



FIRE SAFETY & PROCEDURES POLICY

2018-19

Date	Review Date	Coordinator	Nominated Governor
November 2018	June 2019	Leor Harel	Per Simonsson

Gesher School Fire Safety & Procedures Policy

(see also Health & Safety Policy)

1 Introduction

- 1.1** Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at Gesher School are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building.
- 1.2** All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.
- 1.3** A Health & Safety Committee meets termly order to discuss all matters of health, safety & welfare. The members include the Health & Safety Governor, Headteacher and Deputy Headteacher. Part of their duties include looking after the following regarding fire safety:
- The Fire Safety & Procedures Policy is kept under regular review by the SLT and governing body
 - Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
 - Ensure the announcement of fire safety procedures at the start of special school functions & events
 - Ensure that appropriate records are kept of fire drills, fire fighting equipment & escape route checks
 - Appropriate fire awareness training is given to staff
 - Procedures for emergency evacuation are regularly tested
 - The Fire Risk Assessment is regularly reviewed and updated
 - Fire prevention measures are meticulously followed
 - Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired
- 1.4** The Administrator ensures that records are kept of the following:
(i) Fire Risk Assessment and its review; (ii) Fire Safety Policy; (iii) Fire Procedures and Arrangements; (iv) Training Records; (v) Fire Practice Drills; (vi) Certificates for the maintenance of fire-fighting systems and equipment.

2 Briefing of staff and pupils

- 2.1** All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at Gesher.
- 2.2** For staff this is covered as part of the induction procedures by the Headteacher/Deputy Headteacher, and for pupils this is covered by the class teachers.
- 2.3** All staff have access to the Staff Handbook on the Shared Drive and there is a copy available in the Staffroom. This Handbook contains details of the school's Fire Safety procedures and arrangements, and the FEPP (Fire Emergency Evacuation Procedures) as per Appendix 1. These matters are discussed and reviewed annually during the Autumn term staff inset.

- 2.4** We offer fire awareness inset training, including the basic use of fire extinguishers, at regular intervals (including refresher training). Designated Fire Wardens attend additional professional training in order to fulfil their roles.
- 2.5** Each class has a PEEP(Personal Emergency Evacuation Procedures) document outlining supports in place and staff responsibilities for particular children.

3 Fire Safety Procedures

- 3.1** The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.
- 3.2** Fire notices are clearly displayed in all rooms and public places (eg. corridors, hall, staffroom, offices). If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is the top playground.
- 3.3** Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked daily by the caretaker to ensure they are kept clear.
- 3.4** Suitable firefighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and weekly testing. The firefighting equipment and fire alarm system are regularly tested by specialist contractors.
- 3.5** Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens/Marshals, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire practices are held in the School Office.
- 3.6** The school office is manned between 8.00am and 5pm during weekdays (during term time) and at other times during the holidays. The fire alarm panels in both buildings are situated in the front lobby area. Office staff are responsible for summoning the fire brigade.
- 3.7** All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they on school property. All members of staff are responsible for ensuring that anyone in their classroom or office are able to exit the building safely.
- 3.8** Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a member of the Health & Safety Committee.
- 3.9** Fire Wardens and Fire Marshals have been appointed to ensure that the Fire Safety Procedures are correctly carried out for their particular area of responsibility, and they also ensure that any disabled people or those who need help are assisted in leaving the building safely. The nominated people are Leor Harel and Gianna Colizza.

4 Fire Prevention

4.1 The following fire prevention measures are in place at Gesher:

- There are at least two escape routes from the school buildings
- Fire notices are clearly displayed in every room, corridor and stairwell
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade.
- Call points are activated by breaking the glass (or by using the break glass key during fire drills)
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
- Qualified electricians inspect and maintain all electrical installations, which are RCB protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
- When letting or hiring the school, the hirer certifies that they have read and understood the school's fire safety policy and procedures.

5 Fire Risk Assessment

5.1 The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically, it identifies:

- The hazards
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The management of fire safety procedures
- The action plan

5.2 The Fire Risk Assessment is carried out and reviewed annually by the Health and Safety Governor and SLT. A professional review will be carried out at least every 3-4 years.

5.3 Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All staff are responsible for ensuring that they are aware of any specific risks which are relevant to their area.

6 Monitoring and review

6.1 This policy is kept under review by the Health and Safety Governor and SLT. It will be formally reviewed every two years or before if necessary.

Gesher School Fire Emergency Evacuation Plan

Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by all staff in the event of fire, and the arrangements for calling the fire brigade.

RESPONSIBLE PERSON – ADMINISTRATOR: Carly Wilde
FIRE MARSHALL – DEPUTY HEAD: Tamaryn Yartu

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation sound the alarm via nearest fire alarm call point.

Calling Fire Service

All outbreaks of fire or any suspected fire, however small should be reported immediately to the Fire Service by the quickest means available (nearest telephone).

Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in a calm, orderly manner.
- Pupils and adults leave the building by the nearest available exit.
- Exits to the car-park are available on either side of the school, use whichever provides the fastest exit from school playground unless the path to one exit is blocked or dangerous.
- Doors to be closed behind everyone.
- Fire Marshall to check children's toilets and any other areas children may be.
- All classes report to the assembly point – **FRONT CAR PARK BY SIGN**
- Anyone not in class must go immediately to the assembly point.
- No re-entry of building until told to do so by the Fire Service in attendance, or in the case of a fire evacuation drill the senior person in charge.

Roll Call

- Teachers immediately take roll call of classes and ensure all pupils are accounted for.
- Administrator takes roll call of staff, visitors or contractors currently on premises.
- The count at the assembly point must be checked with the attendance registers, staff sign in and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book are held at a central point and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the administrator to verify that everyone in their charge is accounted for or to inform him/her of the persons missing.

Meeting the Service

The administrator must identify him/herself to the Fire Service on arrival and relay any vital information.

Firefighting

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Attempts to fight the fire only to be carried out by trained staff.

Regular fire drills will ensure that the evacuation procedure fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.