



# Fire Safety Policy

Signed:	Hazel Simmons
Position:	Headteacher
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Next Review:	November 2020

## **Fire Safety Policy**

This policy will be reviewed annually by The Bridge School Senior Leadership and Governors.

This policy should also be read in conjunction with the Health & Safety policy and with reference to the Fire Risk Assessments.

### **Overall Responsibility for Fire Safety Matters**

The headteacher is the responsible person for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term. Also ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the headteacher.

### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The headteacher will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

### **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Class Teachers are responsible for devising and maintaining fire evacuation plans for students with SEN in their care. This will be known as a Personal Emergency Evacuation Plan (PEEP). These will be reviewed annually, or if changes are needed to be implemented. Parents will agree the content of their child's PEEP and a copy will be kept in Class Files and the Health and Safety Folder.

No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished; and only then by trained staff, and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

Fire wardens please remember:

Do not tackle a fire if the size of the blaze is larger than the example given in training ie larger than a fire in a waste paper bin.

### **Portable fire-fighting devices**

Fire-fighting equipment should be sited on corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report to the headteacher results of any testing.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide should display which extinguishers are suitable.



It is essential that you know which type of extinguisher to use on which type of fire.

### **Fire Training and Evacuation Drills**

Training will be provided annually for all school staff in fire safety and the school fire procedure.

Specific training will be organised for fire wardens and any staff taking on additional responsibilities

All staff, whether temporary or permanent, including those on induction, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the headteacher to ensure this instruction is given in accordance with the Checklist in Appendix C

The site staff will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The site staff will provide a termly written report to the headteacher; a summary of which will in turn be included in the termly report to the IEB.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.

Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### **Appointment and Duties of Fire Wardens**

The school will appoint a number of teaching and support staff as fire wardens, one of whom will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

The Bridge School has 12 Fire wardens who are listed in Appendix A.

### **Raising the alarm**

Fire Alarm drills will take place periodically and will be both of a planned, and unplanned, nature.

'Fire Evacuation Procedures' are displayed in each room and area of the school across both Campuses. These should be followed along with respect for 'Fire Drill Responsibilities' which are also available in each classroom. See Appendix A.

School radios will be used as a back-up.

**REMEMBER:** Once the alarm has sounded...

**RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN.**

(Only the fire brigade in attendance will be able to do this.)

- Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc. If the alarm sounds **ALWAYS** treat as if it is a real fire, until informed otherwise.
- Evacuation procedures should be drawn up and agreed by the headteacher in consultation with safety representatives and the local fire brigade.
- During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.

- Visitors will need to be identified by use of a Visitors' book and accounted for during evacuation.
- Assembly points should be determined in an area at a safe distance from the building and not in an area which would prevent access by the emergency services.

### **Breaktime Procedures**

- *Staff responsible for supervising pupils* are responsible for evacuating the building and/or proceeding to the designated assembly point.
- *Office staff* are responsible for following normal procedures
- *All other staff* to evacuate the building using the nearest fire exit door

### **Lunchtime Procedures**

- *Staff responsible for supervising pupils* are responsible for evacuating the building and/or proceeding to the designated assembly point
- *Office staff* are responsible for following normal procedures
- *All persons to evacuate* the building using the nearest fire exit door

### **Before School**

- *Staff and pupils* to evacuate the building using the nearest fire exit door
- *headteacher/Senior Staff Team (SLT)* to contact the fire brigade, manage the evacuating, then if appropriate notifying parents

### **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The site staff and designated fire warden/s having Checked the fire panel and assessed the situation will contact the Fire Brigade directly (mobile) should there be an outbreak of fire. The site staff will then notify the fire marshal of events. (The fire marshal will be responsible for overseeing and coordinating matters once the evacuation has taken place.)

### **Meeting the Fire Brigade**

The site staff are responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, there is a member of staff to deputise for them. This role includes alerting staff and pupils who are returning from trips/events etc not to enter the building in such an emergency.

### **Events Taking Place Out of School Hours Such as After School Club or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the site staff and headteacher are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The headteacher may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating.

## **Records**

The following records will be kept in the Fire Folder on each campus:

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors Checked, date of Check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Forms and Templates can be found in Appendix B for above record-keeping.

