



# FIRE SAFETY POLICY

## 1. Introduction & Aims

It is the overall aim of Hartmore School to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

## 2. Fire Safety Management

Main duties are:

- To minimise risk from fire through risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors are unobstructed and 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

## 3. Fire Procedures

Notices displaying the fire procedures are displayed in each classroom and at each fire alarm call point.

### Persons Responsible for Fire Safety

Responsible Person	Headteacher/Deputy-Head Teacher/Lead Teacher – Hartmore Genesis
Competent person	Fire Risk Assessment Officer: Steve Beveridge
Fire safety training, induction and revision	Headteacher
Fire risk assessments	Headteacher
Fire drills	Headteacher
Updating of log book / recording	Fire Risk assessment Officer: Steve Beveridge
Checks on call points	Fire Risk assessment Officer: Steve Beveridge
Checks on emergency lighting	Fire Risk assessment Officer: Steve Beveridge
Fire escapes unobstructed	All members of staff
Check all fire detection & protection systems are maintained	Fire Risk assessment Officer: Steve Beveridge

*For full details see Appendix I*

#### 4. Fire Safety Training

Appropriate specific training for the Headteacher, relevant others and Fire Risk Assessment Officer (Steve Beveridge) will be undertaken at least every three years.

All staff will have internal training every three years. This will include:

- Understanding the Emergency Plan/fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for all staff.
- All agency or voluntary staff to be given fire procedure information.
- New staff to be taken through the Fire Policy and training schedule as part of Induction.

All records of training and induction are recorded in Fire Safety Log Book, which is located in the School main office.

#### 5. Fire Risk Assessment Appraisal

Fire Risk Assessment is carried out annually by the organisations Health & Safety Officer. This is informed by a Fire Risk Assessment and audit visit carried out by the Fire Risk Assessment.

All issues that present a fire risk must be transferred to an Action Plan, to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment as per Health & Safety procedures.

*See Appendix II for Fire Risk Assessment Form.*

#### 6. Evacuation Drills

The procedure for emergency evacuation (see Appendix 1) is displayed in each classroom and by each fire alarm call point. The main alarm panel is situated in the entrance hall by the reception office. An additional panel is situated by the final exit door to the secondary school. Fire drills are executed by the Headteacher, via this panel or from call points around the school.

Fire evacuation drills should be carried out at least on a six-monthly basis. Where required they may be undertaken more frequently, particularly if there are new staff or pupils often to capture all persons that regularly use the building to ensure they are familiar with the procedures. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.



See Appendix IV for plan of where call points are situated.

## 7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm

The first priority of all staff is to ensure that all pupils and staff leave the building safely.

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	Headteacher	Deputy-Head or most senior person in Primary/Secondary
Collection of registers and staff/ visitor signing in book/ sheets	Secretary	Headteacher
Calling the Fire Service	Headteacher	Deputy-Head/Secretary
Meeting the Fire Service	Headteacher	Deputy-Head

In general, all staff and pupils will assemble at the assembly point, unless the source of the fire makes this impossible. Teachers will immediately do a head count and call the register. Absentees will immediately be reported to the Headteacher/Deputy-Head.

## 8. Fire Doors & Exits

The final fire exit doors open outwards and have been fitted with immediate release locks so that in the event of a fire alarm the final exit doors will automatically open and require no key or even the door handle to be operated to exit the building. 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. Internal Fire doors must not be routinely held open. Where doors are held open they have been fitted with door closers that automatically close the door in the event of a fire alarm. On NO OCCASION must a Fire Door ever be locked while the School is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary matter.

## 9. Follow-up to Evacuation Drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately (guidelines state 2½ minutes per storey of a normal risk building). Everyone will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health & Safety monitoring, the Headteacher and Fire Safety Officer will periodically check the Fire Safety Log Book and the evacuation schedule.

## 10. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems and precautions as detailed below (Frequency of testing).

*A plan of where fire extinguishers are located, and their specific use can be found in Appendix V.*

## 11. Frequency of Testing

System	Frequency	Method of test
Fire alarm	Weekly	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open or close as required and that they aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annually (5-yearly)	Service (extended service)

*Records for these tests are kept in the Fire Safety Log Book located in the office.*

## 11. 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.

See Appendix 5 for Hartmore School's Personal Emergency Evacuation Plan form (PEEP). This form is based on Gloucestershire's Personal Emergency Evacuation Plan form.

A Generic Emergency Evacuation Plan, (GEEP) may also be written based on foreseeable evacuation issues for people present that are unfamiliar with the building. The evacuation of special needs persons is included in the site emergency plan.

## 12. Policy Review

This policy was last reviewed in October 2020. Next reviewed is due in September 2022.



