



Fire Safety Policy

September 2022

Fire Safety Policy

This policy will be reviewed annually by Life Skills Manor Headteacher and Key Stage Lead Team.

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. He 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. He 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 Key Stage Lead members to assist under the responsibility of the Headteacher.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed in key areas around the school. 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.

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 i.e., larger than a fire in a waste paper bin.

Portable fire-fighting devices

Fire-fighting equipment should be sited in 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.



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.

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

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.

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.

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 have 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 activity, the number of persons involved, and the number and layout of any seating.

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.

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

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.

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