



North Curry C of E Primary School

Fire Safety Procedure



Signed by: *H Morley* Headteacher
G Slocombe Chair of governors

Date: 18th September 2024
Date: 18th September 2024

Review date: September 2025

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Statement of intent

At North Curry CE Primary School:

We believe that every child is unique and valued. We aim to provide an environment in which all pupils feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs. We are committed to providing an education with aspirational outcomes, which enables all pupils to make progress, become confident individuals living life in all its fullness (John 10,10).

In our school our Christian vision shapes all we do. Our vision is underpinned by the Christian values of Koinonia, Kindness, Respect, Joy, Hope and Happiness.



North Curry C of E Primary School believes that all pupils are entitled to learn in a safe and supportive environment in line with our school vision and values.

North Curry C of E Primary School is committed to protecting and preserving the health and safety of all our pupils, staff members, contractors and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, North Curry C of E Primary School has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated fire safety officers (the Headteacher and Office Admin Assistant) are responsible for overseeing the review of this procedure, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

This procedure explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

1. Legal framework

1.1. This has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

2. Responsibilities of the Local Governing Body (LGB)

2.1. The LGB, in consultation with the headteacher, will:

- **Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.**
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable procedure for fire safety, and that the procedure is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

2.2. The LGB endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the **FSO** and all other staff.

3. Responsibilities of the headteacher

3.1. The Headteacher has the ultimate responsibility for the implementation and management of this procedure.

3.2. The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Procedure is implemented by all members of staff across the school.
- Employ or designate an **FSO** to be responsible for the day-to-day implementation of the Fire Safety Procedure. This person will also be the designated contact with the **LA** and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Procedure.
- Work with the **FSO** to review and update this procedure accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

4. Responsibilities of the fire safety officer

4.1. The **FSO** will:

- Take responsibility for the school's fire safety matters, in collaboration with the **headteacher**.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- Sporadically throughout the school year, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake training sessions.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Conduct risk assessments on each of the school buildings and ensure necessary procedures are in place to mitigate the risks of fires.

- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Provide and maintain in working order all fire fighting appliances and devices including fire detection and alarm systems, emergency lighting systems, fire fighting equipment, notices and signage relating to fire procedures, means of escape, taking into account disabled users.
- Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Work with the **headteacher** to nominate a temporary **FSO** in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this procedure, are put in place where events are organised outside of normal school hours, or by third party organisations/hirers.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.
- Monitor and review this procedure on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. Responsibilities of staff members

5.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the **FSO** and **headteacher** on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the **FSO** of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Procedure, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.

- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated **FSO** and/or the designated **health and safety officer**.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

6. Responsibilities of visitors and contractors

6.1. All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Procedure.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the **headteacher** of all potential risks to staff, pupils and visitors.
- Assist the **headteacher** and **FSO** in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the **FSO** and/or the designated **health and safety officer** or, failing this, the nearest member of staff.

Discuss any concerns regarding fire safety with the **headteacher** or **FSO**.

6.2. All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

7. Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- **The school fire detection and alarm system** is maintained and checked by *Coomers*. The alarm sounders are tested on a weekly basis *by the WAC Supervisor*
- **The school emergency lighting** is checked *by the WAC Supervisor weekly*
- **Notices and Signage** are updated as and when required and checked annually by *the Headteacher*
- **Fire fighting equipment** is visually checked weekly by *Helen Morley* and extinguishers are replenished or replaced annually
- **Fire Doors** are checked termly by the Caretaker
- **A Fire Log Book/Folder** which contains records of fire safety issues is maintained by the Headteacher. and located in the school office. These issues include: fire drills; hot work permits, etc; the storing of hazardous materials; the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - staff training records.

8. Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept *on EEC live and centrally on the one drive*.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended *annually* if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
 - Any change to work processes or work equipment which may introduce new fire hazards;
 - Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

9. Fire Safety Training

All staff receive basic fire safety induction training annually and attend refresher sessions *as and when necessary*.

- Key staff in the individual school buildings receive more detailed instruction e.g. Fire Marshall training.
- Pupils are given instructions by their teachers during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through an email and any conclusions and remedial actions are recorded and implemented.

10. Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm are **annexed to this** procedure. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

11. Related Policies

Health and Safety Policy
Risk Assessment Policy

Appendix 1

EVACUATION PROCEDURE

The fire alarm is a consistent bell. Each room has a Fire Evacuation Route poster in it. On hearing the fire alarm, exit immediately. The children's safety is paramount and they should be lined up and led from your room in silence along the fire route to assemble in year group lines on the playground.

Teachers should line the children up and do a quick register, alerting senior staff of any missing pupils. The Teacher's task is to lead their children to safety and check their group in the assembly area.

ON HEARING THE FIRE ALARM:

- 1) EXIT IMMEDIATELY ALONG THE FIRE ROUTE.
- 2) DO NOT RUN. WALK IN SILENCE.
- 3) ASSEMBLE ON THE PLAYGROUND.
- 4) DO A SWIFT HEAD COUNT AND A VERBAL REGISTER,
- 5) DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE.

WHEN THE EMERGENCY SERVICES ARRIVE CONTROL WILL PASS TO THE SENIOR OFFICER OF THAT SERVICE.

A fire drill will be carried out each term.

HEALTH AND SAFETY CHECKS

All staff are responsible for Health and Safety. Any issues should be reported to the Head teacher or school office staff.

The Health and Safety Governor completes a detailed walkabout once a term, noting jobs which need to be done. Any work is carried out by the relevant professionals. Fire Extinguishers are checked professionally.

All teaching staff receive annual SMARTLOG Fire Awareness Training.

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the PEEPS *section of the Fire Risk Assessment folder.*

Having considered the risks, the Headteacher will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must not be used during an emergency evacuation.