FIRE SAFETY POLICY

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Resources Committee
Policy Ratified:	October 2024
Review Date:	October 2027

Additional School Procedure	
Committee:	
Procedure Adopted:	
Review Date:	

In order for this policy to be made effective in each school, parts of it must be completed at school level. These sections are clearly marked with square brackets in red. The Headteacher of each school is responsible for ensuring these sections are completed.

Contents

This policy should be read alongside the Coastal Learning Partnership Health and Safety Policy.

General Fire Policy Statement

1.1   Coastal Learning Partnership (CLP) is committed to high standards in health and safety and ensuring a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve a comfortable working environment that is, as far as reasonable practicable, safe from the risk of fire.

1.2   We recognise that following the introduction of the *Regulatory Reform (Fire Safety) Order 2005,* the government has laid down guidance for fire safety in educational premises.

1.3   Each school in CLP will have a nominated 'Responsible Person' as required by the above legislation. This person has day to day responsibility for fire management. In CLP schools, the 'Responsible Person' is the Headteacher who will work closely with the Premises Duty Holder in all matters concerned with fire safety as detailed in this policy, the Health and Safety Policy and CLP's Standard Operating Procedures.

1.4   CLP will ensure that we meet all our legal and moral responsibilities regarding fire safety and to do this we will:

- Adopt a risk assessment approach to all fire safety matters by assessing and reducing risks where possible and creating systems to localise procedures and working practices;
- Provide information, instruction and training to staff and monitor incidents and near misses in order to identify where to improve systems and procedures and reduce the risk of recurrence;
- Use competent persons to carry out fire risk assessments of all our properties and to advise our management of fire safety issues;
- Implement the protective and preventative measures identified in the risk assessments and advice from our competent persons;
- Consult our employees on relevant risk reduction measures that are necessary;
- Liaise with our employees to reduce the risk from fire as far as reasonably practicable;
- Develop roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Train our employees and where necessary assess their competency in fire safety matters;
- Develop an emergency evacuation plan (EEP) for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Provide all our employees, pupils and others, who visit or work in our properties, with relevant information on fire safety matters; and
- Implement suitable and appropriate management arrangements to plan, organise, control, monitor and review fire safety throughout our premise portfolio.

1.5   Appendix A provides premises details of each school along with the Responsible Person for fire safety.

Management Structure and Responsibilities

2.1   <u>Trust Board</u>

- Ensure that an appropriate Fire Safety Policy is in place;
- Appoint an external 'competent person' to provide guidance and support to school staff (currently RoSPA (general) and Dorset Fire Protection (specifically fire));
- Ensure regular periodic Health and Safety audits are undertaken which gives explicit attention to fire safety;

2.2   <u>Local Governors</u>

- Maintain oversight of the school's progress against actions required by the Health and Safety audit and fire risk assessment;
- Ensure that the school's arrangements are in line with the requirements of the Partnership's policies.

2.3   Central Operations Manager
- Ensure a fire risk assessment is undertaken by an appropriately competent person and that this is updated every three years or earlier if required;
- Have awareness of key actions/recommendations required from Health and Safety audit and fire risk assessment and which relate to all schools in the Trust.
- Report to trustees.

2.4   Headteacher

- Ensure appropriate arrangements and budget are in place to respond to recommendations from the school's Health and Safety audit and Fire Risk Assessment;
- Ensure risk assessments are in place to mitigate hazards and where recommendations cannot be immediately addressed;
- Ensure the appointment and training of sufficient fire marshals;
- Ensure Emergency Evacuation plans and documentation are in place as per Section 5 of this policy;
- Appoint a Premises Duty Holder as described in the H&S Policy to support the day-to-day management of fire safety;
- Ensure that pupils have an awareness of what to do in the event of a fire;
- Act as Fire Service Liaison Officer (FSLO) as per paragraph 5.23 and ensure that at least one Deputy FLSO is nominated.
- Ensure provision of an emergency grab pack as outlined in paragraph 5.21.
- Appoint a Training Duty Holder as described in the H&S Policy to make arrangements for fire safety training for all staff.

2.5   Premises Duty Holder

- Undertake key fire safety tasks as delegated by the Headteacher and described in CLP's Standard Operating Procedures and Fire Risk Assessment;
- If required by the Headteacher, be the school's main link to the fire services as the Fire Services Liaison Officer (FSLO);
- Complete and display the template at Appendix A – the fire service may also require this information.

Management System for Fire Safety

3.1   A process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

- The significant findings; and
- Any group of persons identified by it as being especially at risk.

