

# Fire safety policy and procedures

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## Contents

Policy aims.....	3
Fire safety management .....	3
Persons responsible for fire safety .....	4
Fire safety training .....	4
Fire risk assessment review periods .....	5
Evacuation drills.....	5
Follow up to evacuation drills.....	5
Fire doors and exits.....	6
Evacuation procedure .....	6
Maintenance of fire doors, fire exit doors, fire equipment and systems.....	6
PAT testing .....	7
Storage of flammables and chemicals .....	7
Disabled pupils/ members of staff.....	7
Fire Evacuation Procedure .....	8
Kettlethorpe High School Fire Plan .....	9

## Policy aims

It is the overall aim of Kettlethorpe High 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 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 firefighting apparatus and its maintenance annually;
- 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 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/ Resources and Facilities Manager
Fire safety training, induction and revision	Resources and Facilities Manager
Fire risk assessments	Resources and Facilities Manager /LA
Fire drills	Resources and Facilities Manager
Updating of log book / recording	Resources and Facilities Manager
Checks on call points	Resources and Facilities Manager /LA
Checks on emergency lighting	Resources and Facilities Manager /LA
Fire escapes unobstructed	Resources and Facilities Manager /All Staff
Check all fire detection and protection systems are maintained	Resources and Facilities Manager

## Fire safety training

All staff will have internal refresher fire training annually and this training will be carried out by the Resources and Facilities 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 firefighting 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 source;
- 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.

## Follow up to evacuation drills

Fire drills must be recorded in the Fire Safety Folder located in the Resources and Facilities Manager 's office. Timing of each evacuation must be recorded accurately. Guidelines state 2 minutes per storey of a normal risk building. The Headteacher will receive immediate feedback on the success of the evacuation.

The fire assembly point is the tennis courts at the rear of the school. Alternatively, 3G pitch as mentioned below.

## Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	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	Resources and Facilities Manager	SLT
Meeting the fire brigade	Resources and Facilities Manager	SLT
Aid in evacuation	Fire Marshalls	Fire Marshalls

All staff will report to the fire assembly point on the tennis courts, unless the source of the fire makes this impossible. The secondary assembly point will be at the 3G pitch if the main assembly point is unreachable.

Team Leaders will immediately do a head count for staff and Form Tutors will account for pupils. Absentees will immediately be reported to the Headteacher/SLT/ Resources and Facilities Manager. The officer in charge of the first fire engine should be informed of any person not accounted for and their last known location.

## Fire doors and exits

Fire Marshalls will ensure that all fire doors are closed as they leave the building. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

The Resources and Facilities 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.

## Evacuation procedure

On hearing the Fire Alarm:

- 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 or 3G pitch,
- Line up in your tutor group at the correct number on the fence,
- Team Leaders and form tutors will account for staff and pupils,
- Fire Marshalls to be deployed.

## 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 6 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	Annually /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
Fire extinguishers	Annually	CHUBB annual check

## PAT testing

The Resources and Facilities 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 pupils and themselves. To this end, the procedure below should be followed.**

- a) The signal for the evacuation will be the continuous sounding of the fire alarm.
- b) On hearing the fire alarm, 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 and staff will be given to either the head teacher, a member of SLT or the Resources and Facilities 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 information.
- g) Fire Marshalls will be responsible for ensuring the building is empty and all fire doors are closed.
- h) All staff will meet at the assembly point, unless the source of the fire makes this impossible in which case they are to make their way to the 3G pitch. 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/ Resources and Facilities Manager
- j) Fire Marshalls will be deployed externally.
- k) The Resources and Facilities Manager will communicate the details regarding the safety of the building to SLT.



## Kettlethorpe High School Fire Plan

Action on discovering a fire	<ul style="list-style-type: none"> <li>• Raise the attention of others by sounding the fire alarm.</li> <li>• Evacuate all occupants according to fire procedure.</li> <li>• On hearing the unscheduled alarm, senior person to call 999, ask for Fire service stating fire at Kettlethorpe High School, Standbridge Lane, Wakefield, WF2 7EL.</li> <li>• Notify a senior manager as soon as possible and give precise details about fire.</li> <li>• Use fire-fighting equipment only if necessary to make your escape.</li> </ul>
What to do if the fire alarm sounds	<ul style="list-style-type: none"> <li>• Follow fire procedure and evacuate all occupants to the assembly point.</li> <li>• Admin staff to collect registers, signing in book and mobile phone.</li> <li>• Fire marshals to check the buildings as they leave. All areas to be checked for occupants.</li> <li>• Keep silent to ensure instructions from Resources and Facilities Manager /SLT can be heard.</li> </ul>
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> <li>• Where is the fire located? – give site map.</li> <li>• What does the fire involve?</li> <li>• Are all persons evacuated from the building?</li> </ul>
Escape routes and fire exit use	<ul style="list-style-type: none"> <li>• Means for escape routes are checked daily.</li> <li>• Doors currently without thumbscrews or quick release handles must be unlocked while in use.</li> <li>• Staff must be aware of alternative escape routes.</li> </ul>
Firefighting equipment use	<ul style="list-style-type: none"> <li>• Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.</li> </ul>
Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none"> <li>• All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.</li> </ul>