



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

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## **1. Introduction**

This policy is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

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

## **2. Objectives**

- To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **3. Guidance**

The School has in place procedures for: -

- (a) carrying out fire risk assessment;
- (b) preventing fires;
- (c) evacuation in the event of a fire;
- (d) maintaining and checking all fire detection, alarm and fighting systems.

The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures and for providing at least one trained Fire Marshal in every building.

St Christopher's School will ensure:

- That adequate means of escape in case of fire exists 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.

#### **4. Policy**

##### **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) 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 08.00h and 16.00h during weekdays in term-time. The master panel that shows the location of all the alarm call points on the alarm system in the school building is located in the corridor by the cellar door. The SMT is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff 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) Visitors and Contractors

All visitors and contractors on arrival 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 and assembly points in the event of an evacuation. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc an announcement will be made at the beginning of the event regarding evacuation arrangements.

(iv) Disabled Staff, Pupils or Visitors

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / Premises Manager when notified.

(v) 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.

(vi) 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 School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together.

1. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
2. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
3. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
4. Include fire prevention and evacuation procedures during the induction process with all new starters; and
5. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

The following fire prevention measures are in place:

(i) Escape Routes and Emergency Exits

- Fire notices are displayed in every room.
- Fire 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 main building.
- The Premises Manager is responsible for unlocking the building in the morning, when they check that escape routes are not obstructed.

(ii) Maintenance and Testing of Fire Prevention Equipment

- The fire alarm system is tested on a weekly basis with the date and time made known. This is managed by the Premises Manager. The alarm is activated using a different activator point each week, where this is practicable.
- The fire alarm system 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 the service date recorded on each extinguisher.
- The school has emergency lighting installed strategically throughout the building where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits and this is checked regularly by the Premises Manager and annually by an external competent contractor
- Records of these tests and servicing are maintained in a fire log book held by the Premises Manager.

(iii) Fire Risk Assessment

All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Bursar / Maintenance Engineer. The person undertaking the assessment should liaise closely with Headteacher.

- The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.
- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular weekly assessments will be made by staff, including the Fire Marshals / Premises Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

(iv) 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.

(v) 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.

(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.

Adopted by the Governing Body

Signed

***D Roberts***

Signed

***B Grehan***

Mr D Roberts

Mrs B Grehan

Chair of Governors

Headteacher

Updated

November 2024

Next review

November 2025

Last reviewed

January 2023

## Appendix 1

### **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. If you are responsible for a class, teaching staff are responsible for escorting pupils safely out of the building quietly and in an orderly fashion. Do not take anything, and do not allow the pupils to take anything. Shut doors and windows behind you. 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.
3. 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.
4. The School Secretary or the Premises Manager will summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is missing (and, if possible, their likely location) immediately to the Senior Team, who will ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

***On no account should anyone return to any building until permission is given by the Fire and Emergency Services.***

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 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.