

# The Devonshire Hill Nursery & Primary School Fire Safety Policy & Procedures

Ratification date:	January 2020	Review date:	As required
<p>At The Devonshire Hill Nursery and Primary School, 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.</p> <p>The following policy and procedures identify the roles and responsibilities of all those involved. All school personnel must be familiar with these procedures to ensure the safe evacuation of all pupils.</p> <p>The Resources Committee of the Governing Body will review the effectiveness of this policy annually as part of the review of the <u>School's Health &amp; Safety Policy</u>, or as the need arises.</p>			
Headteacher		Chair of Governors	

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.

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 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.

***For the purpose of this policy, "Fire Marshals" are referred to as "Fire Wardens".***

## **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 program 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.

## **Role of the Governing Body**

The Governing Body has:

- appointed a Fire Safety Manager to take overall responsibility for fire safety matters at this school;
- delegated powers and responsibilities to the Head teacher 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 governor 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 governor to visit the school regularly, to liaise with the Head teacher, the Fire Safety Manager and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

## **Role of the Head teacher**

The Head teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor 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 Resource committee;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Fire Safety Manager(Site Manager) and Union Health and Safety Representatives;
- 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 governors;
- annually report to the Governing Body on the success and development of this policy.

## **Role of the Nominated Governor**

The Link Governor will:

- work closely with the Head teacher 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 Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

## **Role of the Fire Safety Manager**

The Site Manager has been appointed as the Fire Safety manager for the school and will have overall responsibility for fire safety matters within the school. He 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 program 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 school evacuation plans;
  - Have in place personal evacuation plans for pupils and school personnel with disabilities;
  - Conduct fire drills;
  - Be responsible for fire safety training;
  - Make periodic visual inspections of fire equipment;
  - Test the audible fire alarm equipment weekly;
  - Make weekly checks to confirm fire safety procedures are adhered to;
  - Ensure that the fire panel is inspected and tested quarterly;
  - Ensure that fire equipment (extinguishers / blankets) are inspected annually;
  - 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 governor.

### **School staff**

- Should ensure that they are fully aware of the fire evacuation procedure (**Appendix A**) which is in the staff handbook and on display by all visitor entrances;
- 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;

### **Responsibility of Pupils**

- 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.

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 wilfully 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 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

### **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 area 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. (**Appendix B**)

### **Fire Risk Assessment**

The Fire Safety Manager will ensure that fire risk assessments are carried out annually or following any changes, e.g. a new extension / change of use of a room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order, and where possible will include the link governor. Every 5 Years the school will use an accredited Fire Risk Assessment Company to carry out a comprehensive assessment.

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

All staff whether temporary or permanent, will have the fire procedure explained to them as part of their induction, this will include:

- The location of school fire notices;
- Means of raising the alarm including the position of call points;
- Fire evacuation procedure and means of escape;
- Fire assembly points;
- Times of fire alarm tests.

All visitors to the school will be given Fire Guidance on arrival to the main reception, this will be available through the VIP (Visitor information pack) this will include:

- The location of school fire notices;
- Means of raising the alarm including the position of call points;
- Fire evacuation procedure and means of escape;
- Fire assembly points.

All staff are required to complete online Fire Awareness Training, with some members of staff completing Fire Warden Training. This is carried out annually whether a temporary or permanent staff member. Fire evacuation Drills will be carried out at least once per term and will be done at varying times of the day. (The first 2 drills of the academic year will be carried out one in the am and one in the pm as some nursery children are only here for part of the day) Feedback forms will be made available to all staff to complete and allow the Fire safety Manager to identify any problem areas.

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

Fire extinguishers and the fire alarm system are maintained by approved contractors, the fire alarm system is inspected quarterly and the fire extinguishers (including blankets) are inspected annually. However, the school will carry out the following tests on the systems between maintenance visits.

