



FIRE SAFETY POLICY

Introduction

Employers must ensure fire precautions at the school comply with all relevant health and safety legislation. Additionally the Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of staff and pupils in case of fire, including their safe means of escape. At Normandy Village School we ensure that procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures. These risk assessments are updated if any significant changes to the premises or their use takes place.

In Normandy Village School responsibility for health and safety and fire safety lies with the South Farnham Educational Trust Board.

The safety of children, staff and visitors is of paramount importance to Normandy Village School and appropriate attention by leadership and management is taken to reflect this. Fire safety is also considered in the school's health and safety policy.

Objectives and targets

Normandy Village School aims to secure an education environment that is as safe from fire as far as can reasonably be achieved. If a fire does occur, it is imperative that all staff members are well trained in procedures for safe evacuation and mitigation of damage.

Action plan

In discharging its duty of care, the trust board delegates to the local governing body that delegates to the headteacher:

- Operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, and at least once per term.
- Responsibility for ensuring that staff and pupils are all educated in the need to be fire-safety aware. Fire safety is integrated into the curriculum wherever necessary.
- Responsibility for all contractors on the school site understanding and implementing this fire safety policy.

On a day-to-day basis, the fire safety manager has responsibility to the headteacher to:

- Carry out fire risk assessments and establish a fire risk assessment framework to apply to all school premises and workplaces.
- Be responsible for how the school manages and maintains its premises so as to adequately control the risk from fire and ensure adequate monitoring and supervision of activities to minimise its risk.
- Produce a fire safety policy for the school.
- Ensure that every occupied room has a fire action notice.
- Ensure that notices are displayed in the staff room, detailing for staff their actions in an emergency.
- Produce an emergency fire plan in the case of a major outbreak of fire to include:
 - Means of detection and giving warning of fire.
 - Provision of means of escape.
 - Means of fighting fire.
- Supervise fire drills.
- Be responsible for ensuring that all the fire-fighting equipment, fire detection systems and emergency escapes are adequate and checked at least termly, usually with the assistance of a fire fighting professional, the school's insurers or the employer (*trust board*).
- Implement any recommendations of those professionals.

- Make frequent informal checks to confirm fire safety rules are being followed, especially that fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly.
- Ensure that a fire safety report is included in any health and safety report to the governors.
- Keep a log book containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill), tests on fire-fighting equipment, and results of fire drills.
- Train staff (in conjunction with the school's health and safety officer) or delegate this responsibility to a professional where appropriate.

Training of staff

During the first week of term, or as soon as practically possible thereafter, all new entrants being students, teaching staff or support staff, will be conducted around the primary escape routes of the school. They will also receive instruction on the school fire evacuation routine. All members of staff will receive a personal copy of a floor plan and designated evacuation routes.

All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. This will include department specific training. Further details are contained in the staff handbook.

Notices

Each fire alarm point is clearly indicated 'Fire alarm' in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341) followed by the appropriate operating instructions. A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the fire brigade in case of fire. Every room has a fire notice (see appendix 1).

The purpose of fire drill

In Normandy Village School fire drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere. Fire drills will not assume that all escape routes are available. Fire drills ensure that, by means of training and rehearsal, in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.

Our fire drills give us the opportunity to consider the age-related needs of the students attending the school and also any special needs of the students on the school roll. Each fire drill will be started by our pre-determined signal and the whole premises checked as if any evacuation was in progress.

Our fire routine is based on a critical sequence of events outlined in appendix 1, these being:

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

All fire alarms in the building are linked. Once contact has been made it is our procedure to evacuate all buildings by operating the fire alarm. The aim of evacuating all buildings is to attempt to carry out a roll call.

Calling the fire brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire brigade by the quickest means available. The fire safety manager and headteacher must also be informed immediately.

Evacuation

On hearing the fire alarm:

- Students must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements are established for students with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

Everyone must make their way to the assembly points which are areas outside the school premises clearly designated as assembly points, easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put students and staff at risk by emergency vehicles responding to the incident.

The assembly points for Normandy Village School are as follows:

All classes will line up in Year Group order on the field by the Summer house.

Roll call

The person in charge of each class or group has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises so they must bring attendance registers and visitors book to the assembly point when the alarm sounds.

- On arrival at the assembly point a roll call will be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises will be included.
- The count at the assembly point will be checked with the attendance registers and signing in system to verify that everyone is out of the building.
- Each person in charge of a class or group will report to the leadership team member in charge of the evacuation procedure that everyone in their charge is accounted for or inform him/her of the number of persons missing.

Meeting the brigade

The leadership team member in charge of the roll call will identify him/herself to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade.

The fire brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (For example, chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc.)

Fire fighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether fire-fighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire-fighting equipment employed in the premises.

Monitoring and evaluation

At the beginning of each school year all staff will be involved in a discussion of issues relating to all aspects of school safety, including fire safety. Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and will highlight any area of the procedure which needs alteration.

Reviewing

This policy will be reviewed after any incident of fire which draws attention to inadequacies in the fire procedures. In addition, the governing body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. The policy will also be updated in the light of developments in government policy and changes in legislation.

APPENDIX

Fire action notice

Normandy Village School

Fire Drill

1. In the event that you discover a fire ring the nearest fire bell.
2. When the fire bell rings ask the children to leave the room quickly but calmly and lead them to the Assembly Point. This is the on the field by the Summer House.
3. Sometimes children are working elsewhere in the school or perhaps they have gone to the cloakroom, it is therefore, very important that teachers explain to their class about the fire bell and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point.
4. When the fire bell rings, the Office Manager or deputy will call the emergency services. The full school address is by the telephone.
5. The office staff will give the registers teachers who will take the register by name (do not merely count heads) and reports to the Headteacher/deputy that everyone is accounted for or names of missing persons.
6. The Office Manager or deputy then proceeds to the front gate to greet the fire service and informs them of the location of the fire and whether all persons are accounted for.
7. Staff and children remain at the Assembly Point until the nature and extent of the emergency is fully understood.

KITCHEN STAFF

1. If a fire is discovered ring the fire bell.
2. Switch off gas supply if possible (Head of Kitchen).
3. All staff to Assembly Point (field next to the Summer House).
4. Head of Kitchen to check all staff are safe and report to Headteacher/deputy.
5. Staff to remain at Assembly Point until the Headteacher/deputy says it is safe to enter the building.

CARETAKER

1. If a fire is discovered ring the nearest fire bell.
2. Proceed to Assembly Point (On the field by the Summer House) and report to Headteacher/deputy.
3. Remain at Assembly Point and assist with care and protection of children as directed by Headteacher/deputy.