3.2   Arrangements for organising, planning, controlling, monitoring and reviewing the fire risk assessment processes are as follows:

3.3   Organisation

CLP schools will:

- Reduce or remove any hazards that may increase the likelihood of fire or restrict evacuation;
- Provide all staff with fire awareness training;
- Identify fire marshals and provide appropriate training; and
- Have a clear allocation of duties and responsibilities which are linked to job descriptions.

3.4   A Fire Risk Assessment (FRA) will be carried out by CLP's externally appointed competent contractor every three years or earlier if there is a significant change in circumstances, such as building work, or a near miss or an incident. In the interim, the Responsible Person will:

- Ensure the actions identified from the FRA receive priority and are addressed; where this is not possible mitigation must be evidenced.
- Formally review the FRA annually using the Fire Risk Assessment Review template provided at Appendix C – this may be delegated to the Premises Duty Holder.
- Regularly review the FRA to ensure the school is operating safely.

3.5   Staff will receive appropriate fire training relevant to their job role on induction and at least every two years thereafter.

3.6   CLP schools will ensure regular servicing of fire alarms, emergency lighting and portable fire extinguishers in accordance with CLP's Standard Operating Procedures.

3.7   Fire drills will be undertaken at least termly with the results being entered into the fire safety log records. Fire log records will be completed by each school's Responsible Person for fire safety and will be made available for use as an audit trail and if the Fire Service should visit the premises.

3.8   Control

        CLP schools will carry out regular fire drills and staff training with documentation being kept in the fire log records.

3.9   Fire logs will be kept by each school's Premises Duty Holder.

3.10   Regular maintenance and testing of all passive fire safety measures will be carried out, i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

3.11   In the event of an evacuation, only competent personnel with appropriate training will be allowed to reset the alarm system as the Fire Service are under no obligation to do so. The reset is only to take place after the Fire Service have agreed.

3.12   Monitoring

        Each school and the central team will hold training records.

3.13   The Health and Safety Team will review fire documentation and risk assessments at least annually.

3.14   Review

        Schools will review their management system for fire safety on an annual basis.

Full Evacuation

4.1   The aim is to provide safety for all occupants of the premises under any reasonably foreseeable circumstances in the event of a fire, in or adjacent to the building.

4.2   Evacuation arrangements recognise that employees in the main are familiar with the premises although new employees, pupils and visitors must be accompanied until familiar with the buildings on site. This is fully acknowledged in the formulation of the Emergency Evacuation Plan (EEP).

4.3   Fire safety provision to achieve a full evacuation is based on a combination of the requirement for early fire detection and warning for pupils and employees. Key elements of compartmentation in the building and sufficient protection of designated escape routes allow for the safe egress of all occupants, once alerted, to a place of ultimate safety with the assistance of staff acting as Fire Marshals.

Emergency Evacuation Plan

5.1   Each CLP school will have an EEP which takes into account guidance within this policy. The EEP must be made available to all staff in the school to which it relates on induction and clearly visible around the school at times. Regular opportunities will be taken to remind the school community of the EEP and to practice its execution and the plan should be displayed on the H&S Noticeboard which every school must have as required by the H&S Policy

5.2   The EEP individual to each school is provided as Appendix B.

5.3   The Fire Evacuation Signal

5.4   There is a clear fire evacuation signal in each CLP school and each school community will be familiarised with this signal through routine fire drills.

5.5   The signal will sound on activation of the fire detection system or the operation of a break-glass call point.

5.6   On hearing the fire evacuation signal all users of the building must leave immediately by the nearest available exit.

5.7   Action on Hearing the Fire Alarm

5.8   Staff:

- Staff responsible for groups of pupils will direct them to the evacuation assembly points according to the regular evacuation drills and should not attempt to use fire-fighting equipment or save personal possessions;
- Other staff will report to the evacuation assembly points and await instructions;
- During school opening hours, the fire alarm panel will be checked by the Responsible Person or the Premises Duty Holder, or other school staff as per local arrangements, in his/her absence to verify the zone and location of the alarm actuation and then investigate this zone to identify the cause of the alarm activation;
- If fire is discovered the Fire Service will be contacted by dialling 999 – although this will usually be the Responsible person or Premises Duty Holder, any member of staff may call 999 and the circumstances of the emergency will be relevant;
- Only trained staff should attempt to use fire-fighting equipment or save personal possessions.

