

FIRE SAFETY POLICY

September 2018/19



This policy applies to all pupils in the school, including those in Early Years. Any pupil under the age of 18 will be regarded as a child for the purposes of this policy

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POLICY STATEMENT

It is the policy of Raphael Independent School as part of its Health & Safety Policy to ensure that adequate arrangements for the prevention of fire are in place. This will be achieved by undertaking fire risk assessments in line with the Regulatory Reform Fire Safety Order (2005) reviewing the findings from such assessments and having in place suitable fire precaution systems and robust procedures for the evacuation of the buildings and site in case of fire. It is the responsibility of the Head Teacher to carry through this policy with support from the Fire Marshalls.. Raphael Independent school will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on School premises.

The schools Fire Safety Policy is a whole school policy including EYFS and forms part of the school's wider Health & Safety Policy.

AIMS OF THE POLICY

Our policy is that:

- no life be put in jeopardy in anyway whatsoever
- that termly evacuation procedures are tested
- that possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue
- that the responsible person will undertake a fire safety risk assessment on a yearly basis
- that we put in place, and maintain, appropriate fire safety measures
- that fighting any fire is only undertaken when the alarm has been raised, when there is no risk to a person or persons and that person to have received appropriate training
- that all staff receive information, fire safety instruction and training

OTHER RELEVANT DOCUMENTS & POLICIES

In reading this policy you should also consider and consult the following documents & policies:

- Health and Safety Policy
- Staff handbook
- Risk Assessment Policy

Last Reviewed: September 2018 Next Review: September 2019

Annex a – Fire Risk Assessment

Annex b – Fire Procedures

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Person responsible for review: Fire Marshall

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes. This policy is reviewed by the Director for safeguarding.

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; to ensure 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 Raphael Independent School are designed to help our school to respond calmly and effectively in the event that fire breaks out in the building.

Responsibilities

The Directors have the ultimate responsibility for fire safety. It is the Headteacher along with the Fire Marshalls responsibly to review this policy and to monitor the effective working procedures of the School including reviewing the reports of incidents, near misses or concerns raised by any member of the School.

Mrs Skyers, Ms. Hargrove and Ms. Salmon have been appointed as Fire Safety Officers.

Role of the Fire Safety Officer

- the Fire Safety Policy is kept under yearly review by the Directors/Headteacher and Fire Marshalls
- the Fire Safety Policy is communicated to the entire school community
- everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire - with additional information being provided when large numbers of visitors are on site, ie for Parents evenings or events.
- contractors working for the School will be given written documentation detailing the procedures that they should follow whilst working on the schools, also informing them of the school's procedures in an emergency situation

· the appropriate basic fire training for all school staff is provided on an annual basis and

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specifically to ensure that fire training is provided to all new employees on starting work at the School

- records are kept of the fire induction training given to all new staff and pupils
- procedures and arrangements for emergency evacuation are termly tested and reviewed
- Fire Risk assessments are regularly reviewed and updated
- Records are kept of all fire practices
- Certificates for installation and maintenance of fire-fighting systems and equipment are kept and updated on a yearly basis
- Fire risk assessments are regularly reviewed and incorporate any alterations to the layout, systems installed or operational use of the premises. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be kept under continual review
- the appropriate liaison takes place with third parties; the emergency services and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- the integrity of all fire prevention systems and equipment in place is maintained in good working order
- this policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed

The Fire Safety Officers are as follows:

Anita Hargrove (office manager/DDSL)

Lisa Skyers (humanities teacher, DSL)

Claudette Salmon (headteacher)

Role of Fire Marshalls

Fire Marshalls are responsible for facilitating the orderly evacuation of the school buildings by standing along exit routes (particularly alongside the roads outside of the school) to ensure that pupils and staff can leave the premises safely. It is not the responsibility of Fire Marshalls to fight fires.

Role of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion. They are

responsible for conducting a head count on arrival at the designated point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer.

Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the

duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

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Emergency Evacuation Procedures

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated point.

The School operates an evacuation system based on attendance register and headcount.

All areas of the building are checked upon evacuation.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. The class teacher will always bring up the rear. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked.

The group will assemble at the predetermined place of safety, which is the Malvern Road Car Park..

On arrival, names should be checked against the attendance register, distributed by the Office staff.

