

---

# OVERSTONE PARK SCHOOL

---

## Fire Safety Policy

## Fire Safety

Date	Review Date	Coordinator	Fire Safety Manager	Nominated Governance
April 2018	April 2019	Mrs M Brown Mr M Partington Mrs T James Mrs D York	Mr L Cartwright	Nomination Process in Progress

We believe this policy relates to the following legislation:

- Health and Safety at Work, etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- Fire Safety (England) (Employee's Capability) Regulations 2010
- Education Act 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters at this school.

We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school personnel to make themselves familiar with this policy and procedures to ensure the safe evacuation of all pupils.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

In the event of industrial action by the Fire Service we will ensure that an emergency action plan is in place and that the Fire Safety Manager (Responsible Person) will review all fire safety arrangements.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- ! To comply with the Regulatory Reform (Fire Safety) Order 2005.
- ! To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- ! To have in place a programme of regular evacuation procedures.
- ! To have in place personal evacuation plans for any disabled pupil or member of the school personnel.
- ! To ensure that appropriate fire precaution systems are in place and followed.
- ! To ensure that the Fire Safety Manager undertakes regular training.
- ! To ensure compliance with all relevant legislation connected to this policy.
- ! To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governance Body (Proprietors)**

The Governance Body (Proprietors) has:

- appointed a Fire Safety Manager to take overall responsibility for fire safety matters at this school;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Governance to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;

- nominated a link Governance to visit the school regularly, to liaise with the Principal, the Fire Safety Manager and the coordinator and to report back to the Governance Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Principal**

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link Governance and the Fire Safety Manager;
- liaise each week with the Fire Safety Manager to review risk assessments, evacuation procedures and fire precaution systems;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure portable electrical equipment is annually checked;
- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Fire Safety Manager, Health and Safety Representative and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure outside school security systems and procedures are in place;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and Governances;
- annually report to the Governance Body on the success and development of this policy.

### **Role of the Nominated Governance**

The Nominated Governance will:

- work closely with the Principal and the Fire Safety Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- report to the Governance Body every term;
- annually report to the Governance Body on the success and development of this policy.

## Role of the Fire Safety Manager

The Fire Safety Manager will:

- have overall responsibility for fire safety matters;
- be familiar with relevant fire safety legislation;
- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, disabled school personnel and visitors;
- undertake risk assessments that deal with the:

sources of ignition

sources of fuel

sources of oxygen

structure of the building

location of people especially young people, special educational needs and disabled

procedures and escape routes for evacuation

fire-fighting equipment

fire safety training programme for school personnel

- keep risk assessments up to date;
- ensure outside school security systems and procedures are in place;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation of the school building plan;
- have in place personal evacuation plans for pupils and school personnel with disabilities;
- conduct fire drills;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure fire signs and notices are in place:

➤ on all exits

➤ in classrooms

➤ in corridors

➤ next to fire alarm call points

➤ on fire equipment

➤ on fire assembly points

- ensure a reserve supply of fire safety signs are always in stock;
- check that all fire exit doors are clear of obstructions;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact liaison with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;
- liaise with the nominated Governance;

- report fire safety to the Governance Body each half term.

The Fire Safety Manager will undertake the following Emergency Action Plan in order to deal with any industrial action taken by the Fire Service:

- Fire alarms to be checked every day
- Fire evacuation procedures undertaken
- Escape routes and exits checked for obstructions
- Fire doors checked to see if working properly with intumescent / cold smoke seals in place and vision panels clear
- Manual call points visible and signed
- Fire procedures up to date for all school personnel
- School personnel to be extra vigilant
- Firefighting equipment checked and in working order
- Combustible materials and waste bins secured away from the building
- Portable Appliance Testing up to date
- Electrical points not over loaded
- Electrical rooms free of combustible materials
- Flammable liquids stored correctly
- Cookers must not be left unattended
- Toasters must only be used in the kitchen areas
- Halogen heaters must not be used
- Portable gas bottles stored correctly
- Boiler house and plant rooms free of combustible materials
- Fire evacuation procedures in place for all disabled persons.

In the event of a fire, the Fire Safety Manager with a suitably trained member of the school personnel will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all pupils, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of pupils off-site if necessary.

### **Role of the Site Manager**

The Site Manager will ensure that:

- building security checks take place every day;
- all escape routes and fire exit doors are kept clear;
- all rubbish and recyclable material is stored securely;
- all refuse bins are kept away from the building in a secure compound;
- undertake periodic training in all fire safety procedures;
- periodic discussions take place with the Fire Safety Manager and the Principal.

## Role of the Health and Safety Coordinator

The Health and Safety Coordinator will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- provide training when suitably qualified to do so.

## Role of School Personnel

School personnel:

- are responsible for the safe evacuation of all pupils in their charge;
- must be familiar with personal evacuation plans for pupils and school personnel with a disability;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- will only attempt to tackle small fires that pose no major threat to pupils, school personnel or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:

not covering heaters

not overloading electrical sockets

not leaving rubbish lying around

securing recyclable waste in a secure area away from the school building

not having large flammable displays along escape routes

periodic checks to portable electrical equipment

keeping escape routes clear at all time

not blocking fire exit doors

- must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;
- undertake periodic training in all fire safety procedures;
- undertake training in the use of portable fire-fighting equipment;
- must report any concern they have in regard to fire safety;
- must report any breaches in outside school security systems and procedures;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## **Role of Pupils**

Pupils will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene;
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governance Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governance Body

## **Emergency Evacuation Procedures of the School Building**

All school personnel to be aware of guidelines for the evacuation of the building.

