- All staff are given induction training when they first start working at the School, as part of the school induction. Staff are told what to do and where to go in the event of the Fire Alarm being triggered.
- When they start at the School in Year 7, pupils are given a briefing of what to do, how to behave and where to go if the Fire Alarm goes off both during the day and if they are boarders, during the night.
- Two fire drills are carried out each term, one during the day and one during the evening/night; this is to ensure that all staff and pupils know what they are doing in the event of a fire.
- Annual refresher training for all members of staff is carried out during an Inset Day. This training is sometimes carried out by the Headteacher or by a specialist from outside the School. The training involves Fire Prevention, Fire Precautions, what to do in the event of a fire and how to use an extinguisher etc.

### ***13. Emergency Evacuation Plan***

In the event of a Fire and the occupants not being able to return immediately, the following Evacuation Plan is put into action:-

- During the School day the occupants will relocate to St Francis School. The Headteacher or senior member of staff will call St Francis School prior to leaving to ensure it is ready for the arrival of staff and pupils. Staff will supervise pupils all the way to ensure safety. Lists of pupil parents'/carers' and staff members' next of kin' telephone numbers will be taken to keep them informed as to what is happening. When it is obvious that the occupants will not be returning to the School that day, parents/carers will be called to arrange collection of pupils from St Francis School.
- During the evening/night the occupants will relocate to St Francis School. Staff will supervise pupils all the way to ensure safety. Lists of pupil parents'/carers' and staff members next of kin' telephone numbers would be taken to keep them informed as to what was happening. When it is obvious that the occupants will not be returning to the School, that parents/carers will be called to arrange collection of pupils from St Francis School.
- All necessary telephone numbers for student Parents are in the Emergency Grab Bag kept in the school office.