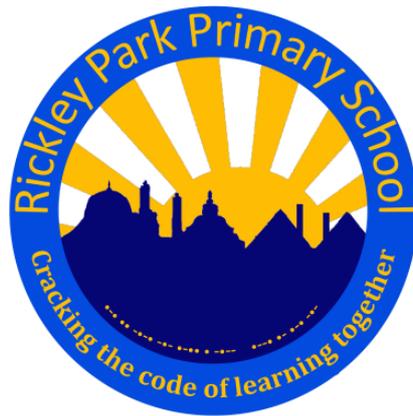


Rickley Park

Cracking the Code of Learning Together



Fire Safety Policy

Date of Policy: January 2021

Date of Review: January 2022

Purpose

The purpose of this Fire Safety Policy is to ensure that Rickley Park is taking appropriate action to ensure that their obligations with regards to fire safety and fire prevention are being met and that appropriate records of such activities are maintained.

Abbreviations and Definitions

RRFSO – Regulatory Reform (Fire Safety) Order 2005

Legislation and Responsibilities

The main legislation covering fire safety is the RRFSO. This document brought together much of the previous fire safety legislation in order to simplify the way that this was presented.

The RRFSO sets out, among other things, responsibilities, fire safety duties, enforcement actions and offences.

At Rickley Park, the Head Teacher is the responsible person under the definitions within the RRFSO, Duties for the day to day management of fire safety will usually be delegated to the Site Manager but the responsibility cannot be passed on and remains with the Head.

Fire Prevention Strategy

There are various causes of fires which should all be considered within a school fire prevention strategy.

Arson is still one of the primary causes of fires and attention should be paid to arson reducing measures such as effective perimeter fencing, external CCTV to act as a deterrent, appropriate waste storage and segregation, efficient and effective housekeeping, particularly with regard to the storage or accumulation of combustible products. Regular checking and monitoring of all these measures should be carried out and documented.

Faulty electrical equipment or electrical systems being overloaded are a common cause of fire. The Electrical Safety Policy will give further guidance on this and preventive measures.

Accidental fires are also very common, and steps should be taken to eliminate the risk of accidental fires by eliminating or reducing the potential for such accidents. This can include measures such as undertaking suitable and sufficient risk assessments for any task that has the potential to cause a fire and ensuring adequate controls are implemented, monitoring risk reduction measures to ensure that they are being complied with, ensuring housekeeping standards are monitored and adhered to.

The use of dangerous substances should be limited or eliminated wherever possible. This includes, but is not limited to, flammable cleaning chemicals, aerosols, petrol and compressed flammable gasses. Where any such materials cannot be excluded from use, a suitable and sufficient risk assessment for each product detailing safe usage, handling and storage methods must be produced and shared with all relevant staff prior to allowing the purchase or use of such items.

Risk Assessment

Under the RRFSO, all schools, academies and any other business must ensure that a suitable and sufficient fire safety risk assessment is carried out.

It is recommended that an initial risk assessment is carried out by a competent external contractor, any action plan arising from the risk assessment is programmed and monitored for completion, and the risk assessment is reviewed annually by the schools Site Manager/Business Manager in conjunction with the Head Teacher.

The risk assessment should also be reviewed following any material change to the building or any change in the operational processes that may affect the existing fire risk assessment.

Risk assessment and control measures should address:

- Fire prevention – visual checks, technical checks, maintenance/servicing, PAT, good housekeeping, hazardous/combustible material kept away from sources of ignition
- Fire warning – alarm points, heat or smoke detectors
- Firefighting – extinguishers, fire blankets
- Fire safety signage – emergency procedure, building layout plans, escape routes signs, fire exit signs, emergency lighting
- Fire evacuation – horizontal/vertical evacuation, emergency procedure, training, drills, assembly points, Personal Emergency Evacuation Plans
- Fire safety training – existing and new staff, children, fire marshals, first aiders

Contractors

Contractors' work on school premises should be controlled and reviewed to ensure that additional fire risks are not introduced.