## APPENDIX I – FIRE SAFETY NOTICE

### IN CASE OF FIRE

The member of staff discovering the fire should:

- Sound the Alarm using nearest Fire Alarm call point

#### If the Fire Alarm sounds:

Staff will ensure everyone:

- Proceeds quietly to the nearest exit
- Leaves their personal belongings
- Walks sensibly out of the building closing doors behind them
- Does not re-enter the building until told it is safe

Staff will ensure they:

- Take a register of all pupils, staff and visitors is taken (if pupil, staff member or visitor cannot be accounted for the Responsible Person must be told immediately)
- Call the Fire Service if required

### THE FIRE ASSEMBLY POINT IS IN THE PLAYGROUND



## APPENDIX II – FIRE RISK ASSESSMENT

**Review of Main 'FIRE RISK ASSESSMENT'** (dated FEBRUARY 2014) (as Marlowe School)  
**Carried out by HENTLAND LTD- Assessor NICK JUBY.**

Competent Person Carrying Out Review:

**STEVE BEVERIDGE**

(Genesis cte/Hartmore Education Ltd - HEALTH & SAFETY OFFICER)

I.O.S.H. certified

A.I.D. certified FIRE INSTRUCTOR

CIEH Level 2 in:

- FIRE AWARENESS
- THE ROLE OF FIRE WARDEN/MARSHAL
- THEORY & PRACTICAL USE OF FIRE EXTINGUISHERS

**Date of this Review: FEBRUARY 2016**

**Valid Until: FEBRUARY 2017**

Following a review of the main **THE MARLOWE SCHOOL** 'Fire Risk Assessment' dated **February 2014** the following points were identified.

**Section 2.2-** The maximum number of employees on site at any one time has been identified as **25-30**. This should be **45-50** which constitutes of 15 staff and 1 manager, up to 30 pupils (21 at present) & 1 maintenance person at most times. At other times this number may increase to include up to **10 visitors** for school meetings.

**Section 18.3-** Exits easily & immediately openable where necessary states YES. On date of this review in **FEBRUARY 2016**, it is noted that the primary block final fire exit door and the final fire exit door from the main school block leading into the playground/fire assembly point have both been fitted with magnetic locks to open automatically in the event of the fire alarm activating.

The **internal fire door** in the main school block which leads from the **one to one room/library** along the fire escape route to the school corridor has a key lock which is locked during the school day. This key lock needs amending as per the **FIRE REFORM ORDER 2005**, which states that it is not permissible to have a key lock system in place to the fire doors along a designated fire escape route. The internal fire door leading from the one to one room/ library needs to be either unlocked at all times the school is in use, fitted with a 'twist' lock to the inside of the door which requires no key to open the door from this side or have a magnetic lock, which is released on activation of fire alarm.

**Section 26.1-** Currently states Fire Safety is managed by- Designated Staff Members. This should state 'Harry Howells (Headteacher)'.  
'

Fire Risk Assessment reviews are carried out by competent person currently identified as Steve Beveridge (Genesis cte Health & Safety Officer & Fire Instructor/Trainer).

**Fire Risk assessment Action Plan-**The '**Definition of Priorities**' listed under section **22.5** are not considered to be applicable at present, & will continue to be reviewed on an ongoing basis as identified. Continuance to



ensure all tests, inspections, services etc are carried out & recorded in the Fire Precautions Log Book are still in place and ongoing.

Competent person carrying out this review is Genesis cte employee Steve Beveridge who is an A.I.D. qualified Fire Instructor - CIEH level 2 in teaching:

- Fire Awareness
- The Role of the Fire Warden/Marshall
- Fire Extinguisher Theory and Practical Use

## APPENDIX III – PEEP (Personal Emergency Evacuation Plan (PEEP))

### Fire Evacuation Procedures

#### Part 1: Basic Details

**Name:**

#### Part 2: Awareness of Procedure

I have received the evacuation procedure in the following format (*tick appropriate box*)

<input type="checkbox"/>	Braille
<input type="checkbox"/>	Electronic Format
<input type="checkbox"/>	Tape
<input type="checkbox"/>	Large Print
<input type="checkbox"/>	It has been explained in British Sign Language (BSL)
<input type="checkbox"/>	I have been shown the evacuation routes

I have my own authorised plan

Alarm system (*tick appropriate boxes*)

I am informed of the emergency by:

<input type="checkbox"/>	The Existing Alarm System
<input type="checkbox"/>	Pager Device
<input type="checkbox"/>	Visual Alarm System
<input type="checkbox"/>	Members of My Work Team ( <i>each of these people require a copy of this sheet</i> )





**Part 3: Getting Out**

I require (No.) people to assist me. The (No.) people that have been trained as Operators (date of training 00/00/08) to use the Evac Chair are: -

Name Name Name

The following is a record of my escape plan:

My specialist equipment to assist my escape is:

