

**Hillcrest Glebedale School
Fire Safety Policy**



This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Local Procedures Owner: Karen Caswell

Issue date: March 2018
Review date: March 2019

Hillcrest Glebedale School aims to provide a safe environment for pupils, staff, visitors & contractors. To ensure this is achieved, arrangements have been put in place to ensure suitable and sufficient fire safety measures are in place and are routinely monitored.

This Policy has considered and utilised the information provided in the following guidance; Fire Safety Risk Assessment (educational premises).

Hillcrest Glebedale School recognises its responsibilities and duties under the Regulatory Reform Fire Safety Order 2005 (RRFSO) both as an employer & education provider. The primary objectives of the policy are to;

- Minimise the risk of incidence of fire.
- Minimise the impact of fire on the life, safety, delivery of service, the environment & property.

Implementation

The Chief Executive is responsible where appropriate, for ensuring that current fire legislation is met and that suitable precautions and actions as described in this policy are implemented in all premises owned or occupied by Outcomes First Group. To ensure that adequate finances are available for fire precautions in the annual business plan. The Board of Directors are to ensure they have appropriate assurance that the requirements of current fire safety legislation are met.

The Health and Safety Manager is the appointed competent person to oversee & advise on fire safety matters including;

- Policy & procedure review
- Conducting & reviewing fire risk assessments at all premises owned or occupied by the Outcomes First Group (Document Number HS1.6(A))
- Auditing fire safety systems at all sites across Outcomes First Group including;
- Physical precautions
- Staffing arrangements & management systems

The local Facility Manager is responsible for ensuring;

- All fire safety systems are adequately maintained conforming to British Standard and Approved Codes of Practice (guidance).
- All new premises or those undergoing structural alteration meet the requirements of fire safety by liaising with Local Authority Fire Safety Officers & Building Control (Regulations Approved Document B – Fire Safety).
- Furniture & fabrics supplied are of suitable fire rating & conform to British Standards identified in this policy.

The Head Teachers will supervise the day-to-day fire precautions within their premises and ensure all staff understand the Fire Procedures and receive regular training, including adequate number of Fire Drill participation. The Pastoral Manager will ensure that each member of their staff :

- Are made aware of the fire safety procedures
- Observe basic fire precautions

- Participate in fire training

All staff have duties and responsibilities in respect of fire safety under the Health and Safety at Work Act 1974.

Aims

- To ensure that all systems are in place to provide full and compliant fire safety standards.
- Staff are familiar with what action to take in the event of a fire.
- Periodic audits of the effectiveness of management structures and risk controls for fire safety are conducted.
- To eliminate or reduce harmful substances that could increase risks in the event of a fire outbreak.
- Local systems of monitoring and recording fire safety are routinely undertaken & recorded in the site fire log book.
- Local systems for the ongoing maintenance of standards set by Outcomes First Group are maintained.

Training

All visitors to site, including contractors, to receive basic fire procedure awareness information appropriate to the specific needs of their location / work place, including action to take on hearing the alarm, escape routes & location of assembly point(s).

All staff & nominated fire wardens must receive suitable training in fire precautions including use of fire extinguishers and awareness of fire hazards as part of their induction and refreshed within a three year period dictated by the level of risk as identified in the Fire Risk Assessment.

All permanent & temporary staff, including part time, must receive site specific local induction and familiarisation training for Fire Safety Matters relevant to their place of work and refreshed on an annual basis. (HS1.6(B))

All pupils should receive induction training in fire precautions and the local fire procedure. Awareness of fire safety is an issue that needs to be built into the operation of all services and individuals programmes as part of their independence preparation.

Emergency Plan

Fire Action Notice to be on display informing all persons on site including visitors, clear instructions of what to do in the event of the fire alarms sounding or discovering a fire.

The Fire Action Notice must be backed up with a clear written evacuation procedure to be followed by all staff. Building fire procedures will be particular to the nature and requirements of the individual sites and, where necessary, areas within those sites.

