

FIRE RISK (PREVENTION) POLICY

Whole School and EYFS

Version	1	2	3	4	
Policy reviewed on	October 2018	September 2019	September 2021	September 2022	
Policy written by	Mr Whittell	Mr Whittell	Mr Whittell Mrs Holroyd	Mr Whittell Mrs Holroyd	
Policy seen by Governor on (date / signature)	Mrs Wilcox	Mrs Wilcox	Mrs Wilcox	Mrs Wilcox	
Date of next review	September 2019	September 2021	September 2023	September 2023	

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

INTRODUCTION AND PRINCIPLES

Branwood School is committed to minimising the risk to life or of potential injury by maintaining the physical fire safety of the School, and by ensuring that staff, pupils and visitors are fully aware of the risk of fire and by safe evacuation of the buildings if a fire breaks out. The fire risk (prevention) policy, procedures and risk assessments at Branwood School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

POLICY – STATEMENT OF INTENT

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Fire (Scotland) Act 2005
- Fire and Rescue Services (Northern Ireland) Order 2006
- The Equality Act 2010.

This policy should be considered in conjunction with our **Health and Safety Policy**.

SPECIFIC OBJECTIVES

This policy sets out:

1. An overview of responsibilities for ensuring Fire Risk awareness and safe evacuation procedures in the event of a fire at the School
2. The Caretaker's role as Fire Safety Officer
3. The Headmaster's Role
4. Detailed emergency evacuation procedures including notices in all rooms; sounding the alarm; procedures for evacuating the different people who may be in the buildings; staff responsibilities, including the Chief Fire Marshal's role; and the holding of regular evacuation/fire drill procedures
5. Detailed fire prevention measures
6. Related policies

OVERVIEW

The Headmaster and staff are responsible for ensuring that there is constant awareness of the risk of fire and for the safe evacuation of all pupils, staff and visitors (including parents and contractors) in the event of a fire.

ROLE OF THE HEADMASTER (or Deputy in their absence)

- The Headmaster has overall responsibility for fire safety at the School
- The fire risk (prevention) policy is kept under regular review by the Senior Leadership Team under the Health & Safety Committee who report to the Trustees/Governors
- The entire school community are aware of the fire risk (prevention) policy and associated procedures.
- Records are kept of the fire induction training given to new staff and pupils

ROLE OF THE SCHOOL FIRE SAFETY OFFICER - Caretaker

The Caretaker is the designated School Fire Safety Officer, who is responsible for ensuring that:

- Illuminated fire exit direction signs are in place throughout the School where indicated as necessary.
- Fire procedure plans are displayed in every room throughout the building so that everyone in the School (including visitors and contractors) has a clear understanding of where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- They meet and liaise with Fire and Rescue Service to ensure information on buildings, occupants and access requirements are accurately provided.

ROLE OF THE CHIEF FIRE MARSHAL – Caretaker or Bursar (Deputy)

The Chief Fire Marshal shall be on site at all times and a Deputy will be appointed should this exceptionally not be the case. In the event of an emergency evacuation, the Chief Fire Marshal is responsible for co-ordinating the other Fire Marshals/Staff. They will travel immediately to the Fire Assembly point and act as the point of contact for all Fire Marshals who should report when their areas are clear. Teaching staff should report any missing persons to the Chief Fire Marshal, who will in turn report to the Headmaster or Deputy Head in their absence. They will also be responsible for summoning the Emergency Services and co-ordinating with them upon arrival.

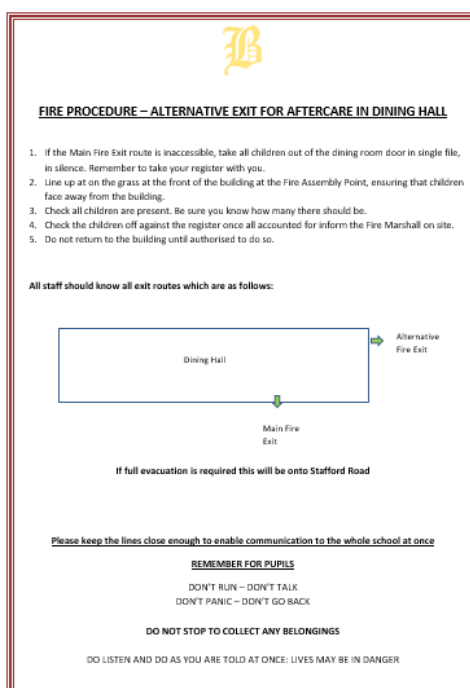
Kitchen staff – Evacuation procedure

On alarm activation all gas appliances are shut off automatically and the shutters activate automatically. The shutter into the hall activates immediately and the dining hall shutter has a 58 second delay.

