



# Gosfield School

## Fire Safety Policy

Whole School, including EYFS

Gosfield School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

### LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions that are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

### RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Principal has the ultimate responsibility for the implementation and management of this policy.
- The Health and Safety Officer is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

### POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

## MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' that is, the Health and Safety Officer. The Health and Safety Officer will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- Ensure that the means of escape have adequate emergency lighting.
- Provide and maintain in working order all firefighting appliances and devices including: fire detection and alarm systems; emergency lighting systems; fire fighting equipment; notices and signage relating to fire procedures; means of escape, taking into account the needs of any disabled users.
- Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.
- Identify any special risks, for example the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place.
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

**The school fire detection and alarm system** is maintained and checked by Anglia Fire biannually.

The alarm sounders are tested on a weekly basis by a member of the grounds team.

**The school emergency lighting** is checked monthly by a member of the grounds team, and biannually by Anglia Fire.

**Notices and Signage** are updated as and when required and checked annually by a member of the grounds team.

**Fire fighting equipment** is visually checked weekly by a member of the grounds team and extinguishers are replenished or replaced annually by Anglia Fire.

**A Fire Log Book** which contains records of fire safety issues is maintained by a member of the grounds team and located electronically on the school network, backed up to a different building in case of fire or destruction. These issues include:

- fire drills
- the storing of hazardous materials
- the inspection and testing of fire detection and alarm systems; emergency lighting systems; fire fighting equipment; staff training records

## FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept by the Estates Manager in the Estates office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **Causes of Fire**

In order to minimise the risk of an outbreak of fire occurring, and also to minimise the damage should an outbreak occur, it is necessary to establish an awareness on the part of both staff and pupils of the potential causes of fire and of the conditions which can contribute to the development and spread of fire.

The main causes of fire on school premises are:

- Malicious causes
- Defective electrical wiring and equipment
- Careless disposal of cigarette ends and matches
- Carelessness in the use of flammable substances
- Hot works: using flame or spark generating equipment

### **Fire Prevention**

It is vital that staff remain vigilant to the dangers of fire at all times. All members of staff must be familiar with:

- Action to take on discovering a fire
- Location of the nearest Fire Alarm Call Point
- Nearest exit
- Locations of fire extinguishers on each floor
- Locations of evacuation assembly point outside the building

By staff carrying out effective housekeeping policies within their own work area the risks of a fire can be greatly reduced.

- Always maintain a neat and tidy workplace
- Ensure paper/boxes/filing etc do not accumulate
- Ensure that electrical cables are kept tidy and not left to trail across the floor and are in a good serviceable condition

### **Flammable Substances**

The greatest care should be taken in the handling and use of flammable substances, particularly those which produce flammable vapours. Many serious fires and accidents have been caused by flammable vapours drifting considerable distances to a source of ignition. All flammable substances should be locked away in suitable metal cupboards or boxes whenever they are not being used.

### **Housekeeping**

Many small outbreaks of fire have developed and spread as a result of doors being left open. It is therefore most important to ensure that, as far as possible, doors are kept closed. This is particularly important when the premises are unoccupied. Self-closing doors are provided to protect escape routes and in no circumstances should they be wedged in the open position.

### **Security**

Because of the rapidly increasing incidence in Britain of malicious fires on school premises it is important to pay particular attention to fire security. It is therefore necessary to ensure that doors and windows are never left open when the premises are unoccupied.

### **Fire Drills**

Fire drills are conducted at least once per school term at the instigation of the Principal. Drills may be made as realistic as possible by making one escape route impassable or by asking a pupil to remain in a classroom. Predetermined points at which both staff and pupils can assemble are established in the school grounds. A roll call is taken of pupils, staff and visitors.

### **Training**

All staff receive basic fire safety induction training by the Health and Safety Officer during INSET and attend refresher sessions annually.

The Health and Safety Officer has Fire Safety training and trains the fire marshals in the Prep and Senior Schools, giving them more detailed instruction.

Pupils are given instruction by their class teachers/form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.

Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff at the weekly staff briefing and through the Minutes of the Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

### **Fire Wardens (Teaching Staff/Staff Duties)**

Fire Wardens should ensure so far as is reasonably practicable, but not putting themselves in any danger, that all rooms in their area of responsibility are vacated and the doors are closed. They should be the last person to evacuate their area. On reaching the Assembly point they conduct a check on the status of pupils and staff, including those on leave, at lunch or absent. They report to the Incident Control Officer (ICO), the Head of Prep and the Deputy Head Academic (or in their absence to a member of SLT) and confirm that their area is clear and all pupils and staff have been accounted for.

### **First Aiders**

Wherever possible First Aiders should take a first aid kit with them to the Fire Assembly Point. After reporting to their Fire Warden they should report to the ICO.

### **Fire Extinguishers**

It is important that the correct type of extinguisher is used for particular types of fire. There are 4 kinds:

Class A	fires involving solid materials where combustion normally takes place with the formation of glowing embers
Class B	fires involving liquids or liquefiable solids
Class C	fires involving gases
Class D	fires involving metals

REMEMBER: Water based extinguishers must not be used on or near electrical items.

### **Fire Fighting**

Members of staff should be aware of the location and the method of operation of fire extinguishers.

Fire fighting should only be carried out when it is obvious that there is no risk involved. It should never take precedence over the activation of the alarm or the evacuation of the premises. You may be able to deal with a small fire such as material alight in a waste bin by using a fire extinguisher, but before fighting any fire ensure that you are using the correct type of extinguisher. All fire extinguishers are clearly labelled.

### **ACTION ON DISCOVERING A FIRE**

In the event of a fire the alarm system should be activated by any individual without delay.

***The fire service must be called to all outbreaks of fire, no matter how small.*** This will be done by general office staff immediately on hearing the alarm. If in doubt call the Fire Brigade yourself when in a safe area.

### **Action on Hearing the Alarm**

- Evacuate immediately in a quiet and orderly manner. Any pupil not in their own class should be instructed to go with the teacher they are with and report to the ICO that they are detached from their normal roll call point
- Leave by the nearest available exit, closing any doors behind you that you can do safely
- Follow any specific instructions given
- Do not attempt to retrieve personal belongings
- Once outside move directly to your evacuation assembly point for roll call
- Do not attempt to re-enter the building until the Incident Control Officer, who will be instructed by the Fire Brigade, gives the all clear

### **ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING.**

The ICO must be informed immediately of the source of any fire or the cause of any accidental alarm signal.

Staff should be familiar with the escape routes for all rooms they use.

Location of the Fire Assembly Points:

- **The Plot** (Main Car Park) for all areas **except** Meadow Court (The Prep School)
- **Car Park** by the Sports Hall for Meadow Court

These procedures are valid during the normal working day. However, an incident can happen before registration has closed at 9.30am and during activities.

**Before registers have closed:** We assume that a pupil could be in school until we have confirmation that they are absent. Office staff must attempt to contact parents to confirm that a pupil is not in school.

**During activities:** The activity leader must take his/her register to the assembly point and is responsible for confirming that everyone is accounted for.

**NO ONE WILL LEAVE THE ASSEMBLY POINTS UNTIL GIVEN THE ALL CLEAR BY THE INCIDENT CONTROL OFFICER.**

**SL**

**SEPTEMBER 2018**

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**Ratified by the Governing Council of Gosfield School**

Signed \_\_\_\_\_ (Chair of Governors) Date \_\_\_\_\_