



# ABERCORN SCHOOL

## **FIRE POLICY**

**This policy also applies to the EYFS**

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**Signed:** Mr John Clarke (Chairman of the Board)

# FIRE POLICY

## 1. Introduction

This policy should be read in conjunction with other relevant policies, including:

- Health and Safety Policy
- Risk Assessment Policy

1.1 The Management and Governors of Abercorn School will comply with the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) to ensure the safety of all employees, members of the public and contractors etc. who may have reason to be in our premises. We recognise the need to take precautions to maintain the safety of all persons to the premises against the threat of fire or any other emergencies.

1.2 In the event of fire, the safety of pupils, staff and visitors is of paramount importance to Abercorn School and will be given appropriate attention by the School management to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur. Our staff are well trained in the procedures for the safe evacuation and mitigation of damage. The life safety of staff, pupils, contractors, visitors and the emergency services will be Abercorn School's highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.

1.3 School Leadership & Governors will, in consultation with employees and/or their representatives:

- Establish and manage a Fire Risk Assessment framework to apply to all of its premises and that the Fire Risk Assessment is reviewed on a regular basis
- Manage and maintain all buildings and premises to adequately control the risk from fire
- Maintain adequate fire precautions with regard to:
  - *Ensuring adequate arrangements for giving warning in case of fire* ○ *Ensuring that sufficient and suitable exits are maintained within buildings*
  - *Ensuring adequate provision of means for fighting a small fire* ○ *Ensuring all staff receive suitable training, commensurate with their role and the duties they may be required to perform during a fire*
- Ensure that sufficient arrangements are made to warn persons on the premises of a fire situation
- Ensure all staff are aware of the fire procedures and arrangements for the evacuation of the School, the location of the assembly point and the actions to be taken in the event of either discovering a fire or the fire warning sounds
- Ensure that any staff or pupils who may be hard of hearing, mobility impaired or otherwise disabled present on the premises are aware of the activation of the fire alarm, and given assistance to evacuate the building
- Ensure that the fire evacuation policy arrangements make certain that all staff, pupils and visitors have evacuated the premises or are able to identify anyone who may still be in one of the buildings

- Ensure that any persons who are on the premises, who are not employees of Abercorn School, will be made aware of the action they need to take in the event that the fire alarm sounds or they discover a fire
- Ensure that our arrangements are reviewed following any 'near miss' or fire
- Ensure suitable liaison takes place with the Local Authority Fire & Rescue Service
  
- Making adequate provision for the control of fire in work processes, including the control of hot working
- Keeping suitable and sufficient records
  
- Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met
- Making adequate resources available to meet the requirements of this policy

## 2. Responsibilities

2.1 The Head is identified as the **Responsible Person** with regards to Fire Safety within the school, under the Regulatory Reform (Fire Safety) Order 2005 and is responsible, to the Governors, for ensuring that the fire safety policy is implemented.

2.2 The Facilities Coordinator has been given the role of the **Fire Safety Manager**, and is responsible for the implementation and coordination of all fire safety facilities. The Facilities Coordinator will deputise in their absence. The main duties of the Fire Safety Manager are to:

- Ensure that fire risk assessments are carried out to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these. This is undertaken by an outside company every two years who are registered with the following bodies; bsi., FIA, Safe4site, Chas, BAFE, Socotec.
- Ensure that any recommendations made in the fire risk assessment are implemented.
- Be responsible for ensuring that appropriate staff fire safety training takes place
- Produce an emergency evacuation plan and promulgate this plan around the school
- Ensure sufficient fire evacuation drills are conducted
- Ensure that fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are inspected regularly and maintained correctly by competent persons in order to ensure they are in working order.
- Ensure that the fire warning system is tested and maintained correctly by competent persons
- Ensure that the emergency lighting system is tested and maintained correctly by competent persons
- Ensure that fire escape routes, exit doors and corridors etc. are checked regularly, maintained free from obstructions and available for use at all times
- Ensure fire safety inspections are conducted
- Ensure appropriate records are kept regarding fire safety facilities testing and maintenance etc.

- Ensure that any close down procedures are implemented
- Include fire safety in any health and safety reports to the governing body
- Consult with and implement the recommendations of, the local Authority Fire & Rescue Service following any inspection and/or report.
- Ensure records are maintained in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

The Facilities Coordinator will assist the Fire Safety Manager in the day to day management of fire safety facilities and responsibilities.

