

## **FIRE RISK (PREVENTION) POLICY**

### **Whole school and EYFS**

#### **AIMS**

The aim of this policy is to minimise the risk to life and to reduce injury by maintaining the physical integrity of the school in ensuring that staff, children and visitors do not add to the fire risk and through the safe evacuation of our building if a fire breaks out.

The school's Fire Risk (Prevention) Policy and the Fire Evacuation Procedures are designed to help staff, children and visitors respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks is undertaken in such a way as to prevent injury or ill health to children, employees, visitors, contractors and others legally on the premises that may be affected by the activities of the school.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

#### **RESPONSIBILITIES**

##### **HEADTEACHER**

The headteacher is responsible for ensuring that:

- The fire risk (prevention) policy, fire procedure and fire risk assessment are up to date and reviewed on a regular basis.
- Everyone in the school, including visitors and contractors are given clear instruction on where they should go in the event of a fire.
- Fire induction training is given to new staff.
- Records are kept on all practice drills.
- Certificates for the installation and maintenance of fire fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment and emergency routes and exits.
- Ensure that fire detecting and protection systems are regularly tested and records are kept.

##### **TEACHING STAFF**

Teaching staff are responsible for ensuring that:

- They escort children out of the building to the fire exit indicated on the plan in each room.
- Keep children calm.
- All children must be quiet and walk, not run, during the evacuation.



- Children should not stop to pick up bags or go to the cloakroom.
- If possible, classroom doors and windows should be closed.
- The school assembles on the football pitch.
- Children line up in classes, from Year 6 to Reception (right to left).

### **FIRE MARSHALS**

Fire marshals are responsible for ensuring that:

- They have carried out a sweep of their allocated area in the school.
- Doors are shut.

### **FIRE PROCEDURES**

For details on our procedure when someone discovers a fire, please see our separate Fire Procedure document.

### **STAFF TRAINING**

On their first day at school, all staff receive basic fire training as part of their induction, which is led by a trained fire marshal (appendix 1). All staff are asked to complete the Educare basic fire course in accordance with Educare's guidance. Fire marshals receive training every 3 years.

### **BRIEFING CHILDREN**

All children are given a briefing on the school's evacuation procedure on their first day in September. They are shown the fire exits and the assembly point.

### **FIRE PREVENTION MEASURES**

The school has the following fire prevention measures in place:

- There are at least two escape routes from every part of the building except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in most rooms, corridors and stairwells.
- Fire extinguishers and smoke/heat detectors are in accordance with the recommendations of our professional advisors.
- All stairs, corridors and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located by the school office and shows the location of a fire.
- Alarms sound in all parts of the building.
- Fire routes and exits are clear at all times.
- Fire alarms are tested weekly by a fire marshal and records are kept.
- Flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching or maintenance are kept in cupboards.
- The fire risk assessment is updated every 3 years. However, if changes have been made to the building in this time, a new fire risk assessment will be completed.
- All electrical equipment is PAT tested on an annual basis and when new electrical items come into school.

The health and safety officer regularly carries out fire safety checks (appendix 2).

This policy will be reviewed annually		
Written: October 2015	By: Helen Stavert	
Reviewed: 1 August 2016	By: Helen Stavert Checked by Lucinda Waring	No changes
Reviewed: 14 June 2017	By: Helen Stavert	No changes
Reviewed: 25 September 2017	By: Tim Cannell	Added all staff training
Next review: 1 August 2018	By: Tim Cannell	

### Training

All staff undertook fire training on the INSET in September 2017.

### APPENDIX 1

#### FIRE SAFETY TRAINING INDUCTION

**Please complete this checklist with a fire marshal:**

Key points to note	Please tick to show that you have read
All staff have a legal responsibility to co-operate in a fire risk situation.	
The fire assembly point is the pitch.	
Please confirm that you know the fire exit routes (primary and secondary) from your areas of work to the assembly point.	
Please check that you have identified any peculiar door fastenings.	
Please confirm you know the location of extinguishers.	
In the event of a fire alarm please do the following: - do not stop to collect personal belongings - close doors - make your way to the assembly point	
If there is a fire in your area: 1. RAISE THE ALARM 2. Leave the building by the nearest exit, reporting the nature of the incident to a senior member of staff on your way to or at the assembly point. We do not expect staff to try to fight a fire. You should raise the alarm first.	
Please reduce risks in your area by:	

<ul style="list-style-type: none"> <li>- removing all door wedges</li> <li>- switch off your electrical equipment each day</li> <li>- unwind electrical cable reels before use</li> <li>- inspect the leads of portable electrical equipment before using it</li> <li>- do not overload sockets</li> </ul>	
Please confirm that you have read the Parsons Green Prep Fire Risk (Prevention) Policy	

Employee Name \_\_\_\_\_

Sign \_\_\_\_\_

Fire marshal's name \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 2**

**GENERAL FIRE SAFETY CHECKLIST**

**Fire safety checklist**

**Y  
N**

**1. Corridors**

- Are fire escape routes kept clear? .....
- .....
- Are any combustible items kept or left in the corridor, e.g. tables? .....
- .....
- Are any metal cabinets in the corridor always kept shut? .....
- .....
- Are all fire exit doors kept unlocked so people can evacuate in the event  
of an emergency? .....
- .....
- Are all fire exits clearly marked? .....
- .....
- Is all emergency lighting working? .....
- .....
- Is the casing on any emergency lighting clean and in good condition? .....
- .....
- Are all fire extinguishers in their correct place? .....
- .....

- Do all fire extinguishers have their operating instructions nearby? .....
- .....
- Have all fire extinguishers been visually inspected? .....
- .....
- Can firefighting equipment be easily accessed? .....
- .....
- Can fire alarms be heard clearly in every corridor? .....
- .....
- Do the arrows on fire evacuation signs point in the correct direction? .....
- .....
- Are all signs replaced following any building or decorating works? .....
- .....
- Is all fire safety signage in good condition and in the correct place? .....
- .....
- Are all fire doors in good condition? .....
- .....
- Do all fire doors close properly? .....
- .....
- Are all fire doors kept closed? .....
- .....
- Are the evacuation procedures displayed prominently? .....
- .....
- Is all rubbish removed regularly from the corridors? .....
- .....
- Are the corridors cleaned regularly? .....
- .....

This checklist has been completed to the best of my knowledge.

Signed: ..... Date: .....

**Fire safety checklist**

**Y  
N**

**2. Offices**

- Are rubbish bins emptied regularly? .....
- .....
- If there is paper recycling, is the paper removed regularly? .....
- .....
- Are there good levels of housekeeping in the office? .....
- .....
- Are all walkways kept clear and without trip hazards? .....
- .....
- Can fire alarms be heard in the office? .....
- .....
- Are all fire doors into the office in good condition? .....
- .....
- Do all fire doors into the office close properly? .....
- .....
- Are all fire doors kept closed? .....
- .....
- Are any of the sockets overloaded? .....
- .....
- Do any plugs on any electrical equipment look damaged? .....
- .....
- Does any wiring or cabling look unsafe? .....
- .....
- Is any desk lighting on an uneven surface and likely to be knocked over? .....
- .....
- Are all items of electrical equipment not in use unplugged? .....
- .....
- If fire sprinklers are present, is there sufficient space between the top shelf  
items and the ceiling? .....
- .....

**Any comments/action to be taken:**

.....  
.....  
.....

This checklist has been completed to the best of my knowledge.

Signed: ..... Date: .....

Repairs completed by: ..... Date: .....

**Note: this checklist is to be retained on file for at least 3 years.**