The written procedures to identify the following:

- What to do on discovering a fire
- How to raise the alarm
- Safe evacuation of the premises, and doing all reasonably possible to ensure the building is empty. The methods of achieving this may include;
- Roll Call
- Building Sweep
- Identifying individuals with specific roles in the event of the alarms sounding including;
- Nominated Fire Wardens – Sweep areas or conduct roll call
- Collecting registers of persons on site and the fire log book containing useful site information such as floor plans and service cut off points.
- Summoning the Fire & Rescue Service
- Meeting the Fire & Rescue Service and directing them to the area of the fire
- Ongoing responsibility for liaison with the Fire & Rescue Services
- Informing management
- Alternative emergency accommodation provisions
- Designated keyholder(s) for premises not occupied at all times, plus a mechanism for cover during holidays and other absences

Local procedures should be reviewed periodically to ensure that any changes to premises or management arrangements are reflected.

Fire Drills

The principal objective of the Emergency Plan will be to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with safeguarding of life and property, and the minimum disruption to the environment. In order to successfully achieve this, it is vital that staff regularly participate in fire drills, to remind them of their duties, and to evaluate the effectiveness of the Emergency Plan.

Frequency of Fire Drills

Minimum of 4 drills per year – ideally conduct a fire drill each term.

Drills will not be allowed to prejudice the health & safety of our service users, staff or visitors or breach the integrity of our caring environment.

It may not be beneficial to have 'surprise' drills as the health and safety risks introduced may outweigh the benefits. Drills can be conducted silently without the alarms sounding to test the staff's knowledge and minimize anxiety (Where there is a real risk of injury to persons due to client anxiety & behaviour).

Fire drills will be organised & recorded by the appropriate person for that for **Hillcrest Glebedale School this is Karen Caswell and/or Eleanor Brammer**

PEEP's

It is the responsibility of the Head Teacher to ensure each pupil in their care is fully assessed for any additional requirements or support in evacuating the building. For these individuals, additional arrangements to ensure their safety and that of staff, are required. This will include the development of 'personal emergency evacuation plan' (PEEP).

Daily Checks

- Ensure that any security devices on fire exits do not impede escape
- Ensure that doors on escape routes swing freely and close fully
- Check exits and escape routes to ensure they are clear from obstruction, combustible materials and are in a good state of repair
- Check the fire alarm panel to ensure it is active and fully operational
- Visually check all Emergency lighting units are in good state of repair
- Check any safety signs are legible
- Establish a routine for closing all fire doors at night
- Ensure fire extinguishers are visible and in correct location

Weekly Checks

- Sound alarms to ensure all sections of the building hear the alarm sound
- Rotate on a weekly basis the operation of call points
- Ensure all automatic doors release and close upon alarm sounding
- Ensure any locked doors release upon alarm sounding
- Record results in the fire log book

Monthly Checks

- Test all emergency lighting systems work correctly
- Check all fire doors are in good order as well as frames and any smoke seals or intumescent fire strips

Six Monthly tests and checks

- A competent person should test and maintain the emergency lighting and fire detection and warning system.

Annual test and checks

- All firefighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.
- All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out

Fire Rating of Furniture & Soft Furnishings

The standard of fire rating of furniture and any soft furnishings for each site will be determined through the risk assessment process, but as a minimum shall meet the full requirements of the Furniture and Furnishings (Fire) Safety Regulations 1988 as amended

All upholstered furniture, and other soft furnishings must comply with either of the following two standards:

As a minimum, the full requirements of the Furniture and Furnishings (Fire) Safety Regulations 1988 and be fire safety compliant or the following British Standards:

- Upholstered furniture that complies with BS 7176: 2007 low hazard.
- Mattresses, Divans and bed bases to BS 7177: 2008 low hazard

The fire safety risk assessment may require higher levels of ignition resistance for certain areas such as accommodation for disabled service users or where there is a known risk of arson/fire starting. In such sites it is strongly advocated that furniture and soft furnishings are provided which comply with the following British Standards:

- Upholstered furniture to BS 7176: 2007 medium hazard.
- Mattresses, Divans and bed bases to BS 7177: 2008 medium hazard.
- Curtains or blinds conforming to BS 5867-2:2008 – Type B Medium