The fire alarm system does not automatically alert the fire service. The fire service will be called by a member of staff as soon as it has been confirmed that a real fire situation exists.

As a general rule, if someone is missing, the building should not be re-entered but information should be given immediately to the Fire Safety Officer who will liaise with the fire service to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

Visitors on site will be made aware of fire safety arrangements upon arrival.

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Fire Warning Equipment

The school is equipped with fire warning devices designed to bring the attention to staff to activate the school's alarm system

in the event of a fire. The warning of a fire will be a siren, which will sound continuously.

The alarm will be tested regularly, and reports of inaudibility are to be reported.

Call buttons are located throughout the building. In the event of a fire, the call point should be operated and the school alarm will automatically sound.

This equipment will be maintained yearly.

Fire-fighting Equipment

Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit. These should not be used to fight the fire as preservation of life will override all other considerations. The safe evacuation of pupils and staff is the main priority.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

This equipment is to be checked yearly and records of maintenance are kept. It is a disciplinary offence – for pupils and staff like – to tamper with any fire-fighting or alarm equipment.

Evacuation Drills

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when

required to deviate from the normal route.

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Fire Prevention Measures

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer
- Catering equipment is switched off at the end of every day
- Lightning and earthing protection conforms to BS 6651-1999. This is tested annually by a specialist contractor
- All gas appliances are tested and serviced by Gas Safe Registered Engineers
- Portable electrical equipment should be checked regularly.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- The safe storage areas for flammable chemicals in the Senior School Science block will be used whenever necessary.
- Exit routes are regularly walked by the Fire Safety Officers at school to ensure that they are, and remain, clear of obstruction.

Outside Security

In the knowledge that most school fires occur when school is not in session, the school places a high priority on outside security.

Record Keeping

All records relating to Fire Safety are retained in the School Office and are available to view.

These include –

- Gas Safety Certificates
- PAT Testing Certificates

· Fire Log Book which contains records of fire safety issues is maintained by the Fire Officers and includes details of fire drills, the storage of hazardous materials

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- Fire Fighting Appliances Service Records
- Electrical Installation test certificates including 5 year fixed wiring test certificates.

Annex A

Fire Risk Assessment

Establishment: Raphael Independent School
2018 To be reviewed: 10th September 2019

Date carried out: 10th September

Activity/Event/Environment/etc: 1) Boiler Room 2) Main Office 3) Head's Office 4) Hall 5) ICT room 6) PE Store 7) Staff Room
8) Ladies Cloakroom 9) Laboratory for Science 10) Lab Prep Room 11) General

Educational Objective: Fire Risk Assessment
Hargrove/Lisa Skyers – Fire Marshall's

Name of Author/Assessor: Anita

	Hazard List significant hazards which may result in serious harm or affect several people.	Who might be harmed? List individuals and groups of people who are especially at risk from the significant hazards identified.	Is the risk adequately controlled? List existing controls or note where the information may be found (eg. information, instruction training, systems or procedures)	What further action is required to control the risk? List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.	Reviewed
1	Source of ignition – main boiler. Gas fired	1) Paul Gilbert or Premises Keeper 2) PE staff collecting metal sports goals 3) Headmistress, checking tidiness of rooms	1) Padlock on outside door 2) Annual service of boiler 3) Control of personnel entering Boiler Room 4) Fire extinguisher 5) Only PG/DG and CS to go into room	1) Continue to empty Boiler Room of unused school equipment	
2	1) Extension leads 2) Multi-point adapters 3) Fax machine left switched on at all times 4) Photocopier 5) Fan 6) Shredder 7) PC	1) Ms Hargrove & Miss StLeger, our Office Staff 2) Any teacher in the Office at the time 3) Any visitor eg. service engineer	1) Emergency plan 2) Regular electrical appliance testing 3) Evacuation practices training 4) Fire extinguishers 5) Fire door outside office	1) Limit amount of paper in the stationery cupboards and keep doors closed. Office Staff	

