

## **1 Aims and objectives**

- 1.1 The aim of this policy is to state how Red Gates School deals with the requirements of the law (Regulatory Reform Fire Safety Order 2005) regarding fire precautions and prevention, and the arrangements by which this brought about.
- 1.2 Our primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that pupils, staff, visitors and contractors do not add to the fire risk and through safe evacuation of the building/s if a fire breaks out. The fire safety policy, procedures and risk assessments at Red Gates School are designed to help our community to respond calmly and effectively in the event that fire breaks out in the building/s
- 1.3 To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- 1.4 To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- 1.5 To have a means by which the fire and rescue services required to enter the building during a fire, can quickly safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.

## **2 Managing Fire Safety**

The following arrangements and activities are in place to meet the above policy requirements:

- 2.1 A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls carried out by a fire consultant annually.
- 2.2 Clearly defined Fire evacuation procedures tailored to the site to be maintained and kept up to date. Ensuring all staff with responsibilities clearly understand their duties.
- 2.3 A reporting system that allows and staff member to raise concerns regarding the current fire precaution arrangements. In Red Gates school this includes an Emergency Evacuation Evaluation report to be completed by each team after all evacuations
- 2.4 Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it. Serviced annually in accordance with relevant standards.
- 2.5 Fire detection systems are appropriately positioned in key locations that assist in giving early detection and warning of fire and smoke. 100% of these devices are tested annually.

- 2.6 A fire alarm system by which the entire school can be alerted to the outbreak of any fire, with appropriate call points at each exit point.
- 2.7 Signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire.
- 2.8 Warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- 2.9 A system of regular in- house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner.
- 2.10 A schedule of service and maintenance for the fire alarm and all linked and ancillary equipment such as emergency lighting, smoke alarms. Fire panels etc.
- 2.11 A system of monthly testing lighting to ensure its functional availability both during a fire or during loss of power: battery function 1hr test every 6 months and 3 hr function test annually.
- 2.12 Ramps are available (where necessary) for visitors who require the use of a wheelchair. The premises team will ensure that the ramps are in place and secure safe access/egress.
- 2.13 Evacuation plans (personal emergency evacuation plan) PEEP are in place for any person who is mobility impaired. All staff involved are aware of their responsibilities.
- 2.14 A system for carrying out fire drills every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated points of safety.
- 2.15 As Red Gates School shares their grounds with another school (Gilbert Scott ) information regarding fire drills is shared with both schools
- 2.16 A system of reporting on and reviewing fire drills to ensure the detailed instructions in the Red gates School fire Evacuation procedure remain relevant and accurate.
- 2.17 A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.
- 2.18 The school has a no smoking policy on the premises to significantly reduce the risk of fire starting from non-extinguished cigarette ends in addition to other risks from smoking.
- 2.19 A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults is carried out annually by an approved appointed contractor. Staff are aware that No electrical equipment is allowed into school without authorisation from the premises team.

2.20 Certification of the electrical distribution system to significantly reduce an outbreak of fire through deterioration of the cabling and switches is undertaken every 5 years and whenever a new installation is added.

2.21 A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable material from the premises waste receptacles are kept in a designated locked store to prevent arson to the building.

2.22 The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable. Flammable gas bottles are to be stored in the flammable gas cage. Inert gas bottles must be appropriately stored.

2.23 A system by which all visitors and contractors requires to enter the premises are informed of all key points regarding fire precautions and the rules by which they must abide by using the schools' visitor entry system in the main reception.

2.24 An induction programme for all new staff joining the organisation (whether temporary or otherwise) that includes information and instruction on fire precaution and the rules by which they must abide. Fire tours showing them escape routes and final exit doors.

2.25 The provision and updating of a diagram of the premises and any associated buildings showing the internal layout, including rooms and corridors, the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas such as chemical laboratories, gas cylinders locations etc. are included.

2.26 Annual records of gas appliance servicing, lightning conductors, gas shut off devices, Kitchen extract servicing and deep cleans must be kept.

### **3. Staff Responsibilities**

#### **3.1.1 The School's Governing Body**

Governors are responsible for ensuring that the appropriate policies are in place within the school and that arrangements are made for their effective implementation.

#### **3.1.2 The School Head Teacher (Responsible Person)**

Is responsible for ensuring the implementation of the Regulatory reform (Fire safety) Order 2005 (RRFSO) and ensuring that all statutory requirements applicable to fire safety are observed and that appropriate fire safety policies and programmes of work are implemented to maintain and improve fire safety precautions on Red Gates premises.

#### **3.1.3 The School Business Manager**

The School Business Manager will have nominated responsibility for drawing up and maintaining comprehensive fire precautions, fire policies, fire strategies programmes of improvement to include the school's annual business plan, and will involve managers at each level of the school in the process as appropriate.

### **3.1.4 The Emergency Committee**

Representatives will be nominated from all employees and represented bodies to attend committee meetings. Meetings will be held half-termly and reports submitted to the School Leadership and Management Team, the meetings will be chaired by the School Business Manager.

