



**St Christopher's School**  
**FIRE RISK (PREVENTION) POLICY**  
**(including the EYFS, Before and After School Care, Lettings and**  
**Hiring)**

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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 Vaping) 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 is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005, **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 firefighting 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, firefighting 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 two main assembly points - at the rear of the main playground near the trim trail and the bike area for nursery staff and children. There is an alternative assembly point in the front car park near the bin shed which should be used when the side building fire escape from Year 1 is used.
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 office staff 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 Senior Team, 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: A member of the office team will count the staff and inform the Senior Team who will ensure that all staff and visitors are accounted for according to the Staff Register and Visitor Log.

8. Remain at the assembly point with your pupils until the all clear is given.
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 practiced procedure and a member of staff will take the register when all have reached the assembly point at the rear of the main playground. 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 to the assembly point on the main playground.

c) FIRE SAFETY PROCEDURES

In the case of fire, the alarm should be activated using the nearest accessible fire call point. 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. Once clear of the building, the Senior Management Team should check that the Fire Service has been summoned by the School Secretary.

(i) Briefing new staff

All new staff's induction will include fire prevention and evacuation procedures. 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, visitors 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 08.15h 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 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 whilst 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

Where there are disabled staff or pupils in school, specific arrangements will be made to ensure they can escape in an emergency. Visitors will be catered for by the Bursar / Premises Manager when notified.

### (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 Senior Incident Team. 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 and Emergency 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 in the fire log book to be reviewed 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 a qualified external contractor (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 and biannually by an external contractor
- 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 a qualified electrician 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 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.

(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.

Adopted by the Governing Body

Signed

*D Roberts*

Mr D Roberts

Chair of Governors

Signed

*B Grehan*

Mrs B Grehan

Headteacher

Updated

January 2023

Next review

November 2024

Last reviewed

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