



FIRE SAFETY POLICY AND PROCEDURES

Next to be reviewed: September 2019

**Policy approved and signed by: Tudor Griffiths, Headteacher;
Denis Barry, Chair of Governors and Steve Haswell, Site Manager**

Policy Aims

It is the overall aim of Kettlethorpe High 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 practices.

Kettlethorpe High School 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 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. This can be found at <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>.

Fire Safety Management

- To minimise risk from fire through thorough risk assessments;
- To ensure adequate staff training has taken place;
- To produce an emergency evacuation plan;
- 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 consult with the a fire risk assessment officer on matters of fire safety;
- 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 Folder is kept up to date and accessible.

Persons responsible for fire safety

Area:	Person Responsible:
Overall fire safety	Head Teacher/Site Manager
Fire safety training, induction and revision	Site Manager
Fire risk assessments	Site Manager/LA
Fire drills	Site Manager
Updating of log book / recording	Site Manager

Checks on call points	Site Manager/LA
Checks on emergency lighting	Site Manager/LA
Fire escapes unobstructed	Site Manager/All Staff
Check all fire detection and protection systems are maintained	Site Manager

Fire Safety Training

All staff will have internal refresher fire training annually and this training will be carried out by the Site Manager.

This will include:

- Understanding the emergency plan/ evacuation 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

Fire Risk Assessment Review Periods

This frequency is up to the Responsible Person but the local authority may wish to see an annual review, the legal requirement is a "periodic" review, which should be no longer than 3 years or following any significant change, which includes to the building or staff particularly those involved in fire safety.

Evacuation Drills

The main alarm indicator panel is situated in the in the entrance to reception. Fire evacuation drills should be carried out at the start of each term.

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.	Teacher/Department Leader	Most senior person
Collection of registers and staff/ visitor signing in book/ sheets	Administration Staff	Administration Staff
Checking of toilets (all areas)	Department	Site Team
Checking rooms	Department	Site Team
Calling the fire brigade	Site Manager	SLT
Meeting the fire brigade	Site Manager	SLT

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

Nominated person will immediately do a head count and call the register. Absentees will immediately be reported to the Head teacher/SLT/Site Manager. 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 Site Manager 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 monthly as part of the risk assessments.

FOLLOW UP TO EVACUATION DRILLS

Drills must be recorded in the Fire Safety Folder located in the site manager's office. Timing of each evacuation must be recorded accurately. (Guidelines state 2 minutes per storey of a normal risk building), the head teacher will receive immediate feedback on the success of the evacuation.

The fire assembly point is the tennis courts at the rear of the school.

EVACUATION PROCEDURE

On hearing the Fire Alarm:

- Listen to the following instructions from your teacher.
- Leave the room in an orderly manner via the nearest exit.
- Continue to the nearest exit and leave the building
- Do not run, push or panic. Walk quickly and silently to the assembly point on the tennis courts at the rear of the school.
- Line up in your tutor group at the correct number on the fence.
- Listen to the roll call from your tutor.

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:

A plan of where fire extinguishers are located and their specific use can be found in the fire safety folder.

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 & recorded Monthly	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 /LA	Switched on and leave 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

Records for these tests are kept in the Fire safety folder.

PAT TESTING

The Site Manager will ensure that all PAT testing is conducted annually and certificates held to show this.

STORAGE OF FLAMMABLES AND CHEMICALS

The school will ensure that all combustible items are kept in storage and away from ignition and good practices are 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.

Evacuation chairs are in place and certain members of staff are trained in how to use them. This training is carried out each term and a record kept.

Fire Evacuation 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) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- c) All staff and pupils will make their way to the tennis courts at the rear of the school and line up in tutor group order.
- d) A roll call will be taken and a list of any missing pupils will be given to either the Head teacher, a member of SLT or the Site Manager.
- e) The general office will be responsible for taking the registers to the assembly point.
- f) The reception will be responsible for the loud hailer and visitors sign in book.
- g) Site staff will ensure the building is empty.
- h) All staff will meet at the assembly point, unless the source of the fire makes this impossible. In adverse weather conditions, the sports hall may be used as a safe area for assembly.
- i) Permission to re-enter the building will only be given by the Head Teacher/Site Manager.

Kettlethorpe High School Fire Plan

<p>Action on discovering a fire</p>	<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 Kettlethorpe High School, Standbridge Lane, Wakefield, WF2 7EL. • 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.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Admin staff to collect registers, signing in book and mobile phone. • All areas to be checked for occupants. • Keep silent to ensure instructions from Site Manager/SLT can be heard.
<p>Liaison with Emergency Services</p>	<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?
<p>Escape routes and fire exit use</p>	<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.
<p>Fire fighting equipment use</p>	<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.
<p>Responsibilities and duties to assist in case of fire</p>	<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.