



12b Fire Safety, Procedures and Risk Assessment Policy

Review cycle:	Every year
Review by:	SMT, G(H&S), G (Board)
Last Governor Approval:	Spring 2021
Next Governor Approval:	Spring 2022

Policies linked to:

- Critical Incident Management Plan
- Lockdown procedures
- Special Educational Needs and/or Disabilities Policy
- Accessibility Plan
- Health and Safety Policy

This document also appears on:

- School Website
- Staff Intranet

The Regulatory Framework that supports this policy can be found within the Appendix at the end.

THIS POLICY ALSO APPLIES TO EARLY YEARS

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Statement of Intent

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The Beacon School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

All major incidents must be reported to the Chair or Vice-Chairman of Governors by the Director of Finance and Operations.

Legal Framework

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

The Regulatory Reform (Fire Safety) Order 2005

Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'

DfE (2015) 'Supporting Pupils at School with Medical Conditions'

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

Health and Safety Policy

Fire Safety Risk Assessment

Fire Evacuation Record

Fire Evacuation Instructions (FEI)

Responsibilities of the Governing Board

The governing board, in consultation with the Director of Finance and Operations, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

The governing board endeavours to provide:

- 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.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the **FSO** and all other staff.

Responsibilities of the Director of Finance and Operations

The Director of Finance and Operations 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 the Fire Safety Policy is implemented by all members of staff across the school.
- Designate an FSO to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
- Work with the FSO to review and update this policy accordingly, every year.

- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The Responsibilities of the Fire Safety Officer (FSO)

The Facilities Manager is the designated School Fire Safety Officer and is responsible, in conjunction with the Director of Finance and Operations, for ensuring that:

- The Fire Safety policy is kept under regular review by Governors and the SMT.
 - The Fire Safety policy is communicated to the entire school community.
 - Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
 - Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
 - Fire risk assessments are regularly reviewed and updated.
 - Fire prevention measures are meticulously followed.
 - Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
 - Records are kept of all fire practices
 - Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
 - Sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
 - There is regular review of relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
 - Communication of relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board occurs.
 - Risk assessments are undertaken and necessary procedures are in place to mitigate the risks of fires.
 - a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits is in place.
 - personal emergency evacuation plans (PEEPs) are created by Medical Centre for people who will require assistance during fire drills.
 - The emergency services are contacted in the event of a fire.
 - Fire extinguishers are used where necessary by appropriately trained staff only.
 - A temporary **FSO** is appointed in their absence.
 - Steps are taken to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity

Responsibilities of staff members

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO and Director of Finance and Operations on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO 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 the Fire Safety 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. Staff will also not entertain all improper use of such equipment.
- 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 FSO and/or the designated health and safety officer.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Responsibilities of pupils

All pupils will:

- 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.
- Observe all health and safety rules of the school.
- 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.

Responsibilities of visitors and contractors

All visitors and contractors will:

- Be aware of the school'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 the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the Director of Finance and Operations of all potential risks to staff, pupils and visitors.
- Assist the Director of Finance and Operations and FSO in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the FSO and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the Director of Finance and Operations or FSO.

Risk assessments and checklists

The FSO in conjunction with the Director of Finance and Operations has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance.

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 the school.

The fire risk assessments will be reviewed by the **FSO** and, where necessary, 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 the school 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 the school, 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 the school.

The FSO 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.

Preventative measures

- Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the FSO and measures are put in place to ensure these risks are mitigated and controlled.
- Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.
- Pupils will be supervised at all times whilst undertaking processes involving heat, such as using bunsen burners.
- All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.
- Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.
- Relevant risk assessments are undertaken before using certain equipment, e.g. the D&T Room Risk Assessment.
- Stocks of flammable liquids, materials and gases are 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 should be kept locked in secure cupboards, away from pupils.
- Flammable liquids, materials and gases are kept separate from each other in storage.
- All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part (though not necessarily each room) of all buildings.
- Fire notices and evacuation signs are displayed by all final exits, break glasses and fire exit points
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes in Osborne and Lower School. Staff are instructed not to wedge other doors open.

- All panels for the alarm system show the location of the fire/activated detector. They are fitted with an uninterrupted power supply (UPS) via back up batteries.
- Alarms sound simultaneously in all parts of all buildings.

Keeping fire routes and exits clear at all times.

