Fire Safety Policy

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Statement of intent

Gloverspiece is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring Gloverspiece's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in Gloverspiece from the dangers of fire. The procedures in this policy apply to all staff and pupils of Gloverspiece, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.

1. Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government 'Fire safety risk assessment: educational premises'
- DfE 'Supporting pupils at Gloverspiece with medical conditions'
- DfE 'Good estate management for Schools'

This policy operates in conjunction with the following Gloverspiece policies:

- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Evacuation Procedure
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Risk Assessment

2. Roles and responsibilities

The headteacher, will:

- Ensure personal and whole-Gloverspiece familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in Gloverspiece, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
  - A safe place for all users of the site, including staff, pupils and visitors.
  - Safe means of entry and exit for all site users.
  - Equipment, grounds and systems of work which are safe.
  - Safe arrangements for the handling, storage and transportation of any articles and substances.
  - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
  - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
  - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
  - Adequate funds to ensure the training of the fire safety officer and all other staff.

The SLT will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure this policy is implemented by all members of staff across Gloverspiece.
- Employ or designate a fire safety officer to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the fire safety officer to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The fire safety officer will:

- Take responsibility for Gloverspiece's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of Gloverspiece's fire detection and protection equipment.
- At least once per half-term, undertake a whole-Gloverspiece fire evacuation drill.

- Review relevant and updated legislation to ensure Gloverspiece is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake training sessions at least once per year, in line with Gloverspiece's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and update where necessary Gloverspiece's Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of Gloverspiece, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary fire safety officer in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal Gloverspiece hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the fire safety officer and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the fire safety officer of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated fire safety officer.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of Gloverspiece's fire safety procedures, with support from Gloverspiece.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of Gloverspiece's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event Gloverspiece is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist Gloverspiece in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the headteacher or fire safety officer.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is assembly point, located at location
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

3. Risk assessments and checklists

The fire safety officer, in cooperation with the headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of Gloverspiece, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

Risk assessments will be used to ensure that Gloverspiece premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

Gloverspiece will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place.

The fire safety officer will have the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment.

Termly assessments of high-risk areas, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other lower-risk areas of Gloverspiece. The fire risk assessments will be reviewed by the fire safety officer and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of Gloverspiece grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using Gloverspiece, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering Gloverspiece.

The fire safety officer will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

4. Preventative measures

The fire safety officer will inspect Gloverspiece's fire prevention measures once per month to ensure Gloverspiece is achieving maximum fire safety.

The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Facilities for the fire service, including:
  - Access for emergency vehicles
  - Emergency switches for installations
  - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the fire safety officer and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. Gloverspiece recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

Gloverspiece's housekeeping rules include:

- No smoking anywhere within any of Gloverspiece buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits

As part of Gloverspiece's monthly fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

Maintenance and preventative measures

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

Fire extinguishers will be maintained and inspected by a competent person at least once a year. This will include a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record will be kept of the date of the last maintenance examination which will be attached to the body of the extinguisher.

Fire blankets will be inspected at least annually and replaced as required.
Fixed systems will be inspected on an annual basis or to the manufacturer's guidelines. A record will be kept of any maintenance and testing.

Emergency lighting, e.g. to illuminate escape routes, will undergo a monthly flash test. Gloverspiece will also conduct a more detailed condition test every six months, including a three hour battery test by a competent person.

5. Educating pupils

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The fire safety officer will invite the local fire service to perform a presentation to pupils once per year.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

Gloverspiece's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.
Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

6. Measures for disabled people

The fire safety officer and headteacher will be notified of anyone who may be unable to evacuate Gloverspiece unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the fire safety officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.
Staff will be taught to modify evacuation routes for people with disabilities as part of their annual training.

Refuge areas are located around Gloverspiece; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, pupils and staff with disabilities will be informed of the location of Gloverspiece's refuge areas on their arrival at Gloverspiece.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout Gloverspiece to ensure those with hearing difficulties are aware should a fire break out.

Evacuation procedures for disabled people

All those with a disability (or otherwise) that would impact their ability to evacuate following the above procedure will have an individual plan and risk assessment (PEEP) to ensure there is a plan in place for them to evacuate safely.

7. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in Gloverspiece kitchen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The Gloverspiece kitchen will be thoroughly cleaned at the end of each day, to ensure potential fire hazards, such as excess grease, are mitigated.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Staff members will report any defective equipment to the site manager, fire safety officer or headteacher as soon as possible.

8. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from Gloverspiece building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the fire safety officer. Electrical equipment will be reviewed and PAT tested, and steps will be taken, e.g. regular checks by the fire safety officer, to ensure equipment is maintained to a high standard.

9. Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called.

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for pupils.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the fire safety officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, Gloverspiece's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape Gloverspiece. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout Gloverspiece buildings, manual call points are fitted on numerous floors and throughout Gloverspieces.

10. Detection equipment

All areas and rooms within Gloverspiece are fitted with smoke detectors. Larger rooms, such as Gloverspiece hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors.

Fire detection and alarm systems will be tested each week. All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Gloverspiece's budget will be adjusted to ensure the upkeep of fire detection equipment.

11. Protection equipment

Fire protection equipment is available and easily accessible all around Gloverspiece.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

Gloverspiece will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests. All fire protection equipment will be checked on a regular basis by the H&S team.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly to ensure it remains in full working order, and remedial action taken in the event of a failure. Emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

12. Fire drills

The H&S team will carry out random fire drills at least once per term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

The H&S team will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the fire safety officer may make suggestions based on how we can ensure the safe and quick evacuation of Gloverspiece. Any improvements will be recorded.

During the fire drill, all staff will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

13. Staff training

Staff will undergo mandatory fire safety training after joining Gloverspiece. This will be conducted using the National College and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

Refresher training will be undertaken by all staff at least annually, to ensure staff are reminded of the procedures in place, and know what to in the event of a fire.