



Haberdashers' Castle House School

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This policy is applicable to all pupils, including those in the EYFS (Nursery and Kindergarten).

FIRE RISK PREVENTION POLICY

The school and EYFS (Reception and Nursery) is mindful of its responsibility to provide a safe environment for all pupils, staff and visitors. This Fire Risk policy should be read in conjunction with the Fire Precautions: Drill and the Fire Orders documents contained within the Staff Handbook.

RISK OF FIRE

The school and nursery have always been a no-smoking site. As a primary school, Castle House does not have any science laboratories where inflammable materials are stored. Fuel oil is stored in bonded tanks in an outer courtyard to which access is limited and which is kept padlocked out of school hours. Cleaning and maintenance materials are stored in a locked cupboard to which access is restricted to authorised personnel. Heaters are wall mounted, or if floor mounted are protected by guards.

Naked flames are not used, except within the kitchen where matches may be used to light the hob. Access to the kitchen is restricted to the appropriate personnel. Waste paper bins are emptied daily and flammable material is not accumulated. Large waste skips are stored in an outer courtyard and are emptied by a contractor on a weekly basis. In summary, the risk of fire on this site is very low. See full risk assessment document.

Fire Risk Assessment

A fire risk assessment is formally recorded and regularly reviewed so as to keep it up to date. See 8.3.3.

Governors' Duties

The governors have duties to:

- (a) produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances (see appendix)
- (b) develop fire procedures and provide staff training (repeated periodically where appropriate);
- (c) ensure the safety of staff or anyone else legally on the school premises;
- (d) carry out fire drills and contact emergency services when necessary;
- (e) 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);
- (f) have a suitable system for the maintenance of: clear emergency routes and exits (with doors 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);
- (g) provide staff and any others working on the school site with fire safety information

Implementation of Policy and Record Keeping

In order to prove that the duties are properly discharged, the school's 'responsible person' keeps records of the following:

- (i) the fire risk assessment and its review;
- (ii) the fire risk (prevention) policy;
- (iii) fire procedures and arrangements;
- (iv) training records;
- (v) records of inspections of escape routes
- (vi) fire practice drills;
- (vii) certificates for the installation and maintenance of fire-fighting systems and equipment

PREVENTATIVE MEASURES

All Fire Exits are clearly indicated by the requisite visual, fluorescent, symbol of the "running man".

Fire doors are fitted, as appropriate, throughout the school, and those on thoroughfares are fitted with quick release, sound activated, door guards.

Smoke detectors and fire extinguishers are fitted throughout the buildings and are regularly serviced by outside contractors. The fire alarm system is serviced every six months and records are kept of all service visits.

A fire blanket is sited in the main school building, with a second fire blanket in the Nursery.

Whenever the Fire Extinguishers are re-filled staff are given the opportunity to refresh their knowledge of the use of extinguishers by practical experience. Staff are reminded of the correct procedures for evacuating the building, periodically.

All maintenance is carried out by a competent person.

Regular fire drills are held and recorded, with any comments or suggestions from participants being considered and implemented as appropriate. The school's Safety Officer and other staff are competent in taking preventative and protective measures, eg evacuation.

The school's Safety Officer is sufficiently trained, experienced and knowledgeable to be competent in taking preventive and protective measures.

Each classroom or teaching area has a Fire Evacuation Route notice displayed and staff are requested to familiarise themselves with these routes. The Safety Officer regularly checks that emergency routes are not blocked and that signage remains clear.

Portable Appliance Testing is carried out on a cyclical basis to ensure that electrical appliances are safe to use. Visual inspections are also made from time to time, by staff using electrical equipment, and any concerns are brought to the attention of the Health and Safety Representative for action. Any remedial work required is carried out by a qualified electrician.

A plan of the school and nursery buildings is held by the Shropshire Fire and Rescue Service, with details of access routes and widths. They also hold a copy of the Fire Safety Risk Analysis Questionnaire. They are contacted for regular advice. They visit to conduct Fire and Rescue Service (FRS) reports from time to time. Their recommendations and advice are followed.

FIRE ORDERS

In the event of fire, the person discovering it will immediately:-

1. Shout "FIRE".
2. Activate the nearest fire alarm by breaking the glass cover.
3. Evacuate any children in their charge.
4. Attempt to put out the fire but ONLY IF SAFE TO DO SO.

The Head or other staff member in charge is responsible for ensuring that the Fire and Rescue Service is called immediately on the sounding of the alarm. Staff in the school office should telephone, without waiting to be instructed, when they hear the alarm. The main school gate should be opened to allow emergency vehicle access.

All classroom teachers will evacuate pupils in their charge immediately the fire alarm sounds. Evacuation will be by means of the nearest exit to the Fire Assembly Point which is on the top playground.

Children should walk, in silence.

Corridor fire doors must be closed as evacuation occurs. Once assembled each teacher is to call the register and report to the Headteacher or person in charge that all pupils in their charge are accounted for, or not as the case may be.

No member of staff should return to the school building until the "all clear" is given.

FIRE PRECAUTIONS : DRILL

Introduction

A fire drill is conducted at irregular intervals throughout the year. It is intended to test

evacuation and control procedures in place. The School and Nursery (EYFS) Safety Officer is responsible for the conduct of such Fire Drills. Normally, a drill is conducted each half-term, unless inclement weather or other circumstances prevents this.

Procedure

At the sound of the fire alarm all buildings are to be evacuated and all persons are to gather at the school Fire Assembly Point. This is the lower hardstanding playground. Each teacher and nursery staff member is to ensure the safe and controlled removal of all the children in their care.

The administrative staff member on duty is to remove all Form Registers and Visitors' Signing In book from the office and make them available to teachers at the Assembly Point. All non-teaching staff are to make their own way to the Assembly Point.

Action

The person discovering the fire is to break the glass of the nearest fire point to initiate the alarm and make a single attempt to put out the fire.

Classrooms

The teachers should ensure all windows are closed, providing they do not endanger their own safety, and the classrooms should be evacuated promptly.

Children should leave the classroom or nursery room in a controlled and orderly manner and make their way to the Assembly Point.

Those classes upstairs are to use the nearest stairs available.

It is important that classes are kept separate.

All fire doors should be closed behind those evacuating the building, as long as they do not compromise their own safety.

Other Personnel

Every other person is to evacuate the building and move to the Assembly Point, observing the principles outlined for teachers and children.

At the Assembly Point

The teachers are to collect the class registers from the administrative staff and check that all children are present.

Administration Staff check that any visitors are accounted for.

Administration staff and the teachers report to the senior person present that everyone is accounted for.

Records and testing

The fire alarm system is to be tested at regular intervals to ensure serviceability and a record of such testing maintained.

Fire practice drills should also be recorded.

This policy Should be read in conjunction with the Fire Risk Assessment produced by ABF Fire March 2023