- 2.3 To further assist the Fire Safety Manager, the School will ensure that there are sufficient competent persons identified from staff (or deputies in their absence) on site at all times to act as “Building sweepers” and that they are appropriately trained to ensure they can conduct their fire safety role. “Sweepers” and their respective roles are appended to this policy.
- 2.4 The Fire Safety Manager will act as Fire Marshal during fire evacuations.
- 2.5 Where suitable competent persons cannot be available within the workforce for other fire safety tasks, competent contractors and fire safety specialists will be employed. These competent persons will provide assistance to the Fire Safety Manager in ensuring compliance with;
- Fire Safety Legislation
  - Company Practices and Procedures
  - Inspecting, Testing & Maintaining Automatic Fire Safety Equipment & Systems
  - Inspecting Testing & Maintaining Portable Fire Fighting Equipment
  - Inspecting Escape Routes and Exit Routes
  - Staff Fire Safety Awareness and Fire Extinguisher Training
  - Evacuation planning and staff evacuation training
- 2.6 All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedures, including the location of all fire alarm break glass units. They should also ensure that any vision panels in doors are kept clear, that fire doors are kept shut and not wedged open, and that escape routes are not obstructed.
- 2.7 The measures to be taken to ensure this can be done will be covered in staff Fire Safety Awareness Training held at regular intervals. Staff should report any concerns regarding fire procedures to the Business Manager, so that the School can investigate and take remedial action if necessary.
- 2.8 Staff must report to the Facilities Coordinator any damage they think may affect the continued safety of anyone in the premises.

### **3. Fire Procedures**

- 3.1 If a fire is discovered the alarm must be raised immediately. This should be the first action taken by anyone discovering a fire, however small. The Governors and the Head of Abercorn School refutes the notion that the alarm should be raised only in the event of a large fire.

- 3.2 All staff are empowered to take this action if they believe there is a fire; no authority should be sought from any other person. The Governors and Head of Abercorn School will always support staff who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- 3.3 Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency procedure followed.
- 3.4 Immediate evacuation of all pupils, visitors and any other person who is not an employee of Abercorn School must take place as soon as the evacuate signal is given. Evacuation routes from buildings are clearly indicated where necessary by the correct signage. There are signs in each room indicating the nearest exit point and staff should make themselves familiar with these. All persons who evacuate should report directly to the assembly area.
- 3.6 Following evacuation of the building, re-entry of the premises is strictly prohibited until the Senior Fire Officer in attendance declares it is safe to do so to the Head, who will advise evacuees of the course of action. ***Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building or that the emergency is over.***
- 3.7 The primary responsibility of staff during a fire emergency is to ensure that all pupils, in their charge, have been evacuated and that the alarm has been raised. Extinguishing the fire, using the portable fire extinguishers, should only be attempted if:
- *they have received training in the safe selection and use of the extinguishers the fire affects their own or another's safety*
  - *they have informed another member of staff of their intention to attempt fire fighting judgement is used, where circumstances indicate, that it is safe to continue.*

Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.

- 3.8 Full details of the procedure to be adopted in case of fire are appended to this policy.

#### **4. Arrangements**

##### **4.1 Fire Warning System.**

4.1.1 A system of automatic fire detection and manual break glass points is provided throughout the school. A competent contractor is engaged to ensure the system complies with the requirements of British Standard 5839 part 1, testing and maintenance.

4.1.2 The fire warning system is currently maintained by Chubb & Choice Fire Alarms as per site. (BAFE approved companies).

4.1.3 The Facilities Coordinators are suitably trained to ensure weekly testing of the system is conducted, the results recorded in the fire log book and any remedial action required for defects etc. is taken.

4.1.4 The location of call points and the control panel is indicated in the premises Fire Log Book.

#### 4.2 Emergency Lighting System

4.2.1 A system of emergency lighting units is provided throughout the premises to indicate the safe routes to take should there be a failure of the lighting circuits. A competent contractor is engaged to ensure the system complies with the requirements of British Standard 5266 part 1, testing and maintenance.

4.2.2 The emergency lighting system is currently maintained in house by facilities staff. Logs of testing and replacements are kept on file at each site.

4.2.3 The Facilities Coordinators are suitably trained to ensure weekly testing of the system is conducted, the results recorded in the Fire Log Book and any remedial action required for defects etc. is taken.

4.2.4 The location of each emergency lighting unit is indicated in the premises Fire Log Book.

#### 4.3 Portable Fire Fighting Equipment

4.3.1 Portable fire extinguishers, of various types, are located at strategic points in the buildings. The types of extinguisher provided will be commensurate with the risks associated within the building. A competent contractor is engaged to ensure that all portable fire extinguishers comply with the requirements of British Standard 5306 part 3, testing and maintenance.

4.3.2 Portable firefighting equipment is currently maintained by Chubb & Choice Fire (BAFE approved companies).

4.3.3 The Facilities Coordinators are suitably trained to ensure adequate inspection of the fire extinguishers provided in premises are located correctly, not damaged and any gauge is showing in the operative range. The results of these inspections will be recorded in the Fire Log Book and any remedial action required for defects etc. is taken.

4.3.4 The location and type of the provided fire extinguishers is indicated in the premises Fire Log Book.

#### 4.4 Escape Routes, Exit Doors & Fire Doors

4.4.1 There are a number of escape routes provided from all buildings to ensure all staff and pupils etc. can escape safely in the event of a fire.

