



QUEEN ELIZABETH'S SCHOOL (WIMBORNE MINSTER)

Fire safety Policy

Title of Policy	Fire Safety Policy
Policy Type	School
Review Cycle	Annually
Policy prepared by	Stephen Jones, COO
Committee responsible	Community & Environment Committee
Date of review by committee	11th July 2019
Date of approval or submission to FGB	16th July 2019
Next Review	Under Review

1. Introduction, Statement and Aims

Introduction

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; to ensure that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at QES are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Policy Statement

It is the policy of QES as part of its Health & Safety Policy to ensure that adequate arrangements for the prevention of fire are in place. This will be achieved by undertaking fire risk assessments in line with the Regulatory Reform Fire Safety Order (2005) reviewing the findings from such assessments and having in place suitable fire precaution systems and robust procedures for the evacuation of the building in case of fire. It is the responsibility of the Site Manager to carry through this policy under the direction of the Chief Operating Officer..

QES will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on School premises.

The schools Fire Safety Policy is a whole school policy and forms part of the school's wider Health & Safety Policy.

Aims of the Policy

Our policy is that:

- no life be put in jeopardy in anyway whatsoever
- evacuation procedures are regularly tested and the results reviewed
- that possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue
- that the responsible person will undertake a fire safety risk assessment on a regular basis
- that we put in place, and maintain, appropriate fire safety measures
- that fighting any fire is only undertaken when the alarm has been raised, when there is acceptable risk to a person or persons and that person to have received appropriate training
- that all staff receive information, fire safety instruction and training

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes. This policy is reviewed by the Community & Environment Committee and then approved by the Full Governing Body

2. Legal Requirements

- Regulatory Reform Fire Safety Order (2005)
- Health & Safety at work act (1974)

3. Roles and Responsibilities

The Governing Body has the ultimate responsibility for fire safety in the School. The Governing Body discharges this responsibility through the Community and Environment Sub-Committee.

The Headteacher is responsible to the Governing Body for fire safety within the school although they have delegated the operational responsibility to the Chief Operating Officer.

The Chief Operating Officer is the appointed Fire Safety Officer – they will be assisted in the carrying out of their responsibilities by the Site Manager who has been appointed as Deputy Fire Safety Officer. The Chief Operating Officer consults with the Health and Safety Group which meets at least once per term.

Role of the Fire Safety Officer

The Chief Operating Officer is the designated Fire Safety Officer and is responsible for ensuring that:

- the Fire Safety Policy is kept under regular review by the Governors and SLT
- the Fire Safety Policy is communicated to the entire school community
- everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire - with additional information being provided when large numbers of visitors are on site, i.e for Parents evenings or events within the main hall.
- contractors working for the School will be given written documentation detailing the procedures that they should follow whilst working on the school campus, and also informing them of the school's procedures in an emergency situation
- the appropriate basic fire training for all school staff is provided on an annual basis and specifically to ensure that fire training is provided to all new employees on starting work at the School
- records are kept of the fire induction training given to all new staff and pupils
- procedures and arrangements for emergency evacuation are regularly tested and reviewed
- fire Risk assessments are regularly reviewed and updated
- records are kept of all fire practices.
- certificates for installation and maintenance of fire-fighting systems and equipment are kept
- fire risk assessments are regularly reviewed and incorporate any alterations to the layout, systems installed or operational use of the premises.
- fire strategy is regularly reviewed and compliance ensured.
- as part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be kept under continual review
- the appropriate liaison takes place with third parties; the emergency services and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- the integrity of all fire prevention systems and equipment in place is maintained in good working order
- this policy is monitored and reviewed on a regular basis to ensure that any new risk or alteration to the relevant regulations is addressed

3. Roles and Responsibilities (Cont'd)

Role of Fire Marshalls

Fire Marshalls are responsible for facilitating the orderly evacuation of the school buildings by standing along exit routes (particularly alongside the roads outside of the school) to ensure that pupils and staff can leave the premises safely. It is not the responsibility of Fire Marshalls to fight fires.

Role of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building (with the support of PEEPS for those children with disabilities) and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer.

Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

Emergency Evacuation Procedures

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated muster point. It is the responsibility of the designated PEEP to ensure the safe evacuation of their designated person.

The School operates an evacuation system based on attendance register and headcount. All areas of the buildings are checked upon evacuation.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. The class teacher will always bring up the rear. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked. Use of any lifts by pupils and staff to evacuate a building is strictly forbidden.

The group will assemble at the predetermined place of safety, which is the QELC – Tennis Courts. See the School's - "Quick Reference Guide – What to do in an Emergency."

The fire alarm automatically alerts the fire service. The fire service should be stood down by the Fire Safety Officer if it is confirmed that a false alarm situation exists.

As a general rule, if someone is missing, the building should not be re-entered but information should be given immediately to the Fire Safety Officer who will liaise with the fire service to make

a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

Visitors on site will be made aware of fire safety arrangements upon arrival.

3. Roles and Responsibilities (Cont'd)

Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should be identified and a Personal Emergency Evacuation Plan (PEEP) prepared for the person concerned. The timetable for those pupils and staff for whom PEEPS have been prepared are kept in SEN Senior Admin Officer.

The PEER will provide specific procedures for assisting in the evacuation of persons with a known disability and these procedures will be agreed by the SEN Senior Admin Officer, Senior First Aider and Fire Safety Officer. Where teachers have a pupil with a known disability, they must ensure that the pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Wheelchair users or any person with difficulty walking (for example anyone temporarily using crutches) should make their way to a designated fire refuge area and wait until they are assisted to evacuate the building. The fire refuge areas are clearly signed and identified in the PEEP.

Fire Warning Equipment

The school is equipped with heat and smoke fire warning devices designed to activate the school's alarm system in the event of a fire. The warning of a fire will be a siren, which will sound continuously.

The alarm will be tested regularly - (weekly), and reports of inaudibility are to be reported to the Facilities Manager.

Call buttons are located throughout the building. In the event of a fire, the glass should be broken and the school alarm will automatically sound.

This equipment will be maintained in line with the manufacturers requirements.

Fire-fighting Equipment

A sprinkler system is installed in Buildings A, B, C and E and operates independently from the alarm system including backup water supply and diesel pumps.

Fire Extinguishers are located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

No attempt should ever be made to tackle a fire unless doing so is to facilitate safe exit when no other options exist.

This equipment is maintained regularly in line with the manufacturer's requirements.

It is a disciplinary offence – for pupils and staff alike – to tamper with any fire-fighting or alarm equipment.

3. Roles and Responsibilities (Cont'd)

Evacuation Drills

An evacuation will be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route.

Fire Prevention Measures

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer
- Catering equipment is switched off at the end of every day
- Lightning and earthing protection conforms to BS 6651-1999. This is tested annually by a specialist contractor
- All gas appliances are tested and serviced by Gas Safe Registered Engineers
- Portable electrical equipment should be checked regularly.
- Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.
- Ensure the safe storage areas of flammable chemicals in the school - Science, DT and Site for example
- Exit routes are regularly walked by the Fire Safety Officer to ensure that they are, and remain, clear of obstruction.

Outside Security

In the knowledge that the most common reason for school fires is arson occurring when school is closed, the school places a high priority on outside security.

3. Roles Responsibilities (Cont'd)

Record Keeping

The Facilities Manager shall ensure all records relating to Fire Safety are retained in hard copy in the Site office and electronically on the school network. These include –

- Gas Safety Certificates
- PAT Testing Certificates
- Lift Service and Statutory Inspection Reports
- Fire Log Book which contains records of fire safety issues is maintained by the Fire Safety Officer and includes details of fire drills, hot works permits, the storage of hazardous materials
- Lightning Conductor Testing
- Fire Fighting Appliances Service Records
- Electrical Installation test certificates including 5 year fixed wiring test certificates
- Fire Strategy
- Fire Risk Assessments

4. Links and References

- Health & Safety Policy
- Safeguarding Policy
- Staff Handbook
- Quick Ref Guide – “School Emergency Evacuation procedures”
- Fire Risk Assessment
- Risk Register