



St Christopher's School

ST CHRISTOPHER'S SCHOOL
(including the EYFS, Before and After School Care,
Lettings and Hiring)

FIRE RISK (PREVENTION) POLICY

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1. Introduction

Fire can have a devastating effect on the School. Due to the risk of fire and the serious consequences of fire, the following policy has been produced and applies to the whole school, including the EYFS and Before and After School Care. It will be reviewed regularly by the Headteacher/Bursar.

Please note that smoking (including Vapping) is banned throughout the buildings and grounds.

2. Objectives

The objectives of this policy are:

- To safeguard all persons on St Christopher's premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

3. Application

This policy applies to all persons on St Christopher's premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

4. Policy

St Christopher's School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other current fire safety legislation and standards, **having as its first priority the immediate and total evacuation of the building upon discovery of fire.**

St Christopher's School will ensure:

- That adequate means of escape in case of fire exist for all persons on St Christopher's premises and that everyone has clear instructions on evacuation procedures.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That the means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for detecting and fighting fire are present and are maintained in efficient working order and that appropriate training is given to staff in the use of fire fighting equipment.
- That appropriate instruction will be given to all persons on St Christopher's premises on evacuation procedures.

- That St Christopher's School premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.
- That procedures for emergency evacuation are tested at least once a term and that records are kept.

a) ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Headteacher and Bursar are the designated School Fire Safety Managers, who are responsible for ensuring that:

- The Fire Risk (Prevention) Policy is kept under regular review.
- The Fire Risk (Prevention) Policy is communicated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire training.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated, with necessary advice and training being provided.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- Adequate maintenance checks are carried out on the School's fire detection and alarm system, fire fighting equipment and emergency lighting.

b) EMERGENCY EVACUATION NOTICE

All new pupils and staff, all contractors and visitors are shown, or made aware of if more appropriate to their age, the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. The School Secretary or the Premises Manager will summon the Fire Service if the alarm sounds.
3. If you are responsible for a class, make them leave quietly with you. Do not take anything, and do not allow the pupils to take anything. Shut doors and windows behind you. No one should talk or run. Make your way to the assembly point on the main playground, or the front car-park in the case of Year 1 classes and Catering Staff.
4. If you are teaching a Nursery or Pre-Reception Class, and your register has not been deposited with the school secretary, take it with you. If you are teaching any other class, you will be given a print-out of the register by the School Secretary or the Bursar at the assembly point
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is missing immediately to the Headteacher, who will inform the Fire Service. ***On no account should anyone return to any building until permission is given by the Fire Service.***
7. Staff Register & Visitor Log: The Headteacher will ensure that all staff and visitors are accounted for according to the signed Staff Register and Visitor Log.
8. Remain at the assembly point with your pupils until the all clear is given. Year 1 classes who assemble at the front of school will walk with their teachers, assisted by the Catering Staff, to the rear gate in Chartwell Place.

9. Breakfast Club - The Premises Manager is on site and in the event of a fire will be responsible for contacting the Fire Service. The members of staff on duty, who are members of the school staff, will evacuate the children using our usual practised procedure and a member of staff will take the register when all have reached the assembly point.
Children arriving at school will be prevented from entering by a member(s) of staff.
10. After School Club – Members of staff who are familiar with the school’s Fire Safety Policy are responsible for the running of After School Club. In the event of a fire they will contact the emergency services and evacuate the children as per the school’s policy.

c) FIRE SAFETY PROCEDURES

In the case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Senior Management Team should check that the Fire Service has been summoned by the School Secretary. On hearing the alarm, everyone should evacuate the building by the nearest designated safe exit, closing (but not locking) any doors and windows, and proceed to the assembly point. All fire doors are fitted with automatic sensors. If the fire alarm is triggered the sensors are automatically activated and the doors are closed.

(i) Briefing new staff

All new staff are shown the emergency evacuation notice on their first day at the School. They are shown where the emergency exits, escape routes and assembly points are located. Fire action notices are displayed on the walls of all rooms and we make certain that everyone knows where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

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. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff on a regular basis. The emphasis, however, is to evacuate the building as quickly as possible.

(ii) Summoning the Fire Service

The School Office is manned between 08.30h and 16.00h during weekdays in term-time. The SMT is always given advance warning of fire practices. If the alarm sounds, the School Secretaries have standing instructions to evacuate the building, taking a mobile phone, the visitors’ log, log book, contact file, staff register and class registers with them. Once outside the building they contact the Fire Service.

(iii) General Responsibilities

Whilst it is the school’s responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher or Bursar.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 1. appropriate escape routes;
 2. location of fire extinguishers;
 3. the emergency services number (currently 999)

(iv) Visitors and Contractors

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 are on school property. They are made aware of the emergency evacuation notice, which is also detailed on the reverse of the badge. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

(v) Disabled Staff, Pupils or Visitors

If there are disabled staff or pupils in school, they would be located on the ground floor with easy access to a suitable exit. Should a disabled person visit, who was unable safely to follow the usual evacuation procedures from the first floor, they would be confined to the ground floor and made aware of their evacuation route and procedure in the event of fire.

(vi) Responsibilities of Teaching Staff

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 the Headteacher. It is the responsibility of the Headteacher or, in his/her absence, a member of the Senior Management Team to ensure that this information is passed to the Fire Service as soon as they arrive.

(vii) Lettings to Third Parties (including PTA Events)

Our standard contracted terms that we use for letting and hiring the school Hall covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's Fire Risk (Prevention) Policy and procedure. There is no Premises Manager on site for lettings out of school hours but prior to the hire date the Premises Manager will make the hirer aware of the fire exits. For the duration of the hire of the premises it will be the responsibility of the hirer to call the Emergency Services and evacuate the building in the event of a fire.

