



FIRE SAFETY

Policy & Procedure No.

HS03

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Reference to

HS01 Health and Safety Policy

Regulatory Reform (Fire Safety) Order 2005

1. Aims

It is the overall aim of Seadown School to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

2. Overall Responsibility for Fire Safety Matters

A member of the school staff is appointed as the Fire Safety Manager for the school and has overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Fire Safety Manager shall also ensure that an emergency evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

The named Fire Safety Manager at Seadown School is Steve Alexander

The named Fire Marshalls at Seadown School is: Ben Kinslow / James Eagle

3. Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix A). They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

4. Appointment & Responsibilities of Fire Wardens

The school shall appoint a number of employees as Fire Wardens, one of which will be appointed as Senior Fire Warden. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the School have been evacuated and that this is reported to the Evacuation Manager

During an emergency evacuation, Fire Wardens shall wear hi-visibility tabards to enable them to be clearly identifiable.

5. Fire Risk Assessment

The Fire Safety Manager shall ensure that a fire risk assessment (found in the H&S file and on the S drive, Fire RA) is carried out every 12 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Manager and a copy kept on file.

6. The School Fire Procedure

Notices displaying the School Fire Procedure (Appendix E) are displayed at each fire alarm call point and shall be of the approved format and the current issue.

7. Fire Training & Emergency Evacuation Drills

Training will be provided at least every two years for most permanent school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes, alternative exits and the assembly point.

It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist (Appendix C). The Fire Safety Manager shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or the Headteacher.

8. Maintenance of Fire Safety Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professionally qualified consultants:

System	Frequency	Provider
Fire Fighting Equipment	Annual	RT Spencer Services (01903 724687)
Fire Alarm System	Quarterly	Sovereign Alarms Ltd (01273 301303)

9. Testing of Fire Safety Equipment & Systems

The School Fire Safety Manager shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

System	Frequency	Method of Test
Corridors, Escape Routes and Fire Exit Doors	Weekly	Check that fire exit doors are unlocked; escape routes are free of obstruction and that the padlock is removed from the double gates.
Fire Alarm	Weekly	Visual check of panel for fault indications.
Fire Alarm Call Points	Weekly	Test key operation of different call point each week in rotation.
Fire Extinguishers, Hose Reels, Fire Blankets etc...	Weekly	Check that seals are intact, equipment has not been removed or tampered with and that the annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Fire Exit Doors	Weekly	Check that the doors are opening freely and that emergency exit fittings are operating.
Emergency Lighting	Half Termly	Operation of test switch or circuit breaker and check that lights illuminate.

The Headteacher and/or Fire Marshal will check the corridors, escape routes, fire exits and the fire alarm panel visually daily (Mon-Fri)

10. Raising the Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the walkie-talkie system of communication will be used continuously.

11. Calling the Fire Brigade

It is school policy that the fire brigade will be called upon any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and the Office Staff Designate to call the fire brigade. Where the alarm is raised by the school's automatic smoke detection system, the Office Staff Designate 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.

12. Meeting the Fire Brigade

One of the Fire Marshalls are responsible for meeting or ensuring that a member of staff is available to meet, the fire brigade on arrival.

13. Events Out of School & External Lettings

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 Fire Safety Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify requirements as a condition of the license, and these conditions will have to be met.

14. Notices

Clear signage, meeting relevant legislation, should be used throughout the school. i.e. fire exit points, firefighting equipment & fire evacuation procedures.

15. Records

All service records to be stored safely in a fireproof office cabinet. The Fire Safety Manager is responsible for maintaining the following records:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	Date of test, list of all fire exit doors checked and results of tests.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learnt / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor.
Fire Risk Assessment	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.

Appendix A –Emergency Evacuation Procedure

Please Note:

- ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE (E.G. Fire, Gas Leak, Bomb Alert etc...)
- Up to date fire procedure notices are placed at every exit; designated exits are clearly marked.
- Only attempt to use fire extinguishers on small fires if you are trained / confident to do so.
- In the event of a missing person, report immediately to the Evacuation Manager. **DO NOT GO BACK INTO THE BUILDING** until the Evacuation Manager has given the all clear.