## **Notices**

All fire exit routes will be signed by clear signs with directional arrows. These will be identified on the school site plan and checked monthly.

Fire Evacuation Procedures will be displayed across school and designated roles will be shared with all staff through fire safety briefings.

## **Appendix A**

<b>Roles and Responsibilities</b>	<b>Role Person Responsible</b>	<b>In case of absence</b>
Overall responsibility for site safety	Headteacher	SLT
Fire Co-ordinators – repairs and maintenance	Site Staff: John Burne	
Fire Wardens	Teachers, Administration Staff and Teaching Assistants	There are 7 fire wardens spread over primary and secondary campuses. Zones and deputies will be designated and reviewed regularly
Registering and ensuring all people are evacuated from building	Office Staff	Office staff move between offices and they are always manned
Calling the fire brigade	Office Staff on the instruction of SLT	SLT
Meeting the fire brigade	Site Staff	Designated Fire Warden: Primary: Tina Sharman Secondary:

**Process Charts:**

Fire Evacuation Process  
 Fire Drill Responsibilities  
 Role of the Fire Warden

**Appendix B – Forms, Leaflets and Signage**

**SECONDARY Site**

**Playground – rear of school - Fire Instructions**

Assembly points at Playground Grassed Area require the following items  
Collect key for side gate in front of school (kept with minibus keys)

<b>Key to side gate</b>	
<b>Radio/pen</b>	
<b>Registers</b>	

Staff member on Playground Grassed Area confirm:

1. Key to side gate
2. Teaching staff to collect register
3. Teaching staff to confirm all students and staff are accounted for.
4. All staff and students have evacuated successfully from the swimming pool and the gym onto the primary turning circle
5. Check by radio with office member at front of school for unaccounted staff or students and advise of visitors.

<b><u>Class</u></b>	<b><u>Present</u></b>	<b><u>Unaccounted staff/pupils</u></b>
<b>Diamond</b>		
<b>Garnet</b>		
<b>Jet</b>		
<b>Opal</b>		
<b>Ruby</b>		
<b>Sapphire</b>		
<b>Topaz</b>		

List below all other students, staff and visitors

Alex Doe & Naomi Wilson - Swimming	
Meadow	
Minibus Compound	

**SECONDARY site**  
**Office Fire Instructions for front of school**

<b>Radio</b>	
<b>Mobile Phone</b>	
<b>Fire Procedures Manual/maintenance Log Book</b>	
<b>Visitors Book</b>	
<b>A pen</b>	
<b>Staff signing in/out sheet</b>	
<b>Outing sheets</b>	

1. Stop all Visitors from entering school premises
2. Check that all visitors are accounted for.
3. Wait to hear from person at back via radio about any missing staff or students.
4. Await instruction from Leadership whether fire service to be called.
5. Direct Fire Brigade to fire alarm panel when they arrive and advise of any missing students, staff or visitors.

**List below all other students, staff and visitors assembled at front of school**




## **FIRE SIGNAGE**

- Escape route signs should be displayed along all exit routes, above doors and at all changes of directions in corridors
- A sign indicating the nearest fire escape route should be in CLEAR SIGHT FROM ANY LOCATION
- All signs for escape route directions must be primarily pictographic
- Emergency signs for doors should be above the door, not attached to the door
- The final exit door should have the sign with the running person image and word 'Exit' – It should NOT feature arrows

Signs require regular inspection and maintenance to ensure they are **CLEAR, LEGIBLE AND FUNCTIONAL**

They should have suitable illumination or be reflective WHERE APPROPRIATE

A 'FIRE ACTION' sign must be displayed next to ALL manual fire alarm call points

All fire doors must have a 'KEEP SHUT' notices

All fire escapes must have a 'KEEP CLEAR' notice

## **FIRE EXTINGUISHERS**

### DO NOT:

- Block fire extinguishers with anything
- Use fire extinguishers to prop open doors
- Interfere with any features of the extinguisher

### REPORT:

- Any dents or signs of corrosion
- Leakages
- Faded labels
- Signs of vandalism
- Missing locking pins

Never attempt to correct issues on a fire extinguisher unless you are trained to do so.