Contractors must provide appropriate risk assessments and method statements outlining safe methods of working. Contractors must also possess adequate liability insurance. A Permit to Work must be issued for any hot works taking place at school. Permits to work must be adequately controlled and monitored with the person in control of the building (Site Manager/Business Manager) ensuring permits are closed off at the end of the day and appropriate fire watch has taken place. Contractors' work should be regularly monitored throughout the period of work to ensure that their method statements and risk assessments are being adhered to.

The Control of Contractors policy should be referenced for further guidance.

The Responsible Person should ensure that a maintenance routine is in place that includes the following tests and checks as a minimum:

- Daily checks during unlocking to ensure fire exits open freely
- Daily visual check of fire panel to ensure that it is operational
- Daily visual checks of evacuation routes
- Weekly tests of the fire alarm at a different call point each week
- Monthly tests of the emergency lighting system
- Monthly checks of fire extinguishers
- Monthly check of fire doors (good working order, close correctly, seals intact)
- Quarterly or six monthly service visits by fire alarm contractor
- Annual service of fire extinguishers

- Annual duration test and certification of emergency lighting system
- Annual structural fire protection and compartmentation check
- Annual lightning conductor test (where fitted)

Daily checks are generally an un-documented check that is part of a daily routine rather than a formal recorded check.

During the unlocking process, site staff would normally check that the fire alarm panel is operational and that all fire exit doors are unlocked and open freely. Teaching staff would generally check that fire exit routes are clear as part of their daily dynamic risk assessment of the classroom.

For weekly, monthly, annual or other periodic checks, these should follow a more formal documented procedure and records of these checks should be made in the fire safety log book or on Smartlog.

Training

Suitable and sufficient fire safety training is required for all employees. This is given in the form of Fire Safety Training from Smart Log.. All staff should receive this training annually.

Any new staff that start after the start of the year should have fire safety training included as part of their induction. Further training should be provided for persons designated as fire wardens or persons with specific responsibilities with regard to fire prevention or fire safety management.

Operational use of fire extinguishers can be included in such training but the focus during an incident should be on safely exiting the building and ensuring that all children are safely evacuated.

Fire Extinguishers

There should be adequate fire extinguishers provided, in accordance with the external fire safety contractor's recommendations. The correct type of fire extinguishers should be available in the appropriate location in order to deal with the potential for fire in that area. i.e. - electrical, paper based, wood, chemical, fat or oil based. The location of the fire extinguishers should be signed.



Fire extinguishers should be serviced once a year by a competent contractor and inspected regularly by site staff to ensure that they remain in the correct location and are not damaged or tampered with.

The Fire Safety Log Book

The fire safety log book should be your central point for collating information on checks, tests, maintenance, procedures and all other information relating to fire safety. It should also contain copies of the school's Fire Safety Risk Assessment and any action plan.

The log book should be stored in an accessible location where it is easily available to any person that may need to examine it (maintenance personnel, fire officers, local authority inspectors etc).

Where an electronic system, such as Smartlog, is in use, a physical paper log book should also be retained as, in the event of a visit from the fire service, should the electronic system not be viewable for any reason, this could be treated in the same way as not having a log book.

The paper log book should make reference to the electronic system and should also state that paper records may not be completely up to date and that the book should be cross referenced with the electronic system.

Fire Evacuation Procedures

Rickley Park will devise its own set of fire evacuation procedures that are specific to their own site. These procedures should detail the following as a minimum;

- how the school manages fire training for staff,
- what action to take upon discovery of a fire,
- what action to take when hearing the fire alarm,
- what the recommendations are with regard to tackling fires,
- what route to take during evacuation,
- where the assembly points are located,
- the nominated persons to sweep the building during an alarm activation,
- the nominated person to liaise with the fire service on arrival

A condensed version of the procedures should be on display in every room. These should be a quick and easy to follow document stating what to do if you discover a fire, what to do if you hear the alarm and where to assemble.