### **3.1.5 Fire Safety Manager**

The Fire Safety Manager for the school will ensure compliance of the current Fire safety legislation.

- 1- Ensuring that all Fire Risk assessments are conducted in line with RRFSO 2005 and the relevant HTM05-03.
- 2- Ensure maintenance of the fire safety systems to relevant British standards.
- 3- Ensure that an effective training programme is implemented.
- 4- Attend major fire exercise where applicable
- 5- Receive reports to all fire incidents, inform the school board of their content and arrange for them to be acted upon as appropriate.
- 6- To establish effective liaison with enforcing authorities as necessary.
- 7- Will assist in the writing of all fire policies and procedures.
- 8- To investigate all fires that occur in the school properties.
- 9- Disseminate responsibilities to fire safety advisors/trainers.
- 10- This includes making sure the fire risk assessment is completed, reviewed and action plans acted upon. A monthly fire safety check of the work area should be carried out and findings recorded

### **3.1.6 Pathway Leaders**

Will be responsible ensuring the school Fire policy is implemented and compliant with fire strategy is being maintained within their respective areas. They will also assist the Fire Safety Manager in their duty as necessary.

### **3.1.7 All Leaders**

All Leaders will be responsible for ensuring that:

- 1- Fire Safety policies and site specific instructions are brought to the attention of their staff.
- 2- Every member of staff receives fire awareness training.
- 3- Fire hazards are brought to the attention of the school Business manager
- 4- Persons are nominated to train and carry out the role of Fire warden
- 5- All staff are to be familiar with local fire procedures.

### **All Staff have the following responsibilities**

**3.2** Take responsibility for any pupils and students in their charge at the time of any fire or emergency and ensure they are safely guided out to the pre-designated assembly point.

**3.3** Keep all fire routes clear and free from obstacles and waste material.

- 3.4 Not to restrict access to or reduce vision of any mounted fire extinguishers.
- 3.5 Not to prop fire doors open, unless fitted with an automatic closer device linked to the fire alarm.
- 3.6 Fully co-operate in any evacuation drills.
- 3.7 Store all flammable substances and materials in the appropriate locations after use.
- 3.8 Not to create fire hazards by overloading plug sockets and using multiple extension leads.
- 3.9 Ensure any visitor or contractor under their charge are made aware of fire safety procedures.
- 3.10 Ensure any visitor or contractor under their charge at the time of any fire or emergency are safely guided to a pre-designated assembly point.
- 3.11 Take note and comply with all signs posted around the premises.
- 3.12 Maintain vigilance for any potential fire hazard and report them at the earliest opportunity to the Premises team.
- 3.13 To ensure safe access and egress to and from the premises.

#### **4. Training and Prevention Methods**

- 4.1 Training in the safe and speedy emergency evacuation procedures is given to all staff and pupils of Red Gates School through regular fire drills. Further information and guidance can be obtained from the School Fire Safety Officer.
- 4.2 All staff will be trained in the basics of fire prevention and precautions either through the organisations own internal training system or by arrangement through a competent external organisation. Annually records will be kept by the school Fire officer.
- 4.3 All staff are made aware that their primary duty under health and safety legislation is that safe evacuation of themselves pupils and other employees. They also have a duty to visitors, parents, helpers and contractors.
- 4.4 Specialist fire equipment is required in places such as laboratories and kitchens and staff who work in these areas are to be aware of the particular hazards which exist and receive additional training as required.
- 4.5 Key staff, as identified by the School Fire officer, will be trained in the use of fire extinguishers.
- 4.6 Fire risk prevention is promoted through following a no smoking policy within the building.

## **5. Practice Drills**

5.1 Emergency drills are carried out at least once a term and, in particular, at the beginning of the academic year, so that all new teachers, non- teachers, parent helpers and pupils are aware of the procedures.

It is suggested that an emergency drill is carried out as early as possible in each new term.

Once a year a full site evacuation drill takes place as a walk through with staff.

When new members of staff arrive at the school or when temporary or supply teachers and non-teaching staff are appointed they should be instructed in the emergency procedures by those staff responsible for Induction training.

Induction trainers should also conduct the new members of staff around all exit routes. This should take place as soon as possible after their arrival at the school. During the “walkabout” all exits should be opened to ensure that they are available for use.

5.2 The Fire safety officer who will not normally inform other members of staff will instigate emergency drills.

Emergency drills should be carried out at different times of the day so that staff pupils are aware of the different exit routes from different parts of the school.

5.3 The time taken to evacuate the building is recorded for all drills along with the “total evacuation time” which is the time from sounding the alarm until all persons are accounted for. The times are evaluated following each drill and measures are taken to address the reasons for any delay.

5.4 The fire log is completed following each evacuation.

The “Action taken or required column is used in conjunction with the schools maintenance programme to record those faults which are discovered during the emergency drill, e.g. An individual bell not ringing at full volume. Alternatively, a full report of the drill together with any recommendation is kept with the fire log.

5.5 Following a drill feedback will be sought from staff (see Appendix 1: Emergency Evacuation Evaluation) to review the schools procedures and to look to continuously improve these.

