



# Lew Trenchard C of E School

## FIRE SAFETY POLICY

### POLICY STATEMENT February 2024

Lew Trenchard is wholly committed to its statutory and moral obligation to comply with the requirements of:

- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO);
- The general duties conferred by the Health & Safety at Work etc. Act 1974 and the various regulations made there under in relation to the protection of life from fire; and, where necessary
- The Building Regulations 2000 (as amended).

This Policy applies to all premises occupied by Lew Trenchard and supports the statements contained within the General Health & Safety Policy Document.

Where necessary Lew Trenchard will make and give effect to such arrangements as are considered appropriate and necessary for the effective planning, organisation, control, monitoring and review of all measures put in place to ensure adequate fire safety measures exist within all buildings on the school site.

**Person in Control:** Liz Davy, Head of School (Trained Fire Marshal).

The Executive Headteacher, Louise Hussey shall in his/her absence; act as the Person in Control (PIC).

The Fire Safety Policy is to be presented to the School Governing body and reviewed on an annual basis, following an incident, building alteration or refurbishment.

#### Important Telephone Numbers:

Fire Emergency Services	999
Education LA	
Police reporting	101
Police Emergency	999
Ambulance Services	999

## **FIRE SAFETY PLAN - the aim of the plan**

The aim of the Fire Safety Policy is to explain how fire safety will be managed and communicated within **Lew Trenchard**. Where necessary, it will identify those personnel who have been assigned specific duties or responsibilities and it will indicate what those duties and responsibilities are.

It identifies all procedures that must be followed by all staff members and visitors and other relevant persons in the event of a fire emergency.

The Policy will be made available to all staff members. Where necessary, the method of communication will take into account the relevant and specific needs of the individual.

## **PERSON IN CONTROL (PIC)**

The PIC for Lew Trenchard Liz Davy

## **FIRE MARSHALS**

Liz Davy

In the event of a fire or alarm, the Fire Marshal will search ('sweep') their designated areas to ensure that all staff and pupils are leaving the building. The Fire Marshal will then direct any other visitors and staff members who have not evacuated to the appropriate fire exit and to the assembly point. They then report that their area is clear or otherwise to the PIC at the assembly point.

## **Fire Risk Assessment**

The PIC will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions needing to be taken to comply with the requirements and prohibitions under the RRFSO. This was undertaken by **RAY CLARKE - PROJECT DESIGN CONSULTANCY LTD.**

## **Review of the Fire Risk Assessment**

The Fire Risk Assessment will be reviewed by the PIC (and other members of staff, Governors etc.) at the conclusion of a 12-month period as a minimum. In the interim, the assessment will be subject to periodic review where:

- a) there is reason to suspect that it is no longer valid; or
- b) Where there has been a significant change in the matters to which the assessment relates, including personnel changes.
- c) If an event takes place.

Where changes to the fire risk assessment are required as a result of any such review the PIC will arrange this.

## **Training**

The PIC will ensure that all staff members are provided with adequate training in relation to fire safety measures within the school site. The PIC undertakes to provide this training to staff members in accordance with the following frequency:

- At the time when they are first employed.
  - On being exposed to new or increased risks because of:
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- The introduction of new technology into the school.
- The introduction of a new system of work into, or a change regarding a system of work already in use within the school.
- The introduction of new work equipment into, or a change regarding work equipment already in use within the school.
- Following school building alteration or refurbishment.
- During the annual review of training requirements.

The PIC will ensure the training referred to above will:

- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by all members of staff in order to safeguard themselves and pupils within the school;
- Be repeated periodically where appropriate;
- Be reviewed every 12 months with records kept in the Site Control Logbook.
- be adapted to take account of any new or changed risks to the safety of the staff members concerned;
- be provided in a manner appropriate to the risk as identified by the risk assessment; and
- Take place during working hours.

### Testing of Fire Safety System and Equipment

All Fire Safety Equipment will be checked and tested (weekly, quarterly and annually) in accordance with the the Regulatory Reform (Fire Safety) Order 2005 with all details recorded. For further information and details, please see the Fire Safety file held in reception office.

### Fire Doors and Emergency Exits

All emergency exits and escape routes are to be kept clear and free from obstruction at **all** times, including external areas and pathways leading away from the building. Fire doors should remain closed and not to be wedged or held open unless using a self-closing door stop compliant with fire safety standards (e.g. BS EN155). Any defects to the easy operation of all doors and fire escape door mechanisms should be reported immediately as detailed in the Fire Safety file held in reception office.

