

Wessex Gardens

Primary & Nursery School



Fire Safety Policy



2022 - 2025

At Wessex Gardens we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

Growing Together

Wessex Gardens is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

This policy will be considered by the Governing Body on 21st July 2022

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| Approved by: | Alexander Banks | Jill Summers |
| Designation: | Headteacher | Chairman of the Governing Body |
| Signed: |  |  |
| Review due by: | July 2025 | |

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Statement of intent

Wessex Gardens Primary and Nursery School is committed to protecting and preserving the health and safety of all our children, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our children, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The headteacher is responsible for overseeing the review of this policy, as well as other relevant fire safety information such as risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all children, staff, volunteers and visitors in the school from the dangers of fire.

The procedures in this policy apply to all staff and children of the school, as well as all visitors, guests, lettings and contractors. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm.

The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment
- Fire Safety Training Plan

2. Roles and responsibilities

The governing body, in consultation with the headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The governing body will provide:

- A safe place for all users of the site, including staff, children and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
- Adequate funds to ensure the training of the fire safety officer and all other staff.

The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, children and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take responsibility of appointing fire marshals.
- Take steps to ensure all members of staff, children and visitors are familiar with this policy.
- Work with the FSO to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer will:

- Take responsibility for the school's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill to ensure the staff members, children and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the school's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing body.
- Review and, if necessary, update the school's Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the fire safety officer and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.

- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, children and visitors.
- Ensure that all staff, children and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer and/or the designated health and safety officer.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of children.
- Ensure waste paper bins in their classrooms are emptied daily to mitigate the risk of fire.

Children will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other children's health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

Visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. during building works.
- Inform the headteacher of all potential risks to staff, children and visitors.
- Assist the headteacher and fire safety officer in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the fire safety officer and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the headteacher or fire safety officer.

Instructions for children, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is the infant playground for nursery to year 2, and junior playground for year 3 to 6.
- Do not delay leaving the building
- Stay at the assembly point; do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so; the alarm no longer sounding is not the 'all clear' signal

3. Risk assessments and checklists

The fire safety officer, in cooperation with the headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'fire safety risk assessment: educational premises' guidance.

Termly assessments of high-risk areas, such as kitchens, will be undertaken. Annual risk assessment reviews will be conducted for all other lower-risk areas of the school. The fire risk assessments will be reviewed by the fire safety officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The fire safety officer will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.

Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

4. Preventative measures

The fire safety officer will inspect the school's fire prevention measures once per month to ensure the school is achieving maximum fire safety.

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times.

All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Children will not be allowed to carry out processes involving heat.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is not viable or possible, they will be kept

locked in secure cupboards, away from children. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping is important as the risk of fire spreading is significantly increased. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Children will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits

As part of the school's monthly fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

5. Educating children

At least one PSHE lesson each academic year will be dedicated to fire safety and mitigating the risk of a fire.

Children will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to children unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

Any updates relevant to children, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and children.

6. Support for disabled people

The fire safety officer and headteacher will be notified of anyone who may be unable to evacuate the school unassisted, and this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the SENDCO. This may include being led out by a member of staff.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled children, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

The SENDCO will review evacuation routes for people with disabilities annually.

Evacuation procedures for disabled people

People with mobility impairments: People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

People with visual disabilities: People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.

People with hearing disabilities: People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The school will provide the appropriate alternative means of alarm.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, children, visitors and contractors.

The school kitchen will be thoroughly cleaned at the end of each day by the catering team, to ensure potential fire hazards, such as excess grease, are mitigated.

The caretaker will check all electrical equipment in classrooms termly, to ensure their usability and safety. An electrical engineer will check all electrical equipment in classrooms bi annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Children will be permitted to use the cookers and microwaves under close supervision.

Staff members will report any defective equipment to the caretaker, fire safety officer or headteacher as soon as possible.

8. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times. Note this is not possible in the bin store. The bin store is kept locked overnight.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from children and can only be accessed after gaining permission from the headteacher. Electrical equipment will be reviewed in accordance with relevant school policy, with regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

9. Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called, either automatically by the automated fire alarm system, or by the fire safety officer.

All children, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all children, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for children, by their class teacher. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, children and visitors will be sent home until further notice. Children may be sent to another building if it is deemed fit for purpose by the fire safety officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, a school first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, children and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and headteacher once per year, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

10. Detection equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Detection equipment will be tested by the caretaker once per half-term. A trained electrical engineer will test the smoke and fire detectors as per the LA's cyclical maintenance schedule.

The school's budget will ensure the upkeep of fire detection equipment.

11. Protection equipment

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher is placed in each room with a fire risk; the type of fire extinguisher will be relevant to the need of the room or area. Fire blankets are available in all school kitchens.

All fire protection equipment will be checked by the company carrying out the cyclical maintenance according to the LA's cyclical schedule. The school's budget will ensure the upkeep of fire protection equipment.

The fire safety officer will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly by the caretaker to ensure it remains in full working order, and remedial action taken in the event of a failure. The SBL will ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

12. Fire drills

The fire safety officer will carry out random fire drills at least once per term. All staff members, children, visitors and contractors will be expected to take part in the drill.

Children will go to their class's designated evacuation point for a registration call. Class teachers and children will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and staff can return to their work when notified by the headteacher.

The fire safety officer will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make recommendations based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to children misbehaving or running. Children will be expected to behave vigilantly, as they would in the event of a real fire.

13. Staff training

Staff will undergo mandatory fire safety induction training. This will be led by the SBL and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The fire safety officer will undergo annual training from fire safety professionals, to ensure they are able to carry out their role.

Refresher training will be undertaken by all staff during fire drills and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place, and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the fire safety officer will communicate regular updates and correspondence.

14. Monitoring and review

This policy will be reviewed annually by the fire safety officer and the headteacher, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to children, such as their responsibilities, will be communicated to parents and children.

The next scheduled review for this policy is July 2025.