All staff present in the kitchen are to evacuate via the rear door and report to the designated assembly point. They will be registered by the designated officer.

Aftercare – In Dining Hall

If Aftercare are in the dining hall they may be unable to access the assembly point at the rear of school. In this instance the following procedure will apply. Evacuation will be via the dining hall door to the front of the building and the alternative assembly point will be used.



Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given regular fire awareness training and take part in regular drills. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire procedure plans are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

We offer regular fire awareness INSET training, as well as annual fire marshal and fire warden training.

Visitors and Contractors

All visitors and contractors are required to sign in on arrival at the School. They are made aware of the emergency evacuation procedure. When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

The School is aware that if they employ a member of staff, or have children at the School who have disabilities (or some other reason for not being able to leave the School quickly) they must ensure that this is catered for within the general fire evacuation procedures. The School will discuss the issues presented by a particular disability with the employee or the child and their parents. Visitors who arrive at the School who have an access/egress issue will be assessed on a case by case basis. When arranging a visit the School may ask the person if they have any special needs or requirements. A 'buddy' system is in place for any pupils with special needs affecting mobility. A Personal Emergency Evacuation Plan (PEEP) is prepared for any individual with disabilities.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion and act as Fire Marshals. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Chief Fire Marshal. It is the responsibility of the Chief Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. The Chief Fire Marshal is responsible for bringing the class registers to the assembly point and a full register is taken by teaching staff. On no account should anyone return to a burning building or to any building until the 'all-clear' has been given.

Responsibilities of staff delegated to act as Fire Marshals

Each internal and external space is checked ensuring that the space is clear, and that all internal doors are closed, before leaving the building. Form Teachers act in the role of Fire Marshal and it is their job to act as 'sweepers' ensuring all areas are clear, in a zoned and coordinated approach. The Fire Marshals are co-ordinated by a Chief Fire Marshal

Fire Practices

We hold at least one fire drill every term at Branwood School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and regular Fire Risk Assessment reviews, helps to ensure that the School can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Branwood school:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of the main building
- The main assembly point is in the rear playground but an assembly point at the front of the school is available for emergencies
- Fire procedure plans are displayed in every room and across the school
- Fire extinguishers (of the appropriate type) and smoke or heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency exit signs and emergency lighting
- The master panel for the main building alarm system is located in the School entrance hall and tested weekly. The master panel for the KG1 building is located at the foot of the stairs in the KG1 building and is tested weekly.
- Alarms sound in all parts of the building.
- The fire routes and exits are kept clear at all times. All staff are responsible for ensuring this is the case. These are checked weekly and recorded.
- The Caretaker tests all fire alarms weekly. These tests are recorded.
- The Caretaker tests all emergency lighting monthly. These tests are recorded.
- Gate access onto Monton Road is available during a fire evacuation if required.

External Checks

A ISO9001 certified/BAFE approved contractor carries out:

- Six monthly professional checks on fire detection and warning equipment.
- Yearly checks for emergency lights.
- Yearly fire extinguisher servicing.

Electrical Safety

- All portable electrical equipment is checked and maintained as per legislation.
- All fixed electrical systems are inspected, tested and where necessary serviced in accordance with regulations by a competent NECIEC electrician.
- Informal visual inspections are carried out by staff as part of the regular checks.

Gas Safety

- Boilers are serviced annually by a Gas Safe registered contractor and records kept.
- All other gas appliances are serviced annually by a Gas Safe registered contractor and records kept.

Safe Storage

- We ensure that flammable materials used in maintenance are locked away.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. There is a generic classroom risk assessment; but individual ones are completed in any situation when special equipment may be used e.g. PE, Science.

FIRE TRAINING

All staff receive in-house training on fire procedures, and annual fire marshal and fire warden training.

The Chief Fire Officer and Deputy Chief Fire Officer have training on the use of fire-fighting equipment.