4.4.2 Internal **Doors**, if magnetic are linked to the fire alarm and will automatically close when the alarm is activated.

4.4.3 A number of fire doors are also provided for compartmentation, to help prevent the spread of fire and smoke. These doors will automatically close when the fire alarm is activated.

4.4.4 Sufficient members of staff will be suitably trained to conduct regular inspections of escape routes and exit doors, the results of these inspections recorded in the fire log book and any remedial action for defects etc. is taken.

#### 4.5 Staff Training

4.5.1 All staff will receive appropriate and regular training in Fire Safety and Procedures commensurate with their role within the fire policy of Abercorn School. Staff should take an active part in this very important training and it is mandatory to attend training when arranged. Full records will be maintained in the Fire Log Book.

4.5.2 Fire evacuation drills will be held at regular intervals to ensure staff and pupils are aware of the procedure to follow for the evacuation of the school. Staff should take a full and active part in all fire evacuation drills. Full records will be maintained in the Fire Log Book. A fire drill is practiced at least once every term.

#### 4.6 Safe Handling and Use of Substances

4.6.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment. More details can be found in COSHH book which has detailed safety data sheets of all substances used on the premises.

4.6.2 All staff must ensure that hazardous substances are locked away after use.

#### 4.7 Testing of Electrical Equipment, Gas Appliances etc

4.7.1 The Facilities Coordinators will ensure that all equipment and systems including mains and portable electrical equipment which is the property of Abercorn School and used for the business, gas appliances, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained. Electrical equipment on site are identifiable via barcode/asset number clearly labelled on the piece of equipment. The unique identifier may be scanned or manually looked up on the asset database which will provide additional information including PAT test data.

4.7.2 For full details please refer to the Abercorn School Health and Safety Policy.

#### 4.8 Contractors

4.8.1 External contractors working on site will be required to register their attendance by signing in upon arrival and signing out upon departure in the visitors' book which is held at reception.

4.8.2 The Fire Safety Manager will be required to ensure that contractors are fully briefed to ensure they are familiar with the means of escape from where they are working, understand the fire warning system and the actions required, the location of the assembly area and the location of fire-fighting equipment.

4.8.3 The Fire Safety Manager should also ensure that any maintenance staff or external contractors undertaking hot work (cutting, welding, soldering etc.) have the necessary 'hot work' permit (see Appendix 4).

### **FIRE POLICY Appendix 1:**

#### **Fire Risk Assessment**

See separate document: 'Fire Risk Assessment'

### **Appendix 2: Procedure in Case of Fire**

#### Purpose of the Plan

The purpose of the evacuation plan is to ensure the safe, orderly and efficient evacuation of all occupants of the school using all the exit facilities available and to get the mind attuned to acting rationally when confronted with a fire or other emergency at the school.

#### General Details

**If you discover a fire** act quickly. Immediately operate the nearest Break Glass Point (Make sure you know the position of fire alarm break glass points in all rooms in which you use). Direct the pupils in your charge to their assembly positions and, as you evacuate the building, close as many doors and windows as possible as long as it is safe to do so.

Anyone (pupil or staff) discovering a fire should immediately sound the nearest fire alarm; pupils should be taught to inform the nearest member of staff.

*If the fire is not blocking your evacuation route or is not affecting your safety or another person's safety, an attempt to extinguish the fire should only be considered if there is no personal risk and you have received training in the safe selection and use of portable fire extinguishers.*



**If the fire warning sounds** act quickly. Staff working with pupils must prepare the pupils in their care to evacuate via the nearest safe exit and move quickly and quietly to the designated Assembly Area. As you evacuate, close as many doors and windows as possible as long as it is safe to do so.

Upon hearing the fire alarm, pupils should be directed by the member of staff in charge of the class, of the exit route to be taken. They should leave in an orderly fashion, at a steady pace, to the Assembly Area. The member of staff should follow at the rear, closing the windows and door of the classroom, and any other doors along the exit route which are no longer required.

The last person leaving the building through the fire doors must close the doors behind them.

At staircases, the class should descend in single file. Overtaking by classes or individuals on the staircase should not be allowed.

Anyone not in class when the alarm sounds, (in toilets, staff rooms, passage ways etc.) should make their way direct to the Assembly Area and join their appropriate class or group. Any other staff, on hearing the alarm should go immediately to the Assembly Area, unless they have any specific Building sweeper or evacuation duties that warrant their presence elsewhere.

If necessary, all staff, whether members of staff in classrooms or elsewhere on site, should ensure that any closedown procedures (cooking facilities, portable heaters etc.) have been implemented if possible, before evacuating the building.

***No one must be allowed to re-enter the building to retrieve any clothing, books, belongings etc., until permission is given by the Head (or in their absence, the Deputy Head) after confirmation from the Fire Marshal.***

### **Summary of Sequence of Events**

- *Alarm sounds*
- *Evacuate*
- *Investigate origin of alarm*
- *Assembly*
- *Roll call*