- A member of the Estates team is responsible for unlocking the buildings in the morning, when unlocking all emergency exits (except the fire exit onto the front car park between Cooking & Nutrition and CDT; this is held on magnetic catches that can be released via a break glass point), checks that escape routes are not obstructed, and reports any defects.
- It is the responsibility of the Facilities Manager to ensure that the fire alarms are tested weekly, via the break glass points on a rotational basis so that each point is tested over the year. This also tests the automatic door closures. All tests and defects are recorded.
- An ISO9001 certified/BAFE approved contractor is commissioned to carry out:
 - Annual checks of emergency lights and fire extinguishers
 - Six monthly service of alarms and smoke/heat detectors
- Records of all tests are kept in the Estates Department.

Plans showing the location of fire hydrants, gas and electricity shut off points are kept in the Facilities Manager's office and the Estates Department.

Educating pupils

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.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

Measures for people with disabilities

The FSO and Director of Finance and Operations will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a PEEP, created by the Medical Centre team. 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 don't attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.

Refuge areas are located around the school; in the event of a fire, and if there is no alternative escape route, people with physical disabilities should 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 school's refuge areas on their arrival at the school.

Cooking facilities

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

The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned every day by the school's cleaners.

The school's site manager will check all electrical equipment in the kitchens, dining room and classrooms termly, to ensure their usability and safety.

A competent person will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

Pupils will be allowed to use the cookers and microwaves under close supervision.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Staff members, including lunchtime supervisors, will report any defective equipment to the site manager, FSO or Director of Finance and Operations as soon as possible.

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 the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils.

Electrical equipment is reviewed in accordance with relevant school policy, and steps are taken, e.g. regular checks by the FSO, to ensure equipment is maintained to a high standard.

Procedure in the event of a fire

The person who discovers the fire/smoke will sound the nearest fire alarm.

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. A register will be taken for all pupils, by their class teacher.

Lifts will not be used during an emergency evacuation.

During registers, pupils will remain silent to ensure the process can be completed quickly.

As soon as the fire alarm sounds, fire boards are checked by the FSO and the area assessed before a decision is made to call the Emergency Services

People will only be allowed to re-enter the building once it has been deemed safe by the FSO 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 FSO and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the FSO will ring for an ambulance immediately.

Measures, such as multiple fire escapes and exits are put in place to ensure all staff members, pupils and visitors can escape the school.

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

Fire exits are kept clear and are clearly signed.

The school has relevant and up-to-date Fire Evacuation Instructions (FEI) in place.

The FEI will be reviewed by the FSO and Director of Finance and Operations once per year, to ensure they are accurate and relevant.

A copy of the school's FEI are kept in every classroom.

As part of their training, all staff members will familiarise themselves with the FEI.

Detection equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school 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.

A trained electrical engineer will test the smoke and fire detectors twice a year; any required maintenance will also be carried out by the engineer.

The FSO or a member of his team will test the fire detection equipment and emergency lighting on a weekly basis.

The school's budget is adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

Fire protection equipment is available and easily accessible all around the school.

Fire blankets are available in all school kitchens, laboratories and workshops.

All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are visually checked by the FSO on a regular basis.

The school's budget is adjusted to ensure the upkeep of fire protection equipment.

The FSO will keep a checklist of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.

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 annually by an appointed specialist contractor to ensure it remains in full working order.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

Fire drills

The FSO 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.

Pupils will go to their class's designated evacuation point for a registration call.

Class teachers and pupils will only be allowed to return to their lessons/activities once all registers have been called.

Non-teaching staff members, e.g. administrative staff, visitors and contractors, will be allowed to return to their work once the drill is deemed to be completed.

Depending on the success of the fire drill, e.g. how long the evacuation took; the FSO may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be noted in the school's Fire Evacuation Record.

During the fire drill, teachers 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.

The FSO will make notes based on the evacuation, e.g. speed and organisation, in the school's Fire Evacuation Record.

Responsibilities of fire wardens

Our Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Their role is to identify the source of the fire, ensure that the buildings are evacuated safely and confirm whether buildings have been cleared prior to the Fire and Rescue Service arriving on-site.

Tag-Evac

Twenty nine areas of the school have been fitted with a "tag" evacuation safety device. In the event that the alarm sounds, on evacuation, Fire Wardens have the responsibility of checking that the building is empty before detaching the "tag" from its protective casing and bringing it to be inserted onto the Control Board at the Fire Assembly point. This will then give an indication of the completeness of the evacuation of the school, and also provide assurance to Fire Officers that the school is empty of visitors, staff and pupils.