5.9   Visitors and contractors:

- Fire evacuation procedures will be communicated to all visitors to the site.
- Leave the building immediately by the nearest available exit;
- Make their way to the nearest designated assembly point in a calm orderly manner and make themselves known to the person holding the visitors' register;
- Do not attempt to use fire-fighting equipment or save personal possessions;
- Once at the assembly point wait for instructions from a member of staff; and
- Do not re-enter the building until directed by a member of staff once the building has been confirmed as safe.

5.10   Action on Discovering a Fire

- Raise the alarm by activating the nearest break glass call point;
- If safe to do so, close all doors and windows;
- Fully evacuate the building;
- The person (normally the Responsible Person) confirming there is a fire is to call the Fire Service by dialling 999;
- Check the Fire Service has been called, normally this would be the Responsible Person but may be delegated;

- Tackling the fire will always come secondary to the evacuation. However, if trained and it is safe to do so, staff may tackle the fire with the nearest portable extinguisher, always ensuring there is a safe exit route available and only if not responsible for overseeing the evacuation of pupils;
- A sweep of the building will be carried out by trained fire marshals. Once staff and visitors are at the assembly points a nominal roll will be carried out. The Responsible Person will be notified immediately of missing persons so that this can be conveyed to the fire service by the Fire Service Liaison Officer.
- Any person trying to re-enter the building without the express permission of the Fire Brigade Lead Officer will be discouraged as strongly as possible; and
- Only competent personnel with appropriate training will be allowed to re-set the alarm system as the Fire Service are under no obligation to do so. The reset is only to take place after the Fire Service have agreed.

5.11   Evacuating People Identified at Specific Risk

5.12   Visitors:

- All visitors will sign in on arrival at reception and must be informed of what to do in an emergency.
- The school must put in place a process that enables visitors to be accounted for in the event of an emergency. .

5.13   Contractors:

- All contractors will sign in on arrival at reception at the start of the work period. Unless other arrangements have been made e.g. long term contractor may have their own sign-in book, they should be made aware of the emergency procedures for the premises and the location of the designated assembly points.

5.14   Those with Special Needs or Disability:

- A Personal Emergency Evacuation Plan (PEEP) will be completed for any individuals (staff, pupils, visitors or contractors) that have special needs which may affect their ability to evacuate quickly and safely.

5.15   Designated Assembly Points

- The designated assembly points for this school are included within Appendix B.

5.16   Everyone will report to the appropriate assembly point if the building is evacuated. Only people with designated tasks may remain in the building and only then if it is safe to do so, with a clear exit route.

5.17   Escape Routes and the Use of Fire Exits

- Means of escape routes throughout the buildings have been identified with fire exit signs.

5.18   Emergency lighting is also provided to all escape routes and final exit doors. These automatically illuminate on failure of the normal lighting circuits.

5.19   Arrangements for Fighting Fire

- Tackling fires will always come secondary to the evacuation of the premises;

- Fire-fighting equipment is provided in accordance with BS 5306 and is for use by any member of staff who has received the appropriate training and, on discovering a fire, considers it safe to do so and provided that they are not responsible for the evacuation of pupils. Fire-fighting equipment is sited throughout the building in accordance with the risk assessment and is generally found on escape routes adjacent to final exit doors;

- The fire extinguishers are provided to secure the means of escape routes and help prevent a small fire developing into one which could destroy the building. These extinguishers are only to be used if it is safe to do so, or out of necessity to secure an escape route; and
- **'IF IN DOUBT, GET OUT'**, closing doors behind you if safe to do so.

5.20   Specific Tasks Required by Staff

When writing the Emergency Evacuation Plan, the Headteacher will designate the following tasks to key personnel:

- On hearing the alarm, check it is not a false alarm and if a fire is confirmed call the Fire Service by dialling 999. The Fire Service will then require the following information:

  ➢ The full address, including post code;
  ➢ The telephone number you are calling from;
  ➢ If possible, what is involved in the fire and if there are any flammable materials; and
  ➢ Name of the nearest main road.