Action When the Fire Alarm Sounds	
Role	Action / Responsibility
Class Teachers / Teaching Assistants	<p>Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit.</p> <p>Immediately evacuate the building taking all pupils in your charge through the nearest / most appropriate exit.</p> <p>Close the doors and windows on leaving.</p> <p>Lead all pupils to the designated assembly point (Woodstock Day Nursery, 1 Farncombe Road, Worthing) via the quickest / safest route and line up.</p> <p>In the event of a Gas Leak or Bomb Alert the assembly point will be as discussed with the staff.</p> <p>Call the register, which the office staff will distribute. Conduct a headcount whilst registers are being distributed.</p> <p>Notify the Evacuation Manager immediately of any missing pupils so a search can be initiated.</p> <p>Wait for further instruction.</p>
Office Staff	<p>Call the fire brigade (999) giving your name and the school's name and address: (Seadown School, 1A Farncombe Road, Worthing, West Sussex, BN11 2BE).</p> <p>Pick up registers, visitors' book and staff sign in sheets.</p> <p>Leave the building through the nearest / most appropriate exit and go to the assembly point (Woodstock Day Nursery, 1 Farncombe Road, Worthing).</p> <p>Distribute registers to the Class Teachers – ensure all classes are present.</p> <p>Check visitors present against visitors book.</p> <p>Notify the Evacuation Manager immediately of any missing classes, pupils, staff or visitors so a search can be initiated.</p> <p>Wait for further instruction.</p>
Fire Wardens	<p>Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed.</p> <p>Checks on toilet areas should include a check on individual cubicles.</p> <p>If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one.</p>

	Never open a door if you suspect that there may be a fire beyond it.
Evacuation Manager	<p>Leave the building through the nearest / most appropriate exit and go to the assembly point (Woodstock Day Nursery, 1 Farncombe Road, Worthing).</p> <p>Check with Class Teachers for missing pupils.</p> <p>Check with Office Staff for missing classes or visitors.</p> <p>If persons reported missing and fire brigade yet to arrive, conduct search for missing persons – if safe to do so.</p> <p>If persons reported missing and fire brigade have arrived, inform the fire brigade and follow their instructions.</p>
Kitchen Staff	<p>Switch off the power.</p> <p>Leave the building through the nearest / most appropriate exit and go to the assembly point.</p>
Visitors	Leave the building through the nearest / most appropriate exit and go to the assembly point.

Designated Assembly Points for All Staff, Pupils & Visitors

Turn left upon exiting the property. The assembly point is on the pavement directly outside Woodstock Day Nursery, 1 Farncombe Road, Worthing

Appendix B – Roles & Responsibilities in An Emergency Evacuation

Role / Responsibility	Person Responsible
Evacuation Manager Check with Class Teachers for missing pupils. Check with Office Staff for missing visitors. Conduct search for missing persons – if safe to do so and fire brigade yet to arrive. Inform fire brigade of any missing persons.	James Eagle (Headteacher)
Senior Fire Warden Building Check Report to Evacuation Manager.	Ben Kinslow (Senior Teacher)
Calling the fire brigade: automated fire detection alarm	Charlie Whittingham (Office Staff)
Distributing class registers	Charlie Whittingham (Office Staff)
Holding and checking visitors' book	Charlie Whittingham (Office Staff)
Meeting the fire brigade	James Eagle / Ben Kinslow

Appendix C – Staff First Day Induction Fire Safety Checklist

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.

Appendix D – Checklist for Use of Premises Out of School Hours

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School.

Appendix E – School Fire Procedure Notice

Upon Discovering A Fire

- Raise the alarm by activating the closest fire alarm call point.
- Phone 999 and request the Fire Brigade attend Seadown School, 1A Farncombe Road, Worthing, BN11 2BE. Ensure operator repeats address back to you.
- Only attempt to fight small fires if you are trained/confident/feel safe to do so.

In the Event of Fire

FOLLOW EMERGENCY EVACUATION PROCEDURE

(As practised during Fire Drills)

WHEN THE FIRE BELL RINGS

(only if it is safe to do so)

- Keep a calm composure.
- Responsible staff member to direct all pupils to line up at the door if safe do so and supervise their exit.
- Responsible staff member to lead pupils to the nearest fire exit and out to the assemble point at the nursery. All other persons to exit via nearest fire exit door. Do not collect personal belongings.
- If the exit route is blocked, then use an alternative safe route and make your way to the assembly point.
- Once at the assembly point carry out a head count/register.
- If any pupil/staff member/contractor or visitor is unaccounted for inform the Fire Safety Manager and/or the Fire Marshall and/or the Headmaster immediately.
- Stay at the assembly point until the Evacuation Manager gives the all clear.
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- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or a Fire Warden.

END

POSITION	Headteacher	NAME		SIGNATURE		DATE	
POSITION	Governor	NAME		SIGNATURE		DATE	
POSITION		NAME		SIGNATURE		DATE	