



# Fire Safety Policy

**Updated:** September 2022

**Next review:** September 2024

Ratified by the Chair of Governors

## **INTRODUCTION**

Green Oak Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

## **LEGAL REQUIREMENTS**

### **The Regulatory Reform (Fire Safety) Order 2005**

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation eg The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the **Regulatory Reform (Fire Safety) Order 2005** to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## **RESPONSIBILITIES**

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher has ultimate responsibility for the implementation and management of this policy and will support the Management in this respect;
- The management is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The management places duties on the 'responsible person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the school's case this is the School caretaker;
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

## **POLICY OBJECTIVES**

- to safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

## **MANAGING FIRE SAFETY**

The school has delegated day to day responsibility for managing fire safety to the responsible person i.e. the School caretaker.

The School caretaker will:

- 1) ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- 2) provide and maintain in working order all fire fighting appliances and devices including:
  - a) fire detection and alarm systems;
  - b) emergency lighting systems;
  - c) firefighting equipment;
  - d) notices and signage relating to fire procedures;
  - e) means of escape, taking into account the needs of any disabled users.
- 3) carry out a fire safety risk assessment on the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- 4) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- 5) ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- 6) identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- 7) liaise with third parties including Safeguard, the school's Health and Safety advisors; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- 8) monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## **MONITORING**

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The school fire detection and alarm system is maintained and checked by registered engineer for safety, Fire and Security quarterly. The fire alarm sounders are tested on a weekly basis;
- the school emergency lighting is checked annually by the school electrician;
- Fire fighting equipment is checked weekly by caretaking staff and extinguishers are replenished or replaced annually by Birmingham Fire and Protection;
- The school Health and Safety Advisers, Safeguard, are consulted on a regular basis to carry out a review of school fire safety procedures;

- A Fire Log Book which contains records of fire safety issues is maintained by the School caretaker. These issues include:
  - fire drills;
  - the storing of hazardous materials;
  - the inspection and testing of:
    - fire detection and alarm systems;
    - emergency lighting systems;
    - fire fighting equipment;
  - staff training records.

### **FIRE RISK ASSESSMENT**

The school has carried out a comprehensive fire risk assessment for its buildings. These assessments are kept with the Fire Log Book.

The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended on a twelve month cycle if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **FIRE SAFETY TRAINING**

- All staff receive basic fire safety induction training and attend refresher sessions when required.
- Key staff in the individual school buildings receives more detailed instruction including the use of fire fighting equipment.
- Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each half term to evaluate the effectiveness of the school's evacuation procedures.

### **EVACUATION PROCEDURES**

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

### **EVACUATION PROCEDURE**

#### **THE FIRE ALARM**

**PERSON DISCOVERING FIRE** should break glass of nearest alarm and, from a safe location, contact the School Office to confirm that there is actually a fire.

Member of the staff rings 999 on hearing alarm or after confirmation that there is actually a fire.

In any event, the School caretaking staff will check the source of the alarm to establish the cause of the activation.

IN ALL CASES WHEN THE FIRE ALARM SOUNDS, AN ORDERLY EVACUATION WILL TAKE PLACE AND ALL OTHER PROCEDURES (BELOW) WILL BE FOLLOWED.

### **On hearing the fire alarm**

#### **ALL PERSONS PROCEED TO ASSEMBLY POINT**

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.
- In classrooms, girls nearest windows should be told to close them. Staff assemble pupils **IN SILENCE** and instruct them to proceed to the Assembly Point **IN SILENCE**, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- RECEPTIONIST should collect registers, pupil and staff signing in/out books, visitors' book to the Assembly Point.
- The SCHOOL CARETAKER will report the safety and whereabouts of the staff to the Headteacher and will maintain contact throughout the procedure. The Caretaker will open the gates for the Fire Brigade and await their arrival and will prevent any casual visitor from entering the premises.

If a named person with responsibility is absent, their named deputy will assume their role in the event of an emergency evacuation.

#### **Pupils' Reporting Procedure:**

Forms line up in class order at Assembly Point.

CLASS TEACHERS collect registers from Receptionist and supervise roll call.

If the CLASS TEACHER or TUTOR does not arrive, the named Deputy should assume responsibility.

Once roll call is completed, report absences to the Headteacher and return register to Receptionist. Absences to be checked against 'the pupil signing in the register' to leave school early absences identified and appropriate action taken.