## FIRE

### GENERAL INFORMATION AND GUIDANCE

#### Fire safety is everybody's responsibility.

GOOD HOUSEKEEPING involves managing the accumulation, storage and removal of sources of fuel and ignition. It ensures that these sources are kept separate and to an absolute minimum.

To contribute to good housekeeping:

- Remove waste boxes, paper, card, aerosol cans, chemical containers and other flammable waste materials from the premises
- Follow waste management procedures
- Remove faulty equipment or equipment with signs of damage from use immediately, such as frayed wiring or burn marks. Report to site staff.
- Never cover up equipment while it's switched on or overload plug sockets, as this could lead to overheating and create an ignition source.
- Never store flammable waste in hallways, near fire escape routes or against heaters and electrical equipment
- Clean up spills immediately e.g: cleaning chemicals, cooking oils and baking substances such as flour
- Consider the safety of hanging items such as classroom displays – make sure they are not put up near ignition sources or ventilation grilles. Do not block sprinklers.

#### STORAGE

- Minimise how much paper you use, store and dispose of
- Cleaning chemicals, gym equipment and art supplies should be kept in appropriate fire-resistant cupboards or storerooms.
- All cupboards/storerooms/containers which hold flammable materials must be locked
- Avoid storing large quantities of flammable materials against walls, such as gym mats, as this would enable fire to spread rapidly.

#### DETECTORS/SCHOOL SAFETY MEASURES



All schools are required by law to have appropriate fire detection and warning systems in place.

Staff are expected to:

- Know the location of manual alarm call points and understand how to operate them
- Be familiar with how the alarm sounds/looks when activated

Detection/warning systems must ensure that staff and pupils can hear/see the alarm, and a fire can be automatically detected, from anywhere in the building

Manual fire alarm call points undergo testing once a week at the same time (Weds pm)

Report any faults or concerns about fire alarm points to the site staff IMMEDIATELY.

## SMOKING

- Follow the school's smoking policy and adhere to the designated smoking and non-smoking areas
- Always extinguish and dispose of cigarettes properly

## PREVENTING ARSON

Arson is the cause of around 40% of all fires and costs schools in excess of £40million.

Help prevent arson:

- Restrict unauthorised entry by limiting site entrances/access
- Secure all entry points
- Ensure unauthorised persons can be identified – lanyards distinguish the supervision levels of all visitors/staff – challenge or report those who are not wearing ID.
- Have sufficient lighting
- Have appropriate waste management procedures – ideally outside waste bins should be kept in a secure compound away from the building
- Report any suspicious behaviour or accidental fire.

## **FIRE MANAGEMENT**



## If you are first to discover a fire:

- Activate the nearest manual alarm point before you evacuate
- Inform office staff of location of fire if possible
- If you are NOT in charge of a class – follow nearest escape route straight to assembly point. If you see pupils not evacuating, or staff require support, help.
- If you ARE in charge of a class – You are responsible for guiding them out of the building to a place of safety and keeping them organised while you evacuate
  - Remain calm and in charge of the class
  - Ensure you have a radio for communication
  - Reassure all pupils and staff – no-one should stop and collect belongings
  - Follow PEEPS
  - Check the area behind you, close doors and windows if possible

## DO NOT:

- Use lifts
- Try to fight the fire
- Attempt to rescue someone who is trapped (let emergency services know the location and details of people trapped)
- Go back in the building

## Once out of the building:

- Collect class register from responsible person
- Ensure that all pupils and staff are present
- Inform responsible person
- Follow instructions from Fire Marshals

**ONLY RE-ENTER THE BUILDING ONCE THE ALL-CLEAR HAS BEEN GIVEN BY THE RESPONSIBLE PERSON**

Following a fire drill/evacuation, it may be necessary to update PEEPs. Please do so as soon as possible – they will need to be re-signed and agreed by parents.

## **Appendix C**

### **Checklist for First Day Fire Safety Instruction**

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.  
Emphasise that the first action on discovering a fire is to raise the alarm **even if the fire is small.**
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Ensure that new staff have a copy of the Fire related process charts in their induction pack and are aware of where they are displayed in each classroom.

## Appendix D

### Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.
- Emphasise that the first action on discovering a fire is to raise the alarm **even if the fire is small**.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom the hirer is responsible* and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.