



## **Fire Risk Assessment & Fire Procedures Policy**

**This policy applies to all pupils in school, including EYFS**

**Reviewed: November 2016**

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**Annual Review: Autumn Term**

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**Fire Risk Assessment & Fire Procedures Policy**  
**This policy applies to Gateway School, together with its EYFS setting**

The Regulatory Reform (Fire Safety) Order 2005

### Policy Statement

Gateway School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees in relation to the arrangements for action to be taken in the event of fire on the premises.

### Responsibilities

**THE H&S OFFICER** as the person with the day to day safety management of the grounds and building will be responsible for:

- ensuring fire safety within the premise
- the fire safety features provided
- ensuring, so far as is reasonably practicable, the safety of employees and in relation to relevant persons who are not employees, take fire precautions as may reasonably be required in the circumstances to ensure that the premises are safe.
- ensuring that a fire safety manual is prepared containing details of the following:
  - The Fire Safety Risk Assessment
  - Drawings of the premises showing the fire safety features provided, including fire doors, alarm call points, sounders, emergency lighting, fire fighting equipment
  - Details of the routine maintenance activities and frequencies of routine testing
  - Details of the fire drill routine
  - Details of the fire safety training of staff
  - Log books or maintenance, tests ,training

### ALL OTHER STAFF

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to co-operate fully in complying with any procedures to protect the safety and well-being of their colleagues, pupils and visitors.

### PROCEDURES

#### 1 Risk Assessment

- In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment.
- The following risks were included in the assessment:
  - i) Ignition Sources
  - ii) Combustible materials

- iii) People at risk
- iv) Adverse structural features

## 2. Management to reduce the risk to employees and other persons on the premises

### A. Fire Detection and Warning

- i) Smoke detectors are installed in areas which form part of an evacuation route and which may be unattended in the event of a fire or where there is one route only available.
- ii) A heat detector is installed in the kitchen
- iii) When a fire call point is activated an alarm is sounded throughout the school
- iv) The fire alarm panel is situated in the secretary's office and will indicate the place of call point activation

### B Means of Escape in Case of Fire

- i) Escape routes will be kept free of obstruction
- ii) Escape routes lead to a place of safety for all people in less than the required two minutes
- iii) More than one exit route from the room/building is available where the structure of the building allows.
- iv) All escape route doors open in the direction of escape
- v) Doors from the first floor on to the fire escape are push bar
- vi) All other doors are opened as part of the morning unlocking of the school
- vii) Escape routes are clearly signed using luminous pictograms
- viii) Emergency lighting is installed in 26 locations as instructed by fire inspector (Chubb)
- ix) Provisions are made for assistance of people with special needs by a nominated member of staff

### C Fire-Fighting Equipment

- i) Suitable and sufficient fire-fighting equipment is provided in all areas
- ii) Fire-fighting equipment is placed on exit routes
- iii) Employees are trained to be competent in the use of fire-fighting equipment
- iv) All fire-fighting equipment is clearly visible and signed

### D Fire Emergency Plan and Training

- i) The fire emergency plan gives clear instruction regarding the action to be taken by staff in the event of fire.
- ii) The evacuation procedure and route to be taken to the Assemble Point is clearly posted in each room
- iii) The fire brigade is called from the secretary's office
- iv) A member of the SMT/ Bursar liaises with the emergency services when an incident occurs
- v) Information about access to the school is provided to the emergency services
- vi) In the event of a fire out of school hours, information with regard to key holders and contact numbers is provided to the emergency services

vii) All staff will receive induction training regarding the Fire Emergency Plan

viii) Fire drill practice takes place at least once per term

## E Maintenance and routine testing

### Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom.
- The H&S Officer checks that the fire alarm panel indicates no faults

### Weekly

- The H&S Officer ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.
- The H&S Officer ensures that a flick test is carried out on the Emergency lighting x 26 every 4 weeks and logged.

### Bi-annually

- The fire alarm system, including the smoke detectors heat detector and emergency lighting is tested six-monthly by the provider (Chubb Security)

### Annually

- All fire-fighting equipment is checked annually by the providers (Chubb Security)
- Portable electrical equipment is inspected annually by an electrician
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch in S1 and the Bunsen burners

### Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

## 3. Measures to reduce the risk of fire

- i) Gateway School has a non smoking policy
- ii) Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire
- iii) A cut-off mains switch for both gas and electricity is installed in the science laboratory.
- iv) Fire doors are installed at the point of high risk
- v) Internal doors are closed at the end of the working day
- vi) No electrical equipment should be brought on site without the knowledge and inspection of the H&S Officer. Mobile telephone chargers are not allowed in school.

- vii) Combustible waste is cleared from the classrooms daily and the paper recycling bin is emptied weekly
- viii) The H&S Officer will liaise with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation

#### **4. Monitoring and reviewing**

- A review of the Fire Safety Manual is carried out annually or whenever material changes occur
- The fire evacuation procedure practices are assessed each time to identify and rectify any deficiencies.

### **PROCEDURES IN THE EVENT OF A FIRE**

#### **On discovering a fire**

- raise the alarm immediately
- guide the children to the assembly point for roll call
- close windows and doors behind you if possible
- do not attempt to fight the fire unless you have been trained to do so
- do not return to the place of fire

#### **On hearing the alarm**

- tell the children to cease what they are doing and proceed silently in single file to the assembly point
- the registers will be handed out by the office staff
- tick names on the register at assembly point and hold the register in the air to signify a completed roll call.
- should a child be missing, hold up the red card attached to the register and a member of the office team will come and help
- ensure any visitors accompany you

#### **Fire Marshals**

- Encourage staff around you to evacuate and to proceed to the assembly point
- Report to the person in charge, noting any absentees

#### **Person in charge**

- Confirm all persons have been accounted for
- Gather the details (location / type / adjacent fire hazards) of any fire or incident
- Ensure the fire brigade had been called
- Liaise with the fire brigade on its arrival