## **6. Evacuation Notices**

6.1 Fire evacuation notices are strategically positioned to aid in emergency evacuation. All notices are checked as part of any health and safety check. It is the responsibility of the Fire safety officer to install and maintain these notices.

## **7. Fire Fighting Equipment**

## 7.1 Maintenance

7.1.1 Any faults should be reported to maintenance staff so that extinguishers can be serviced immediately. Any maintenance required should only be carried out by a person who is qualified to British Approvals for Fire Equipment (BAFE) standards.

7.1.2 Each fire extinguisher is examined by competent school premises staff once a week to ensure:

- It is in the correct position
- Is Fully charged
- The accidental discharge mechanism is intact
- Appropriate fire extinguisher identification and usage is in place.

7.1.13 Spare fire extinguishers of each type are kept by the premises team. This ensures that should a fault be found during the weekly check, or at any other time, an operable extinguisher can be used to replace the faulty one.

## 7.2 Colour Coding

7.2.1 The school meets BS 5423, specification for Portable Fire Extinguishers, which recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishers medium.

Red = Water  
 Cream = Foam  
 Blue = Dry powder  
 Black = Carbon Dioxide (CO<sub>2</sub>)

7.2.2 The table below describes the type of fire extinguisher required to deal with various classes of fire.

<b>Class Of Fire</b>	<b>Water</b>	<b>Foam</b>	<b>CO 2</b>	<b>Dry powder</b>
Wood, paper, cloth etc	Most suitable	Only suitable on small surface fires	Only suitable on small surface fires	Only suitable on small surface fires
Liquids, fats, petrol, oil etc	Unsuitable	Most Suitable especially for fats	Suitable where contamination must be avoided	Most suitable
Electrical	Unsuitable and dangerous	Unsuitable and dangerous	Suitable	Suitable

7.2.3 Portable fire-fighting equipment where practical, is securely fixed to a wall with the carrying handles approximately 1m from floor level.

7.2.4 Persons who need to use a fire extinguisher do not have to travel more than 30m in any direction to locate one.

### **7.3 Fire Blankets**

7.3.1 Fire blankets are used for smothering small fires which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire.

7.3.2 Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Blankets are positioned adjacent to the fire extinguishers in the kitchen, Science laboratory.

### **8 Fire Alarm System**

8.1 There are fire alarm detection systems installed throughout the school buildings. These have the facility to be manually operated by actuating a “fire call point” situated in the passageways and landings throughout the building.

8.2 In high risk areas, such as kitchens etc. there are also automatic detection devices actuated by either smoke or heat.

8.3 The control panel is “addressed” which will tell the fire service the location of the actuation (if possible it is important if operating a manual call point, to do so close to the fire)

8.4 Once operated, the fire alarm must **only** be reset by the fire Service or qualified person.

8.5 The Fire alarm will be sounded on a regular basis within the school building using a different call point each time. This will take place during school hours (Normally) to familiarise building occupants with the sound of the alarm and will be done at regular published time. Due to the nature of Red gates schools pupils this testing is completed during the late afternoons (3.45pm).

8.6 The tests are recorded in the Fire log test sheets along with any defects found or reported by staff. Any defects effecting operational use are dealt with immediately by a competent qualified engineer. The school premises team are responsible for informing for informing all persons using the school premises when work is being carried out on the fire alarm system.

8.7 If at any time the fire system fails or is found to be defective, especially when the school is occupied the school fire officer or their deputy is to make alternative arrangements. Red Gates School will use the “radio controlled “walkie talkies” in this instance.

### **Use of the school under a letting agreement**

In the interest of security, fire safety and energy conservation only those parts of the school in use during a letting are unlocked.

The school premises team will ensure that those letting the building have been informed about fire exits, fire break glass call points and means of escape. A copy of this policy will be provided as part of the letting agreement All groups/ individuals entering into a letting agreement must have Liability insurance.

**Other relevant Documents and Policies**

In reading this policy you should also consider and consult the following documents and policies:

- Health and safety policy
- Fire Safety strategy
- Fire and Emergency procedures
- The staff Hand Book
- Staff Induction Book

Head Teacher		Chair of Governors	
Date		Date	
Review date	January 2020		

DRAFT



**Appendix 1**  
**Emergency Evacuation Evaluation**

Date	
Evaluated by	
Role	
Evacuation Signal Equipment Used Alarm / Radios	
Evacuation start time	
Evacuation completed time	
Evacuation duration	

<b>Evaluation Items</b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Was complete evacuation of the building accomplished?			
Were all occupant areas in the building checked?			
Were all designated evacuation routes clearly marked?			
Were designated evacuation routes used by participants?			
Did excessive noise accompany evacuation?			
Were there assembly points assigned to each evacuation group?			
Were the assembly points located at a safe distance from the building?			
Did each evacuation group meet and remain in their assembly point?			

Was an accurate count taken of each evacuation group?			
Have procedures for the disabled been addressed?			
Did all equipment function properly? (e.g. fire doors)			
Were there concerns re people with disabilities evacuating			
Did all classes respond to WalkieTalkie			
Did everyone use the nearest Fire Exit			
Additional Notes			