



GATEWAY SCHOOL

— GREAT MISSENDEN —

Fire Risk Assessment & Fire Procedures Policy

This policy applies to all pupils in school, including EYFS

Reviewed
Date for Revision:
Annual Review:

January 2022
September 2022
Autumn Term Cath Bufton Green, Headteacher
Helen Francis, Compliance Officer

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

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Headteacher/Principal: Cath Bufton-Green

Chair of Health and Safety Committee: Helen Francis

**Lead Person for Fire Safety
("the competent person"):** Helen Francis

Fire Wardens/Fire Marshals: **Tim Miles/Helen Francis** - House (downstairs)
Sam Woods/Hermoine Cheal - House (upstairs)
Tricia Hitchin/Rachel Grosse - S Block (including
toilets)
Natasha Harrison/Steve Reid - N Block (including
toilets)
Harbi Sahota/David Lloyd - G Block (including toilets)
Abbie Smith/Sarah Winfield/Julie Mackay - Nursery
Naomi Ward/Emma Folker - T Block
Preschool - Have a specific policy and
designated named persons appointed within the unit.
Areas to be checked: conservatory, outdoor playhouse,
toilets inside & disabled toilet
Groundsman (PG)/Facilities Officer (HF) will sweep the
outside of the school buildings & PG will man the front
gate allowing emergency services to gain access
Staff Toilets - Staff in the vicinity exiting the building via
the house staff kitchen area

Education Board Steven Wade, David Williams, Gregg Davies

ADDRESS(ES) OF PREMISES

Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA

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.

PERSONS AT RISK

During a typical working day there can be approximately 260 pupils/students and 70 staff on the school site.

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 premises.
- 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 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 cooperate 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

The School engages Chubb to undertake its Fire Risk Assessment (FRA). This is undertaken every three years and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the health and safety officer.

Date of last external Fire Risk Assessment: 14/12/2020

Date of last in-house review of the FRA: 31/08/2021

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meeting is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

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) There are two fire alarm panels, one situated in the main school office and one in the N Block, both indicate the zone of the 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 onto 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 main school 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 fault

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 27 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) Boilers, sparks from light switches and other electrical equipment; All boilers are serviced annually by Kevin Sweeney Gas and Heating Services
- iii) 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

- iv) A cut-off mains switch for both gas and electricity is installed in the science laboratory.
- v) Fire doors are installed at the point of high risk
- vi) Internal doors are closed at the end of the working day
- vii) 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.
- viii) Combustible solids and liquids are not subject to heat or naked flame.
- ix) Combustible waste is cleared from the classrooms daily and the paper recycling bin is emptied weekly
- x) Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked cabinets and their access restricted to authorised personnel. These cabinets are located in designated rooms with a coded lock on the door.
- xi) Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- xii) Cooking: electricity and gas services within the kitchen/staff room/boarding are regularly checked.
- xiii) Science: electricity and gas services within the labs and prep rooms are regularly checked. A cut-off mains switch is installed in the science laboratory & the kitchen.
- xiv) Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- xv) Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school. New items are tested at the end of their first year in use.
- xvi) first year in use.
- xvii) The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- xviii) Computers: Computers are in every classroom, the school office, and the Deputy Head Teacher's office and in mobile units around the school. Pupils should not be left unsupervised with computers.
- xix) Fire doors are installed at the point of high risk.
- xx) All internal doors are closed at the end of the working day.
- xxi) 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.
- xxii) The H&S Officer will liaise with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation

SUMMARY OF FIRE SAFETY RESOURCES

- There is a fire alarm system installed.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers and fire blankets

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to the Facilities/Compliance Officer
- Average evacuation time in standard drills including the time needed to account for everyone is under 3 minutes for the entire school including Preschool and is judged to be adequate given that the spread of a fire is likely to be slow.
- Staff are trained in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There are adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee AT ANY TIME.

DETAILED EVALUATION

1. The school premises are used for educational purposes only.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.
 - Maintenance of fire extinguishers is undertaken 6 monthly by Chubb
 - Maintenance of fire alarm system is undertaken annually by Chubb
 - Maintenance of emergency lighting is undertaken 6 monthly by Chubb
 - Maintenance of fire detection equipment is undertaken 6 monthly by Chubb
3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs at the back of the main house which are easily accessed from the second floor classrooms. All year groups have an external door on their floor.

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.
5. There are fire alarms throughout all school buildings
6. Emergency lighting is in place in all school buildings and exits. These are checked half termly by the maintenance team. They are also checked visually with the weekly fire point tests. They are tested by Chubb twice a year.
7. There is a detailed Fire Emergency Plan for the building
8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school office.
9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.
10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point.
11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.
12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival.
13. Alarm systems are linked across the whole school site; When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.
14. The fire alarm panel is situated in the front office in the Main House which will indicate the place of call point activation.
15. The Facilities/Compliance Officer & the Headteacher liaises with the emergency services when an incident occurs.
17. Information about access to the school is provided to the emergency services.
18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

ARSON: THREE POINT ACTION PLAN

1. Deter unauthorised entry onto the site by

- Installation of a robust fence and gate.
- Ensuring that all windows are closed and locked once the premises is vacated
- Preventing unauthorised entry to the building by use of an intercom door entry system to identify the visitor

2. Reduce the opportunity to start a fire by ensuring that

- All flammable materials are stored securely in locked fire cabinets

3. Reduce scope of fire damage and any losses and disruptions by

- Making sure all fire doors are closed
- Ensuring that any flammable materials are returned to locked cabinets after use.
- Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
- Ensuring that all data to secure the continued operation of the school is backed up and stored off site

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.