System	Frequency	Method of Test
Fire Alarm	Weekly	Test operation of a different call point each week in rotation
Fire Alarm	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to the fire system	Weekly with the fire alarm	Visual confirmation that doors release and close fully with the operation of the fire alarm.
Fire extinguishers and fire blankets	Weekly	Check that seals are intact and that equipment hasn't been moved or tampered with.
Corridors and escape routes	Daily	Check that corridors and escape routes are free from obstruction
Fire exit doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating.

## Gas and electrical installation and equipment checks

- An electrical equipment Portable Appliance Testing (PAT) safety check is carried out annually across the school by specialist contractors;
- An electrical installation check is carried out at the school every 5 years by specialist contractors;
- The school boilers have a maintenance contract and are serviced annually by an approved contractor;
- The main school meals kitchen appliances are inspected and serviced annually by an approved contractor.

## Anti-arson arrangements

- All flammables are kept locked at all times;
- All areas of the school are regularly inspected by the site team;
- Security on site is high. During school hours all entry into the building is via an access control system;
- Rubbish bins are kept away from the main school building;
- Re-cycling bins are emptied on a regular basis.

## Appointment and Duties of Fire Wardens (Marshals)

The school will appoint a number of staff members as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation. (**Appendix C**)

## Calling the Fire Service

The person discovering the fire is responsible for activating the nearest call point. When the alarm is raised the Admin team will call the fire brigade if a fire is suspected, or within 60 seconds of the alarm being raised if a false alarm is not confirmed. The school address is:

**The Devonshire Hill Nursery & Primary School, Weir Hall Road, Tottenham, London N17 8LB**

## Meeting the Fire Service

The Fire Safety Manager, a member of the Senior Leadership Team and Admin team member to identify themselves to the fire service on their arrival.

## Events Taking Place Out of School Hours, Lettings etc.

Where events are organised outside of 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 appropriate precautions including arrangements for evacuation and calling the fire service are put in place. The Fire Safety Manager may impose specific restrictions on the type of letting or activity, and on the number of persons involved.

## Signage

All fire exits, call points and escape routes in the school are indicated by signs that convey the message by word and pictograms. All fire exits and call points have protruding signs

## Records

The following records will be kept by the school:

Item Recorded	Information to be Recorded
Fire Alarm Test	Date of test, call pointed tested and whether the test was satisfactory, including whether the automatic door releases operated are all recorded on line
Fire Evacuation Drill	Date of drill and time taken to evacuate
Fire Safety Training	Nature of the training and names of those who have completed it.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website;
- the Staff Handbook;
- school events;
- meetings with school personnel;
- Head teacher reports to the Governing Body;
- information displays in the main school entrance

## Fire Evacuation Procedure

### PLEASE NOTE:

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g. fire, gas leak, bomb alert
- In the event of a missing person, report immediately to the Head teacher or person in charge. DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.

### GUIDANCE ON FIRE EVACUATIONS

#### Alarm Operation

Anyone discovering a fire must, without hesitation, sound the fire alarm by operating the nearest fire alarm call point.

Consideration: Where there is a need to evacuate due to a suspect package or telephone threat, the SEMT should evacuate the school room by room without sounding the alarm.

#### Calling the fire Service

All outbreaks of fire, or suspected fire should be reported immediately to the fire service by the quickest means available. This task is the responsibility of the Admin team, as they have telephones with outside lines available at their location.

#### Evacuation

On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner via the nearest fire exit.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to their designated assembly point.

Where applicable, special arrangements must be made for pupils with physical or mental disabilities, to ensure that they are assisted during an evacuation.

- **No running is permitted, as this can cause panic;**
- **Anyone not in class when the fire alarm sounds must go immediately to their assembly point;**
- **No one must re-enter the building until told to do so by the fire service in attendance, or in the case of a fire evacuation drill this will be either the Head teacher, Deputy Head teacher or the School Business Manager.**

#### Assembly Points

Assembly point A is the School Field: Pupils, staff and visitors must line up in front of the clearly marked areas on the fence. The location of the assembly points is so that they are far enough from the school building to give protection from the heat and smoke given off by a fire. And that they do not put pupils and staff at risk from emergency vehicles responding to the incident.

