



# Fire Safety Policy and Management Plan

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Reviewed by

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**For the purposes of this policy, the Competent Person is Mel Slater.**

# 1 Identifying the hazard

Identifying the hazard - Source of ignition

Building/Position	Location	Ignition hazard
190	Kitchen cupboard	Gas Boiler x1
190	Reception class L5	Gas Boiler x1
Nursery Block	Lobby L1/L2	Gas Boiler x1
Cooper House	Plant Room	Gas Boiler x2
Cooper House	Plant Room	Chemicals
180	Plant Room	Gas Boiler x2
Whole site		Cigarettes

## 2 Sources of flammable materials

- 1) waste paper
- 2) chemicals
- 3) cleaning materials
- 4) general waste
- 5) bulky waste items
- 6) excess furniture
- 7) stationery
- 8) art materials
- 9) paint, stains, solvents - site maintenance materials

### 2.1 Identifying people at risk

- 1) All staff
- 2) All pupils

- 3) Visitors
- 4) Contractors on site
- 5) Kitchen staff
- 6) Disabled staff & visitors
- 7) Site manager
- 8) Security personnel

## 2.2 Evaluation and reducing the risk

Location/ Potential ignition sources	Preventative Measures
190 Boiler Ignition	The boiler in 190 building is enclosed in a cupboard No other materials are stored in the cupboard Doors have double bolts to prevent opening
190 Boiler L5	Boiler is at head height – difficult to reach Enclosed by panels screwed into brackets preventing entry
Nursery Block boiler	Wall mounted at 1.4 metre approx Has hinged panel in front of screwed in unit that encloses the pilot light and is totally inaccessible
Cooper House Plant room boiler	Wall mounted and screwed panels restrict access
Cooper House Plant room chemicals	Chemicals are stored in a separate steel locked cupboard in their containers not loose Entry to the plant room is restricted accessed by the use of an entry code door lock
180 Plant Room Boilers	Locked cupboard
Cigarettes	The whole site is a designated no smoking area
Waste paper	Paper is removed to recycling bins

Chemicals	Pool chemicals are stored in a locked steel cabinet located in the plant room restricted access and code door entry to access room. Dry Chlorine (which needs to be kept separate to other pool chemicals) is stored in a locked cupboard at the top of the stairs in 190.
Cleaning materials	Cleaning materials are stored in a locked and bolted store cupboard in 180 building. Additional stores in a locked shed away from main buildings
General waste	Collected daily and stored in waste containers away from buildings
Bulky waste items	Bulky waste items removed, broken up and stored away from buildings
General bins on site	Store and place all bins away from buildings.
Stationery	Kept in secure locked cupboards in 190 building
Art materials	Stored in a locked cupboard outside the art room
Site maintenance materials	Stored in a locked shed away from main buildings

## 2.3 Fire Safety Measures - People

- Health and Safety Co-ordinator is a trained Fire Marshall. A list of other trained staff is available on request.
- Staff are given a briefing on Health and Safety including Fire Safety at their induction when they first start at School
- All staff and pupils participate in regular fire evacuation drills (minimum termly) and are assembled at the emergency assembly points. Locations are signposted
- A number of staff have training in the use of firefighting equipment The above measures are logged

## 2.4 Recording people on site

- All staff must sign in and out using the Companion App or tablet located at the Main Entrance
- All pupils are recorded in a daily register at the beginning of the day and after lunch.
- All visitors to the site sign in and out on the tablet located at the Main entrance
- and given a visitor's badge to wear

- Fire Safety instructions for visitors are on the sign in screen

## **2.5 Fire Safety Measures – Equipment**

Fire extinguishers have been deployed within the School with the correct signage. These are serviced and recorded annually

Smoke alarms are installed and maintained in every building as follows:

Cooper House: Electronic and linked to a fire control panel. Maintained and serviced by a contractor.

190 and 180 Buildings: Manual smoke alarms are electronically linked to fire control panel.

Fire call points: Located in the School buildings by the nearest fire exit and linked to a fire control panel; they are maintained and serviced by a contractor under a service /maintenance contract.

Fire alarm control panels: three panels one in each building; they are maintained and serviced by a contractor under a service /maintenance contract.

Fire Alarms are located in and outside the School buildings and linked to a fire control panel. They are maintained and serviced by a contractor under a service /maintenance contract and are tested on a weekly basis.

Fire Alarm system is tested weekly by manually setting off a call point to activate alarm system, by the Site Manager. Tests are recorded.

Emergency Lighting is installed in Cooper House and 180 buildings.

## **2.6 Additional Fire Safety Measures to Reduce Risk**

- Each room displays a Fire Evacuation Plan (section 9) stating the appropriate way of exit to and from room.
- Each building has the correct fire signs showing the way to the nearest fire exit these are checked (this is recorded) on a termly basis.
- Site manager visually checks fire exits are clear when unlocking in the morning.
- A classroom/office assessment is taken by a key user of the room annually.
- Larger events held in the School are recorded by a separate risk assessment including emergency action planning
- A prepared Emergency Plan is in place for use in the event of a major emergency
- Fire Action signs which contain pictograms are displayed in each room to show what needs to be done in the event of a fire – an example is shown in appendix i.

