



## Fire Risk Assessment Policy

*This Policy applies to the entire setting including the EYFS.*

**Staff Responsible for policy review: Head & Business Manager**

**Next Review: October 2022**

Last Review	Updates made
September 2020	

## Introduction

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment and goods in storage. Information and records can also be destroyed or damaged.

We are legally obliged to safeguard our employees, pupils and others on school premises against exposure to the hazards associated with fire. Staff are to take reasonable care in all matters to prevent the risk of fire.

In order to address this, we have put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

These measures include the following arrangements, procedures and controls:

- Annual inspection of the structure of the premises for fire safety resulting in the annual fire risk assessment document;
- Regular review of the fire risk assessment in the light of any changes occurring in the school;
- Fire detection equipment installed and inspected regularly;
- Fire alarms regularly tested;
- Emergency lighting provided as appropriate;
- Fire extinguishers, appropriate to fire type, placed at clearly labelled fire points;
- Emergency exit routes and signs kept clear at all times;
- Involve local FRS when obtaining building regulations approval where these apply to new building or alterations to existing buildings;
- Appropriate storage of flammable substances;
- Measures in place to deter acts of arson;
- Periodic checks to Portable Electrical Appliances;
- Five yearly checks to Fixed Electrical Wiring;
- Heating Equipment serviced annually;
- Portable Heaters used only in controlled conditions;
- Staff are trained in the use of extinguishers and procedures for fire drills and evacuation;
- Emergency evacuation plans are in place;
- Records of training, induction, drills, alarm tests, are kept on the premises and up to date in the fire control log book located in the Business Manager's Office;
- Supervision and monitoring of visitors, including contractors is carried out by the Business Manager and Registrar; and
- Precautions in respect of vulnerable people visiting the premises are in place and implemented.

These arrangements will be reviewed at least annually and on any significant change in the premises. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our insurers, or our safety advisor.

Full Fire Risk Assessment in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

All fire escape routes are clearly marked and MUST always be kept clear and unlocked whilst the building is occupied. Any deficiencies in fire escapes or equipment will be reported immediately to the Business Manager whose responsibility it is to remedy the deficiency. It will also be the responsibility of the Business Manager to ensure that fire-fighting equipment is regularly maintained. This is carried out once a year.

The fire alarm bell is tested weekly.

Full fire drills are conducted each term. Fire drills are held without warning to staff or pupils and those practices are recorded in the fire log. A copy of the Fire Drill is displayed prominently in relevant areas.

All class registers to be completed before am and pm sessions and updated on the system. It is the responsibility of the Registrar to take the fire log of the school registers and the staff signing in and out sheet with them from the building in the case of an evacuation.

In the absence of either the Business Manager or the Registrar it is the responsibility of the Deputy Head.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1992 to inform their manager of situations where they see serious and imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for health and safety protection.

# Fire Emergency Plan

(to be read in conjunction with the Fire Procedures Document)

## **If you detect a fire:**

Operate a Break Glass Call Point to activate the Alarm.

## **Action by pupils and staff when the alarm sounds:**

All pupils and staff will proceed immediately to the Assembly Point (see Fire Procedures Document for specific details).

The route taken will be the most direct safe route.

All belongings must be left behind and there will be no running or talking.

Staff will ensure that all doors and windows are closed provided it is safe to do so.

Staff will check all cloakrooms and toilets.

Extinguishers will only be used if it is safe to do so and if it is necessary in order to effect escape.

A check will be made, co-ordinated by the Head to establish who is present. In the absence of the Head this will be carried out by the Deputy Head.

## **Action by designated people:**

The following staff will go immediately to the Fire Assembly Point:

Head

Business Manager (BM)

Deputy Head (DH)

Registrar                      ...taking the Pupil, staff and visitors' registers (If absent BM then DH)

Site Manager

If it is clear that the situation is not a false alarm, the site manager (or in his absence, the Business Manager) will ring the Fire and Rescue Service.

The Site Manager, or other designated person, will ensure that the gas main is turned off to the building.

The Site Manager, or other designated person, will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that they are able to direct the Fire and Rescue Service.

The Site Manager will meet the Fire and Rescue Service on arrival to direct them as to the area involved and will provide as much information as possible concerning anybody who has not been accounted for.

In the absence of the Site Manager the order to undertake this role is Business Manager, Head, Deputy Head.

**Additional action by other staff:**

Staff in charge of pupils when the alarm sounds will assist pupils to escape, ensuring that all pupils have left the area before they leave the area.

Staff in the School Office will take the Staff, Pupil and Visitors' Registers so that it is known who is in the School and any team lists so that it is known who is off site at a particular time.