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 Facilities/Compliance Officer checks that the fire alarm panel indicates no faults

Weekly

- The Facilities/Compliance 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.

Monthly

- The Facilities/Compliance Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

Bi-annually

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

Annually

- All fire-fighting equipment is checked annually by the providers Chubb
- Portable electrical equipment is inspected annually and PAT tested by a qualified person (Selleck Testing Ltd)
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch and the Bunsen burners. These switches are located in the Science Room and the kitchen

Five Yearly

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

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Role of Fire Marshals:

- On hearing the fire alarm, each marshal will check that their designated area is evacuated and, without taking any risks, ensure that the doors and windows are all closed. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

Role of Form Tutors:

- Registers are to be taken by form tutors or Classes are to be registered by the member of staff teaching them at the time (or explain any similar arrangements, ensuring that there is a clear plan to cover situations when, for example, the form tutor is a part-time teacher or may be off-site coaching games or at a sports fixture). Class lists will be provided by the front office staff at the roll call point
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils by holding your register aloft.
- If you cannot account for all of your pupils you should signal using the red card attached to the register & then verbally inform the person in charge of any missing persons

Role of teaching staff who do not have a tutor group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point.
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- It is important not to allow pupils to mix into other groups or become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.

Role of members of the front office

- To ensure that the tutor folders issued to staff in the event of an emergency are kept up to date. These folders should contain the following:
 - A list of each member of that particular class/tutor group
 - Information of whether each pupil should be present in the building
 - Contact phone number
- The information in the folder should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group that states which pupil is not timetabled to be in the building during each timetabled lesson.
- Dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site are taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Person in charge at the roll call point

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff
- Liaise with the fire brigade on its arrival.

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

APPENDIX**Fire Drill Procedures 2021-22**

All rooms have a red 'Fire Action' notice displayed outlining the procedures to be followed in the event of the fire alarm being sounded.

Fire Wardens:

- On hearing the fire alarm, each warden will check that their designated area is evacuated and, without taking any risks, ensure that the doors and windows are all closed and lights switched off as they exit the building.
- During the evacuation the fire warden should encourage any pupils and staff in their designated area to evacuate and to proceed quietly to the assembly point.
- The fire warden's primary role is to ensure that there are no persons left in his/her designated areas.

Area of responsibility	Fire Warden & Fire Marshal	If Fire Warden is absent the following members of staff will take the Fire Warden's responsibility
House (downstairs)	Tim Miles	Helen Francis
House (upstairs)	Sam Woods	Hermione Cheal
S block including toilets	Tricia Hichin	Rachel Grosse
N block including toilets	Natasha Harrison	Steve Reid
G block including toilets	Harbi Sahota	David Lloyd
F (Nursery)	Abbie Smith	Sarah Winfield/Julie Mackay
T block	Naomi Ward	Emma Folker
Front gate (allowing emergency services to gain access)	Phil Gibbons (Groundsman)	Helen Brown
Staff Toilets	Staff in the vicinity exiting the building via the house staff kitchen area	

Office Staff:

Laurinda Davies (Karen MacKenzie-Crooks in LD's absence) to share tutor folders to staff in the event of an emergency. These must be kept up to date. These folders should contain the following:

- *A list of each member of that particular class/tutor group*
- *Information of whether each pupil should be present in the building*
- *Contact phone number*
- Ask visitors to exit the building ensuring that the door is closed behind them
- Dial 999 and call the fire brigade and, if necessary, other emergency services
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site are taken to the roll call point
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Form Tutors:

- Classes are to be registered by the member of staff teaching them at the time
- Class lists will be provided by the front office staff at the roll call point
- Once you have completed the roll call and accounted for all of your pupils hold your register aloft.
- If you cannot account for all of your pupils you should signal using the red card attached to the register & then verbally inform the person in charge of any missing persons.

Role of Person in charge at the roll call point:

Cath Bufton-Green (Headteacher) or Natasha Harrison (Deputy Headteacher) in absence of headteacher.

- Confirm all persons have been accounted for
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff
- Liaise with the fire brigade on its arrival.

Definitions:**Fire Marshal**

A fire marshal is responsible for identifying fire hazards and reporting them to the Facilities/Compliance Officer, the Groundsman and the Senior Leadership Team. All staff have a responsibility to do this through continual observation and inspection of the building. Those members of staff identified as a Fire Warden are also named as Fire Marshals as they have received specific training in relation to fire prevention and management.

Fire Warden

Fire wardens are required to ensure that the building is emptied upon fire alarm activation. They are given designated areas of the building to sweep to confirm that no-one is within that area.