## **2.7 Fire Safety Measures – Means of Escape**

- In the event of a fire, prepared routes of escape are displayed in all rooms. These displays are checked each term and updated annually
- Fire exit signs are displayed showing the safe route
- Staff and pupils participate in fire drill practice termly. The results of these drills are recorded and actions reviewed – drills are repeated if necessary
- New staff are instructed in fire safety training as part of their induction to the School specifically in:
  - What action to take on discovering a fire
  - How to raise the alarm and where alarms are located
  - What action to take on hearing the alarm
  - Fire Evacuation plan and means of escape

## **2.8 Means of Escape for Disabled Staff, Pupils and Visitors**

When the School employs a disabled person or a pupil with a disability attends the School, the Health and Safety Co-ordinator will conduct a risk assessment to identify any special procedures or equipment required to ensure that person can leave the premises safely. See Additional notes below for individual arrangements.

A review of the Emergency Action Plan will then be conducted to take into account the modifications identified as necessary by the risk assessment.

## **2.9 Fire Safety Measures – Arson**

To reduce the possibility of arson the School premises are secured behind high, locked gates and internal fences. Chemicals, cleaning materials, stationery, art materials, painting and decorating materials, and excess furniture, are kept locked in separate locations or a secure cupboard within the school.

## **2.10 On finding a fire**

Once an alarm has sounded in a building the nominated member of staff must contact the office to notify the other buildings. If it is alarm in 180 a phone call will be made from office to nominated classrooms.

(see appendix)

## **2.11 Fire Marshals**

A number of named staff have undergone initial training for this role. An appendix of the staff and their roles in an emergency evacuation can be found at the back of this policy.

## **2.12 Action Plan for Emergency Fire Services**

In the event of the fire services being called the Site Manager will designate a member of staff to man the driveway entrance on Dyke Road (This is shown as WE1 on the Section 11 access plan) and liaise with the emergency services.

The fire service vehicle will enter the School premises through the car park gates shown as WE2

Parking in the car park is controlled. A scheme is in place for quickly moving cars out in the event of emergency vehicles needing access – assessed and approved by ESFRS

The Site Manager or other designated member of staff will give the emergency services a copy of the fire risk assessment

The School swimming pool holds approx. 11.000 gallons as a potential source for emergency water and is shown as WEW on the access plan.



### 3 Fire Evacuation Plan

<b>Cooper House</b>	
Science and IT	Exit through fire door in ICT Suite and down fire escape to assembly point on main playground.
C1 & C2 English and Humanities Rooms	Exit through fire door and down fire escape to assembly point on main playground.
Swimming pool	Exit through patio doors to grassed area.
<b>Outbuildings</b>	
Y2 Classroom	Exit through closest door to assembly point on playground.
Green Room - Music	Leave room at the front and join school on main playground to assembly point.
<b>190 Dyke Rd</b>	
L1 and L2 (Nursery)	Exit from rear door to assembly point on main playground.
L3 and L4 (Reception)	Exit through nearest cloakroom to assembly point on main playground.
Old Hall	Exit through main door to assembly point on main playground
L5 (2S) & Kitchen	Exit through fire exit to assembly point on main playground.
Downstairs Office	Exit through kitchen if safe to assembly point on main playground delivering lists to other assembly points on route.
L6 (2J)	Exit through kitchen if safe to assembly point on main playground.
All upstairs Offices	Exit via Bursar's office down the fire escape to assembly point on main playground.

\*All assembly points are at the far end of the main playground with Year group markings on the ground.

<b>180 Dyke Rd</b>	
Library	Exit through Fire Door and down Fire Escape, turn left and walk past Gym to the far end of the main Playground to Assembly Point.
4CM	Exit through SEN/Library, through Fire Door and down Fire Escape. Turn left and walk past Gym to the far end of the main Playground to Assembly Point.
4S	Exit through SEN/Library, through Fire Door and down Fire Escape. Turn left and walk past Gym to the far end of the main Playground to Assembly Point.
French	Leave room turn left down main staircase to door at bottom. Turn right out of the building and onto the main playground.
Maths	Leave room turn left down main staircase to door at bottom. Turn right out of the building and onto the main playground.
3C	Exit through patio doors onto car park. Round the back of the Art room to Assembly point on main Playground
3S	Exit through fire door to main playground
Music	Turn right out of classroom and exit from main door. Turn right onto main playground.
Gym/Hall	Exit fire doors directly onto main playground.
Kitchen	Exit fire door onto car park. Follow the building round to the left and onto the main playground.
First Aid Room	Exit fire door directly onto main playground.
SEN Room	Exit fire door directly onto main playground.
Site Manager's Office	Exit through main door to car park
Art Room	Exit through fire exit at rear of room onto car park. Round the back of the Art room to Assembly point on main Playground.

## 4 Additional notes

### **Individual Evacuation Plan for staff needing extra assistance**

Sarah Jarman –Year 2 Classroom by Main Office

## Appendix 1

### **Fire Marshals**

Sam Burrows	Responsible for location of fire and checking building.
Melanie Slater	Responsible for location of fire and checking building.
John Ingrassia	Proceed to playground to meet classes
Lisa Mack	To sweep 180 building to make sure all have evacuated. Collect Grab Bag of inhalers from Medical Room. Proceed to check Green Room.
Katherine Croucher	Sweep Cooper House to make sure all have evacuated.
Samantha Roberts	To sweep 190 building to make sure all have evacuated.

### **Additional nominated staff duties:**

Ella Dean to Support Sarah Jarman in her evacuation.

Mali Smallwood/Sinead Kiernan responsible in 180 for notifying office of alarm.

Rowan Farnell/Fiona Kidney responsible for notifying 180 and Cooper House of fire alarm

Annie Thompsett/ Sheena Stevenson responsible for notifying 190 and 180.

Appendix i)