- Turn off specific items in case of fire if it is safe to do so, e.g. kitchens - all cookers and heat generating equipment should be turned off as they leave the building;
- Take the EMERGENCY BOX/BAG as described in CLP's Business Continuity Policy:

Section	Details
Business Continuity	Business Continuity Plan Including contacts document
Pupil and Staff Information	Registers Office staff must place a daily copy of registers in the box
	Pupil emergency contacts and medical details – MIS export
	Staff emergency contact and medical details – MIS export
	The paper MIS exports should be updated at least termly, more frequently if necessary
Governor Information	LGB contact information – SIMS export
Equipment and other useful items	First Aid Kit
	Wind up LED torch
	Pay-as-you-go mobile phone and mobile phone charger
	Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper
	Hazard barrier tape
	Site Floor Plans
	Spare keys to buildings
	Whistle / megaphone
	High visibility jackets

5.21   Teaching staff:

- Ensure all pupils in their care leave the building and are escorted to the assembly point;
- Receive class registers and check attendance swiftly. Use the practised system to notify Headteacher of full attendance or of missing persons;

5.22   Fire Service Liaison Officer (FSLO)

This individual, normally the Headteacher as per paragraph 2.4, will be responsible for reporting to the first Fire Service Officer attending any incident at the site. The Emergency Evacuation Plan should nominate a deputy or deputies and should recognise that a fire may occur when none of these individuals are on site. He/she, or the person acting in their place, will advise the Fire Service on the following:

- The location of the incident if it is known;
- Confirmation of the evacuation of all people from the buildings or otherwise;
- The last known location of any missing person/reluctant evacuees (if known);
- The location of the main electric intake and gas intake;
- Details on any known highly flammable materials in or around the building(s) involved;
- A floor plan of the building;
- Any other relevant information; and
- Maintain liaison with the fire service.

5.23   Fire Marshalls

Fire Marshalls must familiarise themselves with the school's Emergency Evacuation Plan and understand the procedures and their responsibilities within it. Plans are unique to each school.

5.24   Out of Hours Procedures

- EMERGENCY BOX/BAG (see paragraph 5.21)to be in a visible location for Fire Fighting personnel to easily access;
- Contact details of key staff (Site Manager, Headteacher) to be included.

5.25   Fixed Fire Protection Systems: Out of Service

As far as possible, the fire detection and evacuation alarm systems should not be isolated within school hours. If the fire detection system has to be isolated for any reason, the Headteacher and responsible person must be kept informed.

- The Responsible Person will document this in the fire log record;
- Hot work will be restricted and only allowed under a strict permit to work system by facility management and based on a Fire Risk Assessment (FRA);
- Any fire doors on magnets or other automatic means of keeping them open to be released and kept closed;
- All staff in identified areas should be informed and remain vigilant. Alternative systems to be put in place at the time, e.g. staff in area have mobile phone contact with the Headteacher/ responsible person; and
- The Responsible Person will document the re-commissioning of the system in the fire log record.

5.26   If the evacuation alarm system is isolated for any reason, the Headteacher and Responsible Person will be informed and the FRA updated.

- The Responsible Person will document this in the fire log record;
- A temporary method of warning people of fire to be used, e.g. air horn or manual bell; and
- The Responsible Person will document the re-commissioning of the system in the fire log record.

5.27   Calling the Emergency Services

5.28   During normal school opening hours:

- The Fire Service will be called using 999 in the event of a suspected fire / once the fire alarm has been actuated even if a school alarm system is monitored. On checking if a fire is discovered or if it is a definite false alarm this should be confirmed to the Fire Service by dialling 999;

5.29   At night, weekends or during the school holidays:

- Where a system is monitored, the Fire Service will be alerted. A key holding company will be the first point of call on any alarms out of hours.
- On checking if a fire is discovered before the arrival of the fire service, or even if it is a definite false alarm, this should be confirmed to the Fire Service by dialling 999.

Structural Protection/Means of Escape

6.1   Means of Escape: General

Satisfactory means of escape is provided by means of designated protected routes from all areas of the buildings (detailed on the plans located in building fire logs) to dedicated fire exits direct to outside at ground floor level. Ultimate safety is achieved by the provision of a known assembly point in a selected safe area away from the building.

6.2   Provision of means of escape is in compliance with the guidance issued by the Department for Communities and Local Government: *Fire Risk Assessment: Educational Premises*.

6.3   Means of Escape: Horizontal

Provided by protected corridor routes linking all rooms and any protected staircases. All doors opening onto such circulation spaces are maintained to an FD30S standard. Corridors are managed to avoid the build-up of combustible materials and prevent their use for unsafe processes such as locating of electrical machinery (such as photocopiers), and are subdivided as necessary by self-closing doors to a FD30S standard to prevent the spread of products of combustion along their length.

6.4   Escape from within rooms is provided by appropriate provision of sufficient exit doors in accordance with government guidance standards.

6.5   Means of Escape: Vertical

6.6   Insert details at Appendix A.

6.7   Protected staircases serving all areas of upper storeys, adequately sized at each level, with egress direct to outside and all doors of an FD 30SSC standard.