### General Fire Safety

All staff will make it their responsibility to ensure:

- **All** fire exit doors are unlocked during the working day. However, the caretaker is responsible for the unlocking of all exit doors in the morning and locking the doors at night.
  - That **ALL** heaters are kept clear and unobstructed.
  - That escape routes and fire exits doors are kept clear at **ALL** times.
  - Classroom displays where possible will not be above heaters, and, if this is unavoidable, they will be securely fixed and regularly maintained.
  - Display boards to main escape corridors are not excessive so as to course a fire hazard.
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- Combustible materials (paper, card, fabrics etc) are not stored near to sockets, lights or other electrical appliances.
- Do NOT over load plug sockets and extension leads.
- Switch off lights or electrical appliances (Computers, printers, TV, DVD and video, fans, laminator toaster, etc) when not in use and where possible unplugged.
- All electrical items, plugs and cables are checked each year by visual inspection and to be PAT tested every 1-5 years as directed. All electrical items to display a current PAT test label as good practice.

## **Smoking**

Smoking is strictly prohibited in or around all school buildings.

## **Advice on the procedure in the event of a fire**

### **Discovering a fire**

1. Evacuate the room and close all doors and windows. Do not attempt to remove equipment or personal belongings.
2. Do NOT attempt to use a Fire Extinguisher. (Only trained staff or Fire Marshals should attempt to extinguish the fire).
3. Alert nearby colleagues by calling 'FIRE! FIRE!'
4. Operate the nearest fire alarm call point by breaking the glass.
5. Call the Fire Brigade by dialling 999.
6. Leave the school building and make your way to the designated assembly point.

### **On hearing fire alarm**

1. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
2. Close all doors and windows on leaving your room or classroom.
3. Proceed to your designated assembly point and take the register.
4. Report to Fire Marshal and/or PIC that the register has been taken and whether all pupils and persons have been accounted for.

### **After the event**

1. Do not re-enter the building until advised to do so by the Senior Fire Service Officer, PIC or Fire Marshal.
  2. If the fire has been extinguished by a trained member of school staff, do not disturb any evidence which could indicate the cause of the fire.
  3. Ensure that the premises are in safe working condition before re-occupying.
  4. Follow instruction from the PIC or a Fire Marshal.
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## Know

1. Your means of escape, primary and secondary-see route map. **(These should be displayed around the school on main corridors and escape routes. Often adjacent to Fire Alarm Call points).**
2. The nearest fire-alarm call-point.
3. The nearest Fire Extinguisher and how it should be used. (If a trained Fire Marshal).
4. Your designated assembly point.

## FIRE DRILLS

Fire drills will be carried out 3 times a year at differing times during the working day. This will include a simulated evacuation drill. All fire drills will be detailed and recorded in the Fire Safety file held in reception office, including the time taken to evacuate the school and associated buildings. All class teachers are responsible for evacuating their class to the designated assembly point on the school playground.

## SAFE EVACUATION PROCEDURES

All emergency evacuation procedures should be tested regularly by way of emergency drills with the objective of monitoring such events.

The emergency drills will allow teaching, non-teaching staff, parents, contractors, visitor and pupils to become familiar with the exit routes and doors, which may not be used during normal occupancy.

An emergency drill is to be carried out early in the new school year to allow both staff and pupils to become familiar with their new surroundings. All new staff should be made aware of emergency procedures on arrival. An informal walkabout should be undertaken to highlight evacuation procedures.

- Staff should be made aware of the procedures, which are necessary to ensure that all class members are escorted to a predetermined assembly area.
  - Teachers should accompany their classes until all pupils have reached the assembly point.
  - Where staff may be required to carry children or lift them into wheelchairs, nominated persons should assist. Exact details for such evacuation needs to be agreed. **(See PEEP below if required).**
  - The Head teacher should notify the relevant emergency services, if not already done automatically by the school fire alarm.
  - On leaving the building Chloe Armstrong/Bex Massey/Tracey Hunt will collect attendance registers to enable a head count to take place once staff and children have been evacuated from the building. This should identify all persons present in school for the day.
  - Staff should also be aware of parent helpers and other visitors to the building who may be allocated to a specific year group or be working onsite (Contractors etc). A separate headcount
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should take place for other members of staff and helpers in school using the online visitor's sign in app for reference.

- A detailed list of pupil contacts will be regularly updated and taken from the building on departure by the Bursar/ Senior Administrator. This will enable staff to contact parents in the event of an emergency.
- All members should be accounted for at the assembly point. Class registers should be available to recall pupils present. A visitors' book should be available to account for any visitors to the building. A staff register should be available to check all staff present. The PIC/Head Teacher will be responsible for collating this information and communicating to the emergency services on their arrival.

Practice emergency drills will be called by the Head teacher /PIC who may or may not inform members of their intended action. Emergency drills should be carried out at different times of the day so those pupils are aware of the different exit routes from different parts of the school.

All evacuation procedures should be displayed throughout the premises. The suggested time taken to fully evacuate the building should be in the region of four to five minutes.

### **During Class times**

ALL teachers and Teaching assistants will escort children from the building and report to the designated assembly point. One should evacuate the class pupils, the other should check all areas of the classroom (if required), take out the register and close windows and doors, if possible and safe to do so.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible.