- When the alarm sounds the pupils should remain calm and they must listen to the following instructions from the teacher.
- The pupils will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.
- Before leaving the room all windows should be closed.
- Doors must be closed when leaving the room.
- The class teacher should count the number leaving the class and then recount at the assembly point.
- Exit and Assembly points are:



	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room	Class/ Room
<b>Fire Exit</b>	1	2	3	3a	3b	4	5	6	7	Nursery
<b>Assembly Point</b>	Play ground	Play ground	Play ground	Play ground	Play ground	Play ground	Play ground	Play ground	Play ground	Play ground

- OMRs or registers will be brought from the office and distributed.
- Under no circumstances should any one re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
  - Designated staff will be assigned to all physically challenged or immobile pupils, staff or visitors.
  - Designated staff will be trained in appropriate evacuation procedure for disabled and immobile persons.

### **Personal Emergency Evacuation Plan (PEEP) Procedures**

When the alarm sounds all designated school personnel assigned to physically challenged or immobile pupils, staff or visitors will:

- go to the venue within the building or grounds where their assigned person is working / visiting and then;
- calmly lead that person to the first available fire exit and then to the pre-arranged assembly point.

All designated school personnel will carry with them at all times the Personal Emergency Evacuation Plan of their assigned person that outlines the following information:

- Name of Pupil
- Year Group
- Type of Disability
- Mobility
- Name of Designated Person(s)
- Role of Designated Person
- Timetable of Pupil / Person & Room Location

It is very important that the PEEP must be kept up to date at all times.



## **Fire Safety Training**

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices
- health and safety
- risk management
- school security

## **Alarm System**

- Each week the alarm system will be sounded and checked.
- Annual maintenance will take place.
- Staff will be trained in how to use it.

## **Emergency Exits**

- All exits to be free from obstructions.
- All exits to be checked every day.
- All exits to be clearly signed.

## **Fire Equipment**

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the Fire Service.
- All staff to be trained in its use.

## **Evacuation Exercises**

Regular evacuation exercises to be undertaken by pupils and school personnel.

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governance Body
- information displays in the main school entrance

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated Governance.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governance Body for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

▪ Health and Safety	▪ School Security
▪ Risk Assessments	▪ Risk Management
▪ COSHH	▪ Smoke Free School Environment
▪ No Smoking	

<b>Principal:</b>	Mrs M F Brown	<b>Date:</b>	26 <sup>th</sup> April 2018
<b>Chair of Governance Body:</b>	Nomination Process in Progress.	<b>Date:</b>	

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (! )	New/Proposed Policy (! )	Updated Policy (! )
			!	

This policy affects or is likely to affect the following members of the school community (! )	Pupils	School Personnel	Parents/carers	Governance s	School Volunteers	School Visitors	Wider School Community
	*	*	*	*	*	*	*

Question	Equality Groups															Conclusion				
<b>Does or could this policy have a negative impact on any of the following?</b>	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		<b>Undertake a full EIA if the answer is 'yes' or 'not sure'</b>	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
<b>Does or could this policy help promote equality for any of the following?</b>	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		<b>Undertake a full EIA if the answer is 'no' or 'not sure'</b>	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		<b>Undertake a full EIA if the answer is 'no' or 'not sure'</b>	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
-------------------	---

<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>
			14 th March 2016

## Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
! Policy annually reviewed	*			
! Policy in line with current legislation	*			
! Coordinator in place	*			
! Nominated Governance in place	*			
! Coordinator carries out role effectively	*			
! Principal, coordinator and nominated Governance work closely	*			
! Policy endorsed by Governance body	*			
! Policy regularly discussed at meetings of the Governance body	*			
! School personnel aware of this policy	*			
! School personnel comply with this policy	*			
! Pupils aware of this policy	*			
! Parents aware of this policy	*			
! Visitors aware of this policy	*			
! Local community aware of this policy	*			
! Funding in place	*			
! Policy complies with the Equality Act	*			
! Equality Impact Assessment undertaken	*			
! Policy referred to the School Handbook	*			
! Policy available from the school office	*			
! Policy available from the school website	*			
! School Council involved with policy development	*			
! All stakeholders take part in questionnaires and surveys	*			
! All associated training in place	*			
! All outlined procedures complied with	*			
! Linked policies in place and up to date	*			
! Associated policies in place and up to date	*			
<b>A statement outlining the overall effectiveness of this policy</b>				

## Policy Approval Form

<b>Policy Title:</b>						<b>Date when written:</b>			
<b>Policy written by:</b>					<b>New Policy</b> <small>(/or x)</small>	<b>Revised Policy</b> <small>(/or x)</small>			
<b>Stakeholders consulted in policy production:</b> <small>(/or x)</small>	<b>Governances</b>	<b>Senior Leadership Team</b>	<b>Teaching Personnel</b>	<b>Support Personnel</b>	<b>Administrative Personnel</b>	<b>Parents</b>	<b>Pupils</b>	<b>Local Community</b>	
<b>Date when approved by Governance s:</b>			<b>Date when presented to stakeholders:</b>	<b>Date when implemented:</b>					
<b>Published on:</b> <small>(/or x)</small>	<b>School Website</b>			<b>School Prospectus</b>			<b>Staff Handbook</b>		