



Fire Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
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Policy Verified by:	Sara Llewellyn (School Leader-CEO)
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Rationale

At Maple Haven school, the health & safety of all staff & pupils is a priority. This policy has been prepared to ensure safe procedures are in place to minimise the risk of fire & to outline emergency procedures to ensure the safe evacuation of the building in the event of a fire. Its contents are frequently shared with all staff in the school & procedures are regularly practised. This policy should be followed in conjunction with the Health & Safety policy & both are updated annually.

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 requires all employers and occupiers to carry out fire risk assessments in their workplaces and implement appropriate fire safety measures by the development of a Fire Plan.

The person in control of the premises, or the Premises Manager, is the designated "responsible person" under the Order and is therefore responsible for ensuring:

- A suitable and sufficient fire risk assessment is undertaken for the site by a competent person.
- A suitable fire plan is developed taking account of the nature and size of the site, and this is undertaken with the co-operation and co-ordination of others where the site is shared.
- The provision of information and training for staff and other building users on the fire safety arrangements including fire drills and firefighting, with specific training for those with duties in the Fire Plan e.g. Fire Wardens.
- Adequate means of fire detection, raising the alarm, means of escape, signage, firefighting equipment, emergency lighting and a means of summoning the emergency services is provided.
- Regular fire drills are undertaken. Regular inspection, servicing, monitoring and review of the above apply. Further detailed guidance is provided on the Fire Safety page and in the Fire Logbook

Fire-safety Management

The School Leader is responsible for managing fire safety in the school in the same way they manage other health and safety issues, by implementing the policies agreed and monitored by the employer (that is, the LEA or school governing body).

Main Aims

The main aims of fire-safety management are to:

- Minimise the risk of fire
- Protect the means of escape
- Limit the spread of fire

Main Duties

The main duties regarding fire-safety management are to:

- Make hazard and risk assessments
- Be responsible for fire-safety training
- Produce an emergency plan and put up fire notices
- Conduct fire drills
- Check the adequacy and maintenance of firefighting apparatus
- Consult and implement any recommendations of the local fire brigade
- Conduct fire-safety inspections, preferably every term
- Make frequent informal checks to confirm that the fire-safety rules are being followed
- Ensure fire-escape routes and fire-exit doors and passageways are unobstructed, and that doors open correctly
- Check that fire-detection and protection systems are maintained and tested, and records kept
- Ensure close-down procedures are followed
- Include fire safety in the regular health and safety reports to the governing body

Guidance

The DfES has produced Guidance on fire safety, which also includes checklists and risk-assessment advice.

Responsible Persons

In conjunction with this Fire policy, a List of Responsible Persons can be found in the Fire Safety Log Book & contains details of the Responsible Person (as defined under the Regulatory Reform (Fire Safety) Order 2005) / Premises Manager and their deputies, competent persons, persons with designated fire safety duties (including those responsible for routine in house inspections, testing and record keeping), fire wardens and external service engineers/contractors.

Designated Responsible Persons will have specific roles/duties assigned to them e.g. testing of the fire alarm, routine inspections of equipment in designated areas.

Personal Emergency Evacuation Plan (PEEP) & Risk Assessments

Where it is identified that an employee or pupil requires assistance to evacuate to arrive at a place of safety, a Personal Emergency Evacuation Plan (PEEP) is completed to assess the individual's needs. The type of assistance may vary dependent upon the individual's personal circumstances.

Generally, for any employees or children with a medical or physical condition, managers should consider their personal abilities and limitations; how these may impact on their general work activities (staff); whether the use of mobility aids is required; and whether risk assessment(s) for activities requires updating.

Practise Fire Drills

Fire drills & evacuation of the building will take place at least termly & when significant changes are made i.e. to staff or occupants or any changes to the layout of the building.

However, more regular drills may be required subject to the results of the Fire Risk Assessment.

Records should be kept indicating the date, evacuation time, number of participants, etc. The drills will be held at different times so that different staff & children are involved & Fire Drills incorporate children & staff being in different areas of the school building e.g. school hall, intervention rooms, school garden, library etc.

Drills should be a pre-planned evacuation of all staff to a place of safety. Members of other organisations & services who use the premises should be taken into account and be a part of the school drills.

Use of Fire Fighting Equipment

It is important that staff training includes information on the location and use of firefighting equipment (extinguishers). This is contained in the Fire Safety module of the Introduction to H&S e-learning package

It is the school policy that all staff be instructed NOT to use a fire extinguisher unless in an extreme situation (i.e. to assist in exiting the building).

However, all staff will be informed of the different types of extinguishers and where they are sited.

The type of extinguisher used to fight a fire is very important, both to the success of extinguishing the fire and to the safety of the operator. Fire Safety Plan The premises evacuation procedure has been developed in accordance with the Fire Safety Order 2005.

The Order requires the provision and maintenance of appropriate measures to fight, detect and give warning of fire, and to ensure the safe evacuation of persons, via emergency routes and exits, in the school premises.

Fire Evacuation Procedures

- General Info Fire notices are displayed in appropriate positions & confirm the essential points of the fire procedure. These notices are designed to apply to the individual premises.
- A Fire Action Notice poster is completed with the school's specific details.
- A copy of the evacuation plan is available at the School Office and is displayed in the staffroom together with a list of those with duties in that plan e.g. Fire Wardens, Competent Persons etc.

If You Discover a Fire:

- Keep calm
- Raise the alarm immediately - operate the nearest fire alarm call point.
- Leave the building quickly & calmly by the nearest exit
- Evacuate the area

Go to the assembly point Do NOT:

- Obstruct fire doors
- Stop to collect personal belongings
- Re-enter the building until instructed to do so

Make sure you know:

- The nearest fire exit
- The nearest fire alarm call point (normally next to the fire exit)
- Where the fire extinguishers are located
- What you should do if there is a fire
- Where your assembly point is

Calling the Fire and Rescue Service

If staff need to dial the Emergency Services followed by DIALLING "999"

Give the operator your telephone number and ask for "FIRE".

When the Fire Service replies, give the following details distinctly:

FIRE AT: Maple Haven School, Quex Park, Birchington, Kent, CT7 0BH (Give exact address and location and type of fire if known)

Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke. They should be kept shut when not in use.
- Corridors need to be clear of storage and waste material.
- Final exit doors can be readily and fully opened from the inside without the use of a key or other hard to use devices.
- Areas outside final exit doors are always clear of obstructions.
- Emergency fire escape routes are clearly identified with appropriate signs.
- Escape routes and fire-fighting equipment is inspected as part of the school regular workplace inspections.

Visitors

Visitors on the premises are aware of the actions to take in the event of an emergency.

General information is provided at the School Office & visitors are shown

Emergency Exits & Assembly Points.

Fire Risk Assessment must only be carried out by persons who are deemed "competent" to undertake Fire Risk Assessments as per the criteria in the Fire Risk Assessment H&S Competency 10a.