(i.e. *Evac-Chair located in the main stairwell on the 2<sup>nd</sup> floor landing next to the entrance to the lift*)

**Each of these people will require a copy of this sheet.**

**Part 4: My Practice Diary:**

Year 1												Year 2	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	

**MOE – Means of Escape**

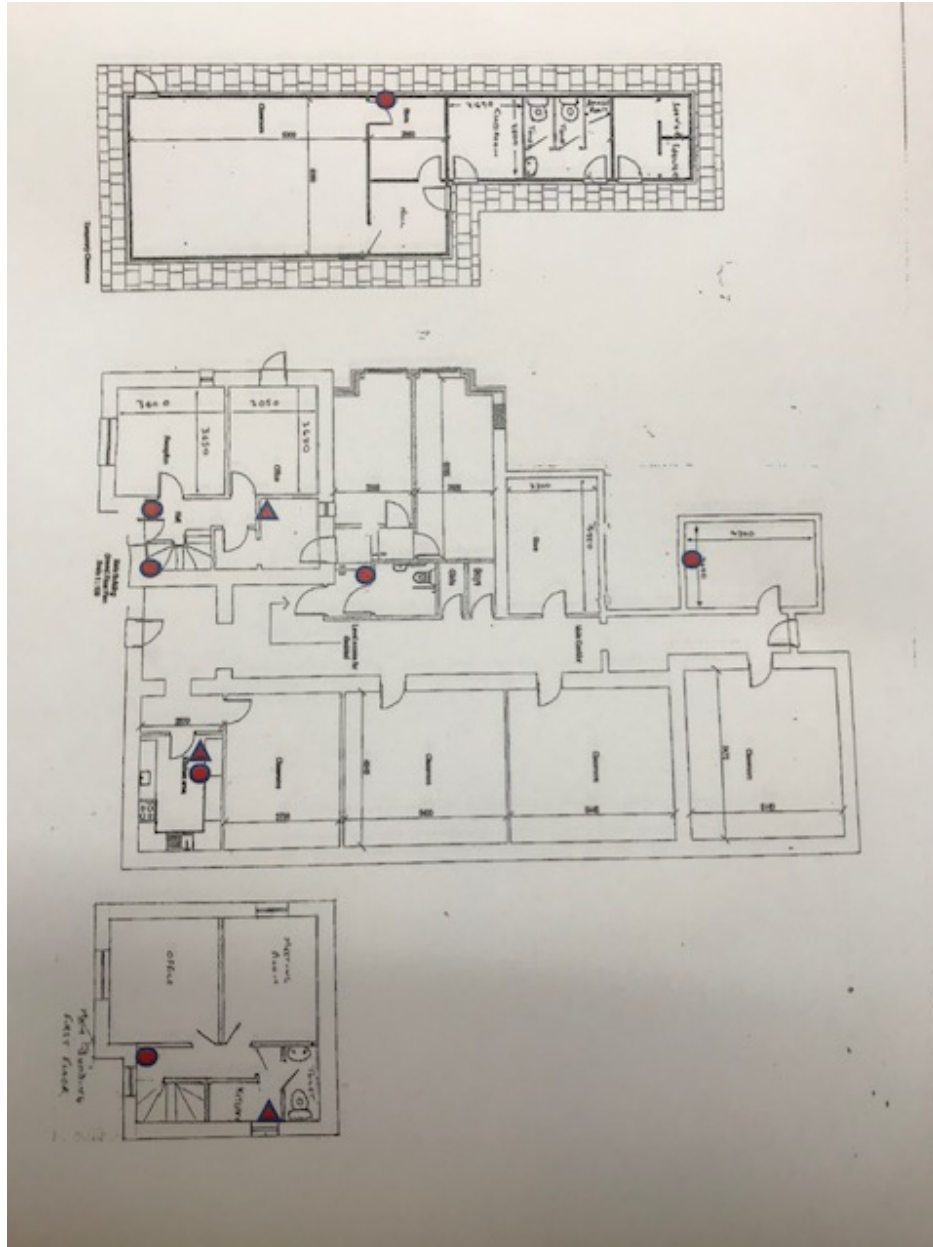
**Mock-up:** Simulation of disabled people’s escape procedures (i.e. a fire drill, with individual(s) being told in advance that it is a drill).

**Carry-down –** All types of escape that include evacuation chairs, manual handling training, disability evacuation etiquette training (i.e. a dry run with individual(s) and the four Evac Chair trained staff using the Evac Chair along the means of escape at a date convenient to them).

Date: 00/00/00

Distribution:

## APPENDIX IV – PLAN OF BUILDING (WHERE FIRE EXTINGUISHERS ARE SITUATED)



## APPENDIX V – PLAN OF BUILDING WHERE FIRE ALARM CALL POINTS ARE SITUATED)