At break and lunchtime, staff on duty will be responsible for ensuring pupils are safely escorted to the designated assembly point. Staff in the staffroom should exit via the nearest exit. Similarly, this applies for Breakfast Club in the hall and After-school clubs in the hall. When outside, staff supervising will escort the children to the designated assembly point.

Fire Marshals would sweep the building in the normal manner and report to the incident control officer (usually the PIC)

### **Personal Emergency Evacuation Procedures (PEEP)**

As Part of the fire risk assessment consideration needs to be made for any staff, pupils or visitors who are affected by the Equality Act 2010 (formerly DDA). For visitors a fire warden or suitably trained staff member should be appointed to look after the requirements of any visitors. An Emergency Evacuation Assessment and questionnaire, (see the Fire Safety file held in reception office) will be completed by all staff members affected, to decide if they require a Personal Emergency Evacuation Procedure to be put in place. For any children affected there should be one completed for them to assess their requirements and what control measures are required.

A general PEEP should be agreed for any visitors who may be on site during school events.

### **ASSEMBLY POINT**

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The designated assembly point for Lew Trenchard is: The playground for the front of the school and the field for the back of the school.

The School Administrators, Chloe Armstrong/Bex Massey/Tracey Hunt will take the Evacuation Pack and a device with the Sign-in App with them and check this at the front assembly point with the PIC. They will use the portable phone to communicate with staff who are at the rear assembly point.

All staff with registers will report to the head teacher (PIC) or senior teacher that the roll call is complete. This PIC will then brief the Fire Service Officer that the roll is complete, or if any persons has not been accounted for.

## **Further Guidance on Fire Safety**

There are two factors, which determine the degree of risk present in relation to fire.

Fire Hazard - A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment, which uses naked flames).

Fire Risk - A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused. The risk assessment will take into account the competence of teachers, non-teaching staff, parent helpers, contractors and other visitors to the school and the age and competence of pupils.

Unwanted fires can occur by:

- Accidental ignition
- Malicious ignition

A fire can only happen if three phenomena are present:

- Oxygen - in the air or in chemicals.
- Fuel - paper, wood, flammable liquids, chemicals, furniture.
- Heat or ignition source - chemicals, friction, electrical resistance/fault, nearby heat source or open flame.

Accidental fires are caused in many ways:

- Carelessly discarded smoking materials.
- Manipulation of flammable liquids or gases in close proximity to a naked flame.
- The lack of maintenance on machinery.
- Installation of electrical wiring by non-competent persons.
- Dangerous siting or portable heat-producing appliances.

If a fire is discovered at an early stage it can be extinguished before significant damage is done. If however, the fire is allowed to develop, considerable building damage may be caused, to the extent where the building may possibly need to be demolished.

Malicious fires are started deliberately. They are usually, but not always, started outside the period when the school is in use. However care must be taken to ensure flammable materials are not stored outside or close to a building. Common examples would be rubbish and debris stored in an open

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'wheelie' bin close to a building, or where they could be easily moved adjacent to a building. Building or Roofing contractors must also make sure that all flammable materials must be removed from the site over night or stored in a lockable container.

## Basic fire rules

There are a number of basic fire safety rules for schools, many of which are no more than general good housekeeping.

- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area or disposed of.
- Corridors, stairways, entrances and emergency exits should be kept clear at **ALL** times.
- Classroom displays and works displayed in corridors should be set up with care and kept to a sensible minimum. Ensure no Fire Safety equipment, such as extinguishers, emergency lighting etc. hidden or obscured from operation or view. Decorations are a fire risk if they are hung near to heat sources or light fittings.
- Waste paper bins should be made of metal or other non- combustible materials. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances. Good housekeeping.
- The school is a smoke free site and operates a no-smoking policy.
- Stock rooms for stationary and other combustible materials should be securely locked.
- The boiler room is to be kept clean and tidy, with the door locked at all times.
- Electrical equipment must be used properly and kept in a safe working order.
- Electrical points should never be over loaded and wiring must be checked regularly.
- All electrical appliances, equipment, sockets and sources are to be regularly checked and tested as laid down in the SITE CONTROL LOGBOOK. However, when using an electrical appliance, it is the user's responsibility to make sure the appliance has no obvious visible or operating defect that could cause it to be a Fire Safety or Health risk.
- Clothing and costumes that may be used for school plays and shows can be highly flammable. They should never be placed or stored close to a heat source, (e.g. floodlights, radiators or stage lighting).
- DO NOT wedge open Fire Doors. Doors may be wedged when moving or carrying in equipment or materials, however, wedges must then be removed immediately.

## Action in the event of a Fire

Action notices should be displayed in all classrooms, changing areas, administrative offices, managerial rooms, main hall, dining areas and corridors.

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