Assembly point B is The Selby Centre: If the school premises has been evacuated and it is not possible to re-enter the school or for pupils to go home immediately, it may be possible to temporarily re-locate to The Selby Centre (Selby Road, Tottenham N17 8JL). Access is via the gate

at the rear of the school field. The code for the padlock is shared with members of staff; it is occasionally changed and where this is the case is communicated immediately to staff.

The School's secondary off-site assembly point is Risley Avenue Primary School (The Roundway, Tottenham N17 7AB).

### **Roll call**

The Admin team have overall responsibility to ensure that a roll call is conducted in the event of a fire evacuation. They should use the following instructions.

- **Evacuation reports, emergency pack, visitor's book and first aid kits to be collected before leaving the building;**
- **Immediately after classes have assembled at their assembly points, a roll call or count must be made to check that no one is still inside;**
- **All visitors or contractors on site at the time have to be included;**
- **The count at the assembly points must be checked with the registers and visitors book to verify that everyone is out of the building;**
- **Fire Wardens must report to the Admin team to verify that everyone in their charge is accounted for or to inform them of the number of people missing, which must be relayed immediately to the Head teacher or in their absence the named SLT member on duty.**

### **Meeting the fire service in the event of a real emergency**

The Fire Safety Manager, a member of the Senior Leadership Team and Admin Team member to identify themselves to the fire service on their arrival. This will allow the fire officer to decide the necessary actions to be carried out by the fire service.

Typical information the fire service will want to know:

- **Is everyone accounted for?**
- **If anyone is missing: how many? What is their usual location? Where were they last seen?**
- **Where is the fire? What is on the fire?**
- **Are there any hazardous substances involved in the fire or stored within the building (e.g. chemicals, solvents, petrol or gas cylinders. (information within the emergency pack)**

## Personal Emergency Evacuation Plan

**Please keep this PEEP with you at all times and update it when necessary**

Designated Person	Role	Work Location

Assigned person	Pupil	Member of staff	Visitor	Disability or Injury	Able to walk	Requires crutches	Uses a wheelchair

<b>Timetable &amp; Room Location of Person Assigned to a Designated Person</b>
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Day	Session 1	Lunchtime	Session 3
	9.00-12.00 KS1 9.00-12.15 KS2	12.00 – 1.00 KS1 12.15 – 1.15 KS2	1.00 – 3.10 KS1 1.15 – 3.15 KS2
<b>Mon</b>			
<b>Tues</b>			
<b>Wed</b>			
<b>Thurs</b>			
<b>Fri</b>			

<b>Fire Exit &amp; Assembly Points</b>
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## Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person(s) responsible	In case of absence
<b>Fire Safety Manager</b> <ul style="list-style-type: none"> <li>▪ Check with class teachers for missing children</li> <li>▪ Check with Admin team that visitors / contractors are all accounted for</li> <li>▪ Meet the fire Brigade</li> <li>▪ Report any missing children / staff / visitors so that a search may be initiated.</li> </ul>	Graeme Patterson	Assistant Site Manager
<b>Fire Warden 1</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 1 UKS2:</u></li> </ul>	Tina Georgiades	Warden 2
<b>Fire Warden 2</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 2 LKS2:</u></li> </ul>	Anoria Simmons	Warden 1
<b>Fire Warden 3</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 3 Yr 1 and Reception Classes:</u></li> </ul>	Gary Wong	Warden 4
<b>Fire Warden 4</b> <ul style="list-style-type: none"> <li>▪ <u>Zone 4:</u></li> </ul>	Rachel Bates	Warden 3
<b>Activation of Fire Alarm</b>	Person discovering the fire and breaking glass at the nearest call point	
<b>Calling the Fire Service</b>	Sylvia Chambers	Letitia Ross
<b>Distributing Class registers, checking visitor / contractors book</b>	Member of the Admin team	
<b>Meeting the Fire Service</b>	Fire Safety Manager, SLT member and Admin team member	