

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Fire Safety Policy

Document Control

Change Record

Date	Author	Version	Change Reference
June 2012	Arlette Wells / Steve Downes	001 (D)	No Previous Document
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April 2021	Areltte Wells		Responsibilities - Add frequency of statutory tests final bullet point
April 2023	Arlette Wells / Ashley Sullivan		Review

Distribution

Reviewers	Approvers	Distribution
Resources Committee	Full Governing Body	

Policy Statement:

Hitherfield School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to pupils, staff, visitors, contractors and others who may be affected by the activities of the School.

Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all parts of the premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities:

- The Senior Premises Officer will ensure that these policies and procedures are implemented and adhered to on a sustainable basis.
- The Senior Premises Officer will organise Fire Marshall training for Support Staff annually. The school site is complex with numerous teaching buildings. For this reason the school exceeds the recommended number of Marshalls and our current practise is to train all support staff.
- The School Business Manager or other Line Managers will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- The Senior Premises Officer will ensure that an appropriate system for carrying out fire risk assessments is in place.
- The Senior Premises Officer will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- The Senior Leadership team or other Line Managers will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk

assessments, are implemented and control measures for controlling the risk from fire are maintained in their area of operational responsibility.

- The Senior Premises Officer will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- The Senior Premises Officer will ensure that audits are carried out periodically to ensure the effectiveness of control measures.
- Staff, pupils, contractors etc are expected to act responsibly and not recklessly interfere with or misuse anything provided for the purposes of fire safety (e.g. not to move fire extinguishers or use them as door stops or cover over call points with artwork/notices etc). Failure to co-operate with the school in matters regarding fire safety may result in disciplinary procedures.
- Staff must report any damage to fire safety equipment and fire hazards to The Senior Premises Officer or Senior Management Team.
- Staff, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.
- The School Business Manager and Senior Premises Officer will ensure the School's Service and Maintenance Plan includes the frequency and cost of the following checks:
 - All Fire extinguishers are inspected annually by an appropriate fire maintenance company.
 - The Fire Alarms are maintained by an appropriate fire maintenance company every quarter.
 - A fixed wire test is carried out by a suitably qualified electrical engineer every five years (due 2025).
 - Weekly Fire Safety tests are carried by the Senior Premises Officer or a member of his team and logged in the Fire Log Book held securely on site:
 - Emergency lights
 - Fire Alarms
 - Fire Exits are clear of obstacles (daily)
 - Visual inspections of the Fire Extinguishers
 - The Emergency lights are annually inspected and tested by an appropriately qualified electrical engineer.

Updated: May 2021

Fire Procedure

Staff and visitors will be informed in advance of a planned fire drill. staff should not inform the children that there is going to be a fire drill and everyone should follow the procedures below.

In Event Of the Fire Alarm Going Off:

- It is important that everyone leaves the building safely, quietly, calmly and immediately. Do not collect belongings and do not re-enter the buildings until it is safe to do so.
- The fire alarm overrides most school risk assessments, for example Covid Risk Assessment, and therefore leaving the building immediately is the priority.
- Classrooms and other main spaces have a green and white Emergency Escape Route fixed to the wall which explains the quickest way out of the room or building. Staff should make themselves aware of the nearest escape route in advance of any drills or emergencies.
- There are three Fire Assembly Points on the school site:
 - In the main playground in front of the ballcourt (BC)
 - On the Plaza/Astroturf (PA)
 - inside the Hitherfield Road entrance (HR)
- Year groups normally* assemble as follows:
 - Nursery - HR
 - Reception - HR
 - Years 1, 2, 3 and 4 - PA
 - Years 5 and 6 - BC
- Sometimes the above assembly points may not be the closest, for example: if a class is in the library or having a PE session in the playground. In that event, the adult in charge of the class should lead the class to the nearest assembly point.
- In the event of the fire alarm sounding during play or lunchtime, children should automatically be sent to their normal* assembly point, so that the teacher can take the register.
- Whilst school leaders will direct staff if needed, the adult in charge of the children will need to assess the situation and move away from any dangers.
- Staff and children will not be permitted back into the school buildings until they have been checked and are deemed safe.