On no account should anyone return to a burning building

(vii) Fire Practices

At least one fire practice is held every term to ensure that the school can be safely evacuated in the event of a fire, and the Premises Manager will write up the record of the evacuation to be signed by the Headteacher. The Senior Management Team will review the effectiveness of the practice and make revisions if necessary. Where a practice is deemed unsatisfactory by the Senior Management Team, concerns will be shared with the staff and the exercise repeated within two weeks.

d) FIRE PREVENTION MEASURES

The following fire prevention measures are in place:

(i) Escape Routes and Emergency Exits

- Fire notices are displayed in every room.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in accordance with the recommendations of professional advisors.
- Emergency exits are illuminated by emergency lighting.

- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the Nursery corridor on the ground floor and shows the location of a fire.
- Alarms sound in all parts of the building.
- The Premises Manager is responsible for unlocking the building in the morning, when s/he checks that escape routes are not obstructed.

(ii) Maintenance and Testing of Fire Prevention Equipment

- The school is fitted with fire alarms audible throughout the school
- The alarms are tested on a weekly basis by the Premises Manager
- The school is fitted with fire detection smoke alarms
- The fire alarms and detectors are inspected and maintained by Standby on a six-monthly basis and are under an annual contract
- The school is equipped with fire extinguishers which are inspected and maintained under a specialist outside contractor annually and regularly by the Premises Manager for any tampering or damage
- The school has emergency lighting situated strategically throughout the building and this is checked regularly by the Premises Manager
- The Premises Manager will keep certificates and records for the fire prevention equipment in the Fire Safety file.

(iii) Electrical Safety

- A fixed electrical test is carried out every 5 years by qualified electricians and remedial work is undertaken.
- All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. The Premises Manager has been trained for this role and equipment is tested regularly. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.
- The Premises Manager regularly checks call points.
- Six monthly professional checks on fire detection and warning equipment, alarms, smoke detectors and emergency lights are carried out, together with an annual service of fire extinguishers.
- Records of all tests are kept by the Premises Manager in the red file marked 'FIRE'.

(iv) Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced annually by Gas Safe Registered Engineers. Records of all tests are kept by the Premises Manager.
- All kitchen equipment is switched off at the end of service.

(v) Safe Storage

Petrol for use in the billygoat/lawnmower is stored in a metal container, which is always locked when the School is unoccupied and when practicable when the School is occupied, in the shed at the far end of the playground.

(vi) Rubbish and Combustible Materials

Flammable rubbish and loose paper must not be allowed to accumulate.

(vii) Dangerous Substances

The risks from using dangerous substances will be eliminated or reduced to the minimum level practicable by implementing control measures and safe systems of work including specific risk assessment and COSHH risk assessments.

(viii) Risk of Arson

Doors should be locked and windows closed at all times when the School is unoccupied.

(ix) Lettings to Third Parties

All third parties using school premises will be provided with a copy of this policy and will not be permitted to bring onto the site any substance that may give rise to or increase the risk of fire.

e) RISK ASSESSMENT

The Bursar and Premises Manager will carry out a regular inspection (not less than once a year) of the site to review and update the Fire Risk Assessment. The Risk Assessment will be kept by the Premises Manager with the Fire Safety Records. Any concerns will be raised with the Headteacher and the Governor with responsibility for Health & Safety.

f) COVID 19 AMENDMENT TO THE FIRE RISK PREVENTION POLICY

All procedures detailed in the Fire Risk Prevention Policy will remain in place. Variations are listed below.

Emergency Evacuation Notice

- During Phase 1 from the week commencing 1st June 2020 the Government have stated that there will be a protected Pod System containing small groups of children with two Staff Pod Leaders. During this time the evacuation route described will be varied. Year 1 children will be evacuated down the Main Staircase during Year 2's absence.
- Catering Staff will vacate the Kitchen through the Hall and exit from the rear doors on to the Playground.
- Purple Pod will assemble on the Bike Area. Yellow, Red and Green Pods will assemble in groups on the Field.
- Breakfast and After School Clubs will not operate during this phased return.
- All Staff will be advised of the new Emergency Evacuation variations prior to the return to school on 1st June 2020.

Equipment

- During Phase 1 the equipment will be divided and each Pod will have a First Aid Box.
- To assist awareness a list of children potentially described as vulnerable has been completed and Pod Leaders have been made aware.

Medical Accommodation

- A new dedicated Covid 19 area has been identified and set up in the SENCO room. All unnecessary equipment has been removed.
- PPE, an ear thermometer and a temperature chart has been installed together with cleaning equipment and disposal bags.

- In the event of a child showing an elevated temperature of 37.8 degrees or over measured by the forehead thermometer or the child displaying other identified Covid Symptoms, the child will be isolated in the Covid Room accompanied by a Pod Leader. The Pod Leader will wear PPE and repeat the temperature test with an ear thermometer. If the symptoms of Covid are confirmed the Parents will collect with immediate effect.
- PPE equipment will be disposed of safely according to Government Guidelines and the room will be cleaned.

Infection Control Procedure

- Following the publication of new guidelines from Surrey County Council, a new Infection Control Procedure has been adopted and will be made available where required.

Adopted by the Governing Body

Signed *H Crossley*

Mrs H Crossley
Chair of Governors

Signed *A C Thackray*

Mrs A C Thackray
Headteacher

Reviewed May 2020

Next review May 2021

Last reviewed November 2018