



FIRE SAFETY POLICY

Responsible member of staff: **M. Jackson**

Review date: **September 2023**

Next review: **September 2024**

Introduction

This policy related to all sections of Alton School, including Early Years department.

Alton School will ensure, so far as it reasonably practicably, that the risk from fire will be managed in compliance with Statutory Instrument 2005 No. 1541 – The Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors and others who may be affected by the activities of the organisation.

The purpose of this Policy is to ensure that the School develops and maintains robust policies, procedures and practices which seek to minimise the likelihood of a fire, to ensure safe escape from the buildings in the event of a fire taking place, and to assist in identifying weaknesses which need to be addressed.

Aims

The Fire Risk Policy is intended to:

- ensure compliance with all relevant legislation
- ensure effective liaison with the local fire authority where appropriate
- to undertake suitable and sufficient fire risk assessments of all premises and activities within the School's premises
- identify and implement reasonably practicable control measures to control risks from fire
- conduct regular fire evacuation drills and testing of emergency equipment
- conduct regular fire safety inspections

Responsibilities

The following people/positions are responsible for the following specific areas of fire safety:

- The Board of Governors will ensure that the appropriate policies, procedures and checks are in place and reviewed from time to time
- The Headmaster and Bursar will ensure that these policies and procedures are implemented and adhered to
- The Bursar is responsible for fire safety management including the provision of appropriate arrangements for fire risk assessments
- The Bursar will provide all new members of staff with a fire safety training as part of their induction.
- The Headmaster and the Bursar will ensure that fire practices are conducted, to effectively prove evacuation procedures, at appropriate intervals, but at least termly and are recorded and retained.
- The Bursar is responsible for giving information on our fire procedures to those that hire parts of our premises for meetings, clubs, social events etc
- The Bursar is responsible for issuing the 'Hot Work' permit
- The Premises Manager is responsible for carrying out the 'in house' checks and for placing contracts for the regular checking and maintenance of our fire safety systems and equipment
- The Premises Manager will carry out a weekly test of the Fire Alarm system

- The Premises Manager will ensure that fire fighting equipment is adequate, and is regularly inspected and maintained on an annual basis, and those inspections recorded. All fire fighting equipment is to be labelled with the date of last inspection
- Employees will attend or complete any fire safety training assigned to them. Training may include online training.
- Employees, pupils, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards

We require all staff to work safely. In the context of fire safety, staff are required to:

- Always follow the evacuation procedure when the fire alarm is raised
- Trained staff may use a fire extinguisher, if it is safe to do so.
- Make sure they understand the evacuation procedure for their area
- Provide assistance to those persons whom have a personal emergency evacuation plan.
- Not prop open fire doors
- Not use door wedges in unoccupied rooms
- Not damage or misuse fire fighting equipment
- Not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened
- Report any fire safety hazard as soon as they become aware of it
- Ensure appropriate storage of flammable, oxidising and combustible materials
- Keep their work place tidy ensuring that any materials which may help spread of fire are kept away from sources of heat or fire
- Ensure that any electrical equipment brought to School is PAT tested prior to use
- The School operates a digital Sign In/Out system (OnLocation). Employees are required to sign in every time they arrive on site and sign out when leaving the premises. The same system is used for visitors.

Management arrangements

The following points briefly outline our fire safety management arrangements for meeting the fire safety legal requirements of the School and are designed to eliminate or reduce the risks from fire.

- A fire risk assessment is carried out and any remedial measures are implemented
- The assessment is reviewed annually or when there are significant changes
- A fire emergency action plan is established and reviewed annually
- Staff are trained in the requirements of the emergency action plan
- Termly fire evacuation drills are carried out
- Induction training is provided for new staff (including any temporary staff), and ongoing fire safety information, instruction and training is provided for all staff
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained by the maintenance team and by specialist contractors
- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- All equipment is maintained and serviced to ensure it remains in a safe condition
- Events are planned, managed and risk assessed by people who are competent
- Gas, fuel and electricity isolation systems are clearly marked, and are kept free of obstruction
- Emergency isolation valves are provided for gas and electrical supplies in practical classroom areas

- Building layout, lighting levels and the securing of areas are checked to ensure that arson risks are eliminated or reduced

Procedures

The following procedures should be followed by all occupants in the event of a Fire:

- If you discover a fire or emergency situation, it is important to spread the word urgently, but calmly. Shout FIRE until you have set off the alarm by breaking the glass of one of the red boxes on the walls of the School. This will sound the alarms throughout the School. The alarm may also sound automatically, as a result of the automatic detectors installed throughout the School
- Vacate the building by the nearest safe escape route and assemble on the nominated Assembly Point. The School Car Park is the standard Assembly Point; alternative arrangements are in place to ensure social distancing during COVID-19 pandemic:

Nursery:

Nest and Chicks – behind Welsford Hall

Robins and Pre-school – Sisters' Orchard

Lower School – Sisters' Lawn

Middle School – School Car Park

Upper School – School Car park

Support Staff, Holroyd Howe Staff – School Car Park

- Those responsible for leading children to the School Car Park should be reminded of the need to be aware of vehicles driving down the School drive. Access to School's grounds will be blocked by a barrier and manned by Premises Staff
- Call Fire Brigade
- All pupils will be registered by their Form Tutors, who will report to the Headmaster or Deputy Head, Director of Lower School and Director of Nursery as appropriate
- Staff are required to familiarise themselves with their normal work area; the School operates "Triangle System"; each area is designated a number and a triangle bearing this number is placed in the area. Last person vacating the area, having checked that the area is empty will collect the triangle and bring it with him/her to the designated Assembly Point. Any areas with triangles not present at the Assembly Point will be investigated by the Site Team, if safe to do so
- All visitors and contractors will be accounted for by the Office Staff from digital signing in system.
- The Bursar, or Premises Manager in her absence, will coordinate the registration of occupants and report to the Fire Service as appropriate
- No-one is to re-enter the building until authorised to do so by the Headmaster or Bursar or in their absence by the Fire Brigade

Fire Evacuation Procedures are displayed across the School Site. They provide details of the "Triangle system" in use at the School.