Fire Strategy Document

It is recommended that all schools hold a fire strategy document. This is generally a floor plan of the school showing the compartmentation lines protecting the building in event of fire, the location of fire exits, the planned route of travel from each room to the nearest fire exit and the location of assembly points.

Many schools have fire doors in places where they are not required or where they serve little practical purpose. A fire strategy document can help identify where fire doors should be located and where they are not required.

Evacuation for persons with additional needs

Any person with additional needs should have a specific personalised emergency plan covering how they will evacuate the building in an emergency. Generic plans are not acceptable for this.

A PEEP (Personal Emergency Evacuation Plan) should be produced for any member of staff that requires assistance in an evacuation situation.

For pupils this may be covered in an individual healthcare plan. If this is not the case, a PEEP can also be created for a pupil.

PEEPs and individual healthcare plans should be shared with anyone that is responsible for assisting that particular person with their evacuation.

Evacuation of visitors with additional needs (during assemblies, events, parents' evenings etc.) should be covered in event or activity risk assessments.

Sample Evacuation Notice

This notice should be modified as appropriate for each school or academy. This template does not have to be used but the information provided should be of a similar nature.

IF YOU HEAR THE FIRE ALARM

- **LEAVE THE BUILDING BY THE CLOSEST AVAILABLE EXIT**
- **IF YOU ARE AWAY FROM YOUR CLASS, LEAVE BY THE NEAREST EXIT – DO NOT RETURN TO CLASS FIRST**
- **ENSURE EVERYONE IN YOUR CARE IS EVACUATED AND ACCOUNTED FOR (IN EVENT OF PERSONS UNACCOUNTED FOR, INFORM THE EVACUATION LEADER IMMEDIATELY)**
- **REPORT TO THE ASSEMBLY POINT**
- **DO NOT RE-ENTER THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE BY THE FIRE SERVICE**

IF YOU DISCOVER A FIRE

- **RAISE THE ALARM AT THE CLOSEST CALL POINT IF THE ALARM HAS NOT ALREADY TRIGGERED**
- **DO NOT TACKLE THE FIRE UNLESS YOU ARE TRAINED AND COMPETENT TO DO SO. NEVER TACKLE A FIRE IF YOU ARE RESPONSIBLE FOR LEADING PUPILS OUT TO SAFETY. EVACUATION IS ALWAYS FIRST PRIORITY.**
- **LEAVE THE BUILDING BY THE CLOSEST AVAILABLE EXIT**
- **IF YOU ARE AWAY FROM YOUR CLASS, LEAVE BY THE NEAREST EXIT – DO NOT RETURN TO CLASS FIRST**
- **ENSURE EVERYONE IN YOUR CARE IS EVACUATED AND ACCOUNTED FOR (IN EVENT OF PERSONS UNACCOUNTED FOR, INFORM THE EVACUATION LEADER IMMEDIATELY)**
- **REPORT TO THE ASSEMBLY POINT**
- **DO NOT RE-ENTER THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE BY THE FIRE SERVICE**

REMEMBER

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **LEAVE BY THE NEAREST AVAILABLE EXIT**
- **REGISTER ALL PERSONS AT THE ASSEMBLY POINT**

- ENSURE ALL PERSONS IN CHARGE ARE AWARE OF THE FULL FIRE PROCEDURE
- ACT QUIETLY AND CALMLY AT ALL TIMES
- SAFE EVACUATION IS ALWAYS THE PRIORITY



These can be purchased from sign suppliers or can be found via an internet search and printed at school.

Fire safety notices should be displayed in each occupied room, adjacent to the call point if there is one in the room, and in communal areas. It is good practice to also display a layout plan showing the closest exit to each location.

Fire door signs, fire escape route signs, and fire exit signs should be installed in appropriate locations to enable everyone to find a route out of the building via an appropriate fire exit.