3	<ul style="list-style-type: none"> 1) PC 2) Gas Fire 3) Electrical leads 	<ul style="list-style-type: none"> 1) Headmistress 2) Teacher or parents in meeting 3) Pupils being spoken to by the Head 	<ul style="list-style-type: none"> 1) Regular electrical equipment testing 2) Fire door 3) Gas fire checked by Corgi registered engineer annually 4) Emergency Plan 5) Evacuation procedures training 	<ul style="list-style-type: none"> 1) Switch off gas fire when room is unoccupied 	
4	<ul style="list-style-type: none"> 1) Lighting cupboard 2) Catering equipment used at lunchtimes hot counter, 2 x hot cupboards, all electric 3) PA system 	<ul style="list-style-type: none"> 1) Pupils in Hall for lunch, Assembly or lessons 2) Catering staff 3) Parents at a function 4) Teachers on duty 	<ul style="list-style-type: none"> 1) Regular electrical appliance testing 2) Fire extinguishers 3) Fire blanket 4) Staff and pupils trained in Fire Evacuation procedures 5) Lighting cupboard locked 		
5	<ul style="list-style-type: none"> 1) Wall mounted Gas Boiler 2) Static electricity from PC's 3) PC's left plugged in all the time 4) Paper in metal cupboard 5) Chairs are upholstered 	<ul style="list-style-type: none"> 1) Teacher in charge of class 2) Pupils in class 	<ul style="list-style-type: none"> 1) Door locked when teacher not present 2) Regular safety testing of gas boiler and electrical appliances 3) Fire extinguishers 4) Evacuation procedures 		
6	<ul style="list-style-type: none"> 1) Wall mounted gas boiler 2) Electrical supply unit and central fuse board 	<ul style="list-style-type: none"> 1) PE staff 	<ul style="list-style-type: none"> 1) Door locked when teacher not present 2) Regular safety testing of gas boiler 3) Electrical supply testing 	<ul style="list-style-type: none"> 1) Clear equipment at back of room 2) Ensure PE equipment is hung up on wall and tidy – PE staff ongoing 	
7	<ul style="list-style-type: none"> 1) Wall mounted electrical water heater 2) Wall mounted gas water heater 3) Oven and hob 4) Microwave 5) PC 6) Photocopier 	<ul style="list-style-type: none"> 1) Staff on breaks 	<ul style="list-style-type: none"> 1) Regular testing of gas and electrical equipment 2) Fire extinguisher 3) Evacuation procedures 4) Staff training 	<ul style="list-style-type: none"> Nil 	
8	<ul style="list-style-type: none"> 1) Wall mounted gas boiler 	<ul style="list-style-type: none"> 1) Female staff 	<ul style="list-style-type: none"> 1) Regular testing of gas boiler 	<ul style="list-style-type: none"> Nil 	
9	<ul style="list-style-type: none"> 1) Bunsen Burners 2) Electrical sockets 	<ul style="list-style-type: none"> 1) Pupils in class 2) Teachers 	<ul style="list-style-type: none"> 1) Fire fighting equipment 2) Safety training as part 	<ul style="list-style-type: none"> 1) Find alternative storage for Lab coats 2) Tidy up paper within 	

	3) Hot air		of Science lessons 3) Evacuation procedures training 4) Wearing safety equipment eg. goggles when using Bunsen burners 5) Regular safety testing 6) Door locked when no teacher present	the Lab 3) Organise storage of bags – RA/CS	
10	1) Chemicals 2) Electrical socket	1) Lab Technician 2) Science Teacher	1) Door locked when not in use by Lab Technician 2) Dangerous chemicals stored in locked cupboard	1) Ensure exit door is not blocked by bags 2) Review storage of chemicals – RA/CS	
11	Smoke in stair voids and corridors	1) Pupils 2) Staff	No doors means that another means of smoke detection is needed	1) Smoke alarms fitted 2) Regular testing of smoke alarms	
12	Emergency lighting at night time in corridors, or during a power failure	1) Staff working after hours 2) Parents and pupils at a Parents' Evening or a school play	Some areas have inadequate lighting in the corridors	School has purchased illuminous type fire exit signs which have been erected. A further survey has shown that this is effective.	
13	Green gates in Clifton Road and Malvern Road locked from 9.05-3.15	Individuals leaving the premises when the fire alarm sounds	1) Office unlock green gates on Malvern Road 2) Pupils assemble in car park across Malvern Road as place of safety. All staff are adequately trained and are aware of what to do in the event of a fire.	Regular fire drills	

