Our Lady and St John's Catholic Primary School
Boston Park Road, Brentford, Middlesex, TW8 9JF
www.ourladyandstjohns.org.uk

Fire Safety Policy

Policy Start Date	Policy Review Date	Frequency
Summer 2024	**Summer 2026**	**Two Years**

Site Manager / Fire Safety Manager	Health & Safety Governor
Mr Tyler Freddino	**Ms Jacquie McBeth**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters at this school.

We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school personnel to make themselves familiar with this policy and procedures to ensure the safe evacuation of all pupils.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

We will ensure that an annual fire safety check is undertaken and coordinated by the Fire Safety Manager.

In the event of industrial action by the Fire Service we will ensure that an emergency action plan is in place and that the Fire Safety Manager (Responsible Person) will review all fire safety arrangements.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To have in place personal evacuation plans for any disabled pupil or member of the school personnel.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Fire Safety Manager undertakes regular training.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Health & Safety governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the H & S governor and the Fire Safety Manager;
- liaise regularly with the Fire Safety Manager to review risk assessments, evacuation procedures and fire precaution systems;
- ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term;
- have in place good lines of communication;
- maintain good housekeeping by:
  - ☐ preventing the build-up of rubbish, dust or grease that could start a fire or make one worse;
  - ☐ reducing the amount of or get rid of flammable or explosive substances that might be stored on site;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure portable electrical equipment is annually checked;
- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Fire Safety Manager, Health and Safety Lead and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure outside school security systems and procedures are in place;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;

Role of the Site Manager / Fire Safety Manager

The Site Manager/Fire Safety Manager will:

- have overall responsibility for fire safety matters;
- be familiar with relevant fire safety legislation;

- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, disabled school personnel and visitors;
- undertake risk assessments that deal with the:
  - ☐ sources of ignition
  - ☐ sources of fuel
  - ☐ sources of oxygen
  - ☐ structure of the building
  - ☐ location of people especially young people, special educational needs and disabled
  - ☐ procedures and escape routes for evacuation
  - ☐ fire-fighting equipment
  - ☐ fire safety training programme for school personnel
- keep risk assessments up to date;
- ensure outside school security systems and procedures are in place;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation of the school building plan;
- have in place personal evacuation plans for pupils and school personnel with disabilities;
- conduct fire drills;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure fire signs and notices are in place:
  - ☐ on all exits
  - ☐ in classrooms
  - ☐ in corridors
  - ☐ next to fire alarm call points
  - ☐ on fire equipment
  - ☐ on fire assembly points
- ensure a reserve supply of fire safety signs are always in stock;
- check that all fire exit doors are clear of obstructions;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact liaise with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;
- liaise with the nominated governor;

The Site Manager / Fire Safety Manager will undertake the following:

- Fire alarms to be checked every day
- Fire alarm testing weekly
- Fire evacuation procedures undertaken
- Escape routes and exits checked for obstructions
- Fire doors checked to see if working properly
- Manual call points visible and signed
- Fire procedures up to date for all school personnel
- School personnel to be extra vigilant
- Firefighting equipment checked and in working order
- Portable Appliance Testing up to date
- Electrical points not over loaded
- Flammable liquids stored correctly
- Cookers must not be left unattended
- Boiler house and plant rooms free of combustible materials
- Fire evacuation procedures in place for all disabled persons

In the event of a fire, the Site Manager / Fire Safety Manager with a suitably trained member of the school personnel will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all pupils, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of pupils off-site if necessary.

The Site Manager / Fire Safety Manager will ensure that:

- building security checks take place every day;
- all escape routes and fire exit doors are kept clear;
- all rubbish and recyclable material is stored securely;
- all refuse bins are kept away from the building in a secure compound;
- undertake periodic training in all fire safety procedures;
- periodic discussions take place with the Fire Safety Manager and the Headteacher.

The Site Manager / Fire Safety Manager will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school staff;

Role of School Staff

School staff:

- are responsible for the safe evacuation of all pupils in their charge;
- must be familiar with personal evacuation plans for pupils and school personnel with a disability;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- will only attempt to tackle small fires that pose no major threat to pupils, school personnel or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
  - ☐ not covering heaters
  - ☐ not overloading electrical sockets
  - ☐ not leaving rubbish lying around
  - ☐ securing recyclable waste in a secure area away from the school building
  - ☐ not having large flammable displays along escape routes
  - ☐ periodic checks to portable electrical equipment
  - ☐ keeping escape routes clear at all time
  - ☐ not blocking fire exit doors
- must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;
- undertake periodic training in all fire safety procedures;
- undertake training in the use of portable fire-fighting equipment;
- must report any concern they have in regard to fire safety;
- must report any breaches in outside school security systems and procedures;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;
- treat others, their work and equipment with respect;
- support the school rules and guidance necessary to ensure the smooth running of the school;
- follow the school rules in particular the instructions of teaching staff given in an emergency;

- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

Emergency Evacuation Procedures of the School Building

All school personnel to be aware of guidelines for the evacuation of the building.

- When the alarm sounds the pupils should remain calm and they must listen to the following instructions from the teacher.
- The pupils will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.
- The lift is not to be used
- Before leaving the room all windows should be closed.
- Doors must be closed when leaving the room.
- The class teacher should count the number leaving the class and then recount at the assembly point.
- Assembly point is at the far end of the playground
- Registers will be brought from the office and distributed.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
  - ☐ Designated staff will be assigned to all physically challenged or immobile pupils, staff or visitors.
  - ☐ Designated staff will be trained in appropriate evacuation procedure for disabled and immobile persons.

Personal Emergency Evacuation Plan (PEEP) Procedures

When the alarm sounds all designated school personnel assigned to physically challenged or immobile pupils, staff or visitors will:

- go to the venue within the building or grounds where their assigned person is working / visiting and then;
- calmly lead that person to the first available fire exit and then to the pre-arranged assembly point.

All designated school personnel will carry with them at all times the Personal Emergency Evacuation Plan of their assigned person that outlines the following information:

- Name of Pupil
- Year Group
- Type of Disability
- Mobility
- Name of Designated Person(s)
- Role of Designated Person
- Timetable of Pupil / Person

It is very important that the PEEP must be kept up to date at all times.

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Personal Emergency Evacuation Plan

Please keep this PEEP with you at all times and update it when necessary

Name of Designated Person	Role	Work Location

Name of Assigned Person Please tick (✓) where appropriate	Pupil	Member of staff	Visitor	Type of Disability	Able to walk	Uses a wheelchair

Timetable of Pupil / Person / Room Location

Fire Safety Training

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices
- health and safety
- risk management
- school security

Alarm System

- Each week the alarm system will be sounded and checked.
- Annual maintenance will take place.
- Staff will be trained in how to use it.

Emergency Exits

- All exits to be free from obstructions.
- All exits to be checked every day.

- All exits to be clearly signed.

Fire Equipment

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the Fire Service.
- Key staff to be trained in its use.

Evacuation Exercises

Regular evacuation exercises to be undertaken by pupils and school personnel.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Headteacher:		**Date:**	**Summer 2024**
Chair of Governing Body:		**Date:**	**Summer 2024**