Staff training

Staff will undergo mandatory online fire safety training after joining the school. This will be using the school's online training platform, Educare, 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 every three years to ensure staff members are reminded of the procedures in place, and know what to do in the event of a fire.

All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

The FSO and Fire Wardens will undergo training every three years with fire safety professionals, to ensure they are capable of carrying out their roles.

To help ensure staff members are knowledgeable about fire safety, the FSO will communicate regular updates and correspondence.

Monitoring and review

This policy will be reviewed annually by the FSO and the Director of Finance and Operations, after any changes to relevant legislation or statutory guidance and reviewed by the Senior Management Team.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

APPENDIX 1

Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

**The Beacon
Emergency Evacuation Instructions**

IF YOU DISCOVER A FIRE:

- Operate the nearest alarm call point
- Alert the school secretary, Facilities Manager or other member of staff giving them a brief description of what you have seen and asking them to call the fire brigade (9-999)
- Evacuate via the NEAREST exit and proceed to the Assembly Point unless you have further responsibilities as set out under "if you hear the fire alarm" section below.
- If a fire is in your pathway use an alternate exit and Assembly Point
- The main Assembly Point is on the Astro-turf but those in the Dining Hall/Kitchen should go to the Assembly Point in the North car park, those in the classrooms adjacent to the School House car park should assemble in the School House car park) unless you have further responsibilities as set out under "if you hear the fire alarm" section below
- If reasonably safe to do so, only a designated fire marshall may tackle the fire with the appropriate fire appliance

IF YOU HEAR THE FIRE ALARM (The FIRE ALARM is a continuous siren as sounded for test purposes at 1pm on Wednesdays. DO NOT EVACUATE to the air raid siren sound which indicates a lockdown.):

- There should be ABSOLUTE SILENCE from the moment the alarm sounds.
- Pupils must listen carefully to instructions given to them by any member of staff
- If in class, club or music lesson, the order to evacuate will be given by the class teacher, club supervisor or music teacher
- If you are between buildings, in the toilets or returning from games, go to the assembly points by yourself and join your class/tutor group. DO NOT ENTER A BUILDING.
- All pupils and staff should make their way to the assembly points by the safest route. Boys should line up in class/tutor groups.
- Class teachers/tutors should collect their class/tutor group register or other attendance list from the school secretaries who will have them available at the assembly point.
- Registers should be checked and any unexplained absences reported immediately to the Director of Finance and Operations or Senior Master.
- If staff/pupils are gathered at alternate assembly points, the Estates team will meet them, and radio the number of staff/pupils present in the alternate locations to the Director of Finance and Operations or Senior Master.

ONCE YOU ARE TOLD TO EVACUATE, DO NOT

- stop to collect personal belongings
- run or push
- attempt to overtake others on your way to the assembly points

APPENDIX 2

REGULATORY FRAMEWORK SUPPORTING THIS POLICY

Schools are required to have:

- Fire Risk Assessment (formally recorded and regularly reviewed)
- Fire Risk Policy that includes the elimination or reduction of risks from dangerous substances
- Fire Procedures that ensure the safety of staff, pupils and others on school premises
- Arrangements for staff training (which is periodically repeated) and for providing all those living and working on the site, including pupils, with fire safety information
- Regular fire drills and to contact the emergency services when necessary
- Report from the Fire Authority (if such a document exists)
- Competent persons with sufficient training and experience to assist in preventative and protective measures, including fire fighting and evacuation.

REGULATORY FRAMEWORK

The Education (Independent School Standards) Regulations 2014, also known as the regulation standards or Independent School Standards Regulations (ISSR's):

Paragraph 12: The standard in this paragraph is met if the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005

Fire Policy Content:

The Regulations require a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and place on the proprietor or governing body additional duties to:

- produce a fire risk (prevention) policy which includes the elimination of reduction of risks from dangerous substances;
- develop and implement fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire-fighting and evacuation);
- have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

References:

A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk

B: The ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2019. www.isi.net.

C: Part II of the Regulatory Reform (Fire Safety Order) 2005, No 1541 (www.legislation.gov.uk)

D: "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)

E.: "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)

F.: "Building Bulletin 100: design for fire safety in schools" DofE Guidance, (www.gov.uk)

G: "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG Guidance (www.gov.uk)