Fire Safety Systems

7.1   Fire Safety Signage

Appropriate signage is provided and maintained throughout the premises and is in accordance with BS 5499. Arrangements are managed by school procedures and are included within the school fire safety log record. An understanding of signage is the subject of staff awareness training.

7.2   Fire Warning System

An automatic fire detection and alarm system, for transmission of alarm calls, is provided and maintained in accordance with BS 5839 Part 1. The standard complies with guidance for educational premises. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. The use and arrangements for maintenance of automatic fire detection is the subject of staff awareness training.

7.3   Emergency Escape Lighting Systems

An electrical emergency escape lighting system is provided and maintained in accordance with the provisions of BS 5266 Part 1. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. Emergency escape lighting is included as a topic in regular staff training.

7.4   Firefighting Equipment: Portable

Appropriate fire extinguishers are sited, positioned and maintained in accordance with BS 5306. Arrangements are managed by school procedures. Procedures are included within the school fire safety log records. The use and arrangements for maintenance of firefighting equipment is the subject of regular staff training.

7.5   Firefighting Equipment: Fixed Installations

7.6   Insert details at Appendix A.

7.7   Plans

The plans, kept in the building fire logs show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc.);
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc.);
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs);
- The location of emergency lights; and
- The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

Maintenance

8.1   Each CLP school acknowledges its obligation to provide a proactive programme for the maintenance of the fire safety provisions in its premises together with guidance on appropriate emergency procedures and an adequate staff training programme.

8.2   All means and routes of escape and other fire safety provisions must be maintained at suitable intervals by a 'competent person' and the maintenance recorded in the fire log record.

8.3   Fire safety maintenance and inspection requirements are described in CLP's Standard Operating Procedures and Headteachers, as the Responsible Person, will ensure these requirements are carried out and recorded in the school's fire log and on the H&S Management Information System.

Staff Fire Training

9.1   All staff are required to undertake basic fire awareness training on appointment and then two yearly thereafter although staff will be routinely reminded (at least termly) of key fire safety points especially related to evacuation procedure. Key personnel will receive additional training including the practical use of extinguishers.

9.2   It is the responsibility of the Headteacher and Senior Central Leaders to ensure that adequate training is carried out. Training records will be maintained.

9.3   The CLP Head of Operations and Commercial (HOCO) will ensure that an appropriate level of training is made available along with identifying who should receive the training, how often it is needed and where it is recorded. A suitable programme will contain the following:

- Basic fire awareness;
- The items listed in the emergency plan;
- The importance of fire doors and other basic fire prevention measures;
- Where relevant, the appropriate use of fire-fighting equipment;
- The importance of reporting to the assembly area;
- Exit routes and the operation of exit devices, including physically walking these routes;
- General matters such as restrictions on cooking other than in designated areas;
- Assisting disabled persons where necessary;
- Staff with specific responsibilities may additionally require more advanced training covering:

  - Detailed knowledge of the fire safety strategy of the premises;
  - Awareness of human behaviour in fires;
  - How to encourage others to use the most appropriate escape route;
  - How to search safely and recognise areas that are unsafe to enter;
  - The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
  - Additional training in the use of firefighting equipment; and
  - Reporting of faults, incidents and near misses.

9.4   Fire Drills

The fire emergency evacuation plan will be tested at least once per term. The results of the test will be documented in the fire log record and feedback will be given to all staff and pupils.

9.5   Visitors and Contractors

General fire action notices based on this plan will be maintained, displayed and updated accordingly.

Carbon Monoxide

10.1   Carbon monoxide is a colourless, odourless, tasteless and toxic gas produced as a by-product of combustion. Any fuel burning appliance has the potential to produce carbon monoxide gas.

10.2   As a result a carbon monoxide detector will be in the vicinity of all fuel appliances in CLP schools such as:

- Boiler/s; and
- Gas cookers/hobs;

10.3   Where Bunsen burners are used these will be serviced annually.

10.4   Any carbon monoxide detector will conform to the standards set out in BS EN 50291.

Significant Hazards

11.1   Employers, and persons in control of the school premises other than the employer, should inform the Fire Service of any significant hazards within their workplace that may require special procedures for rescue work and fire-fighting for example chemical laboratory stores, any fuel kept on the premises, gas cylinders (e.g. butane and propane) and oxygen cylinders. Cylinders should not routinely be kept on site but where it is deemed necessary; they should be in a locked cage away from any buildings.

Arson Control

12.1   Premises can be targeted either deliberately or because they offer easy access. Arson is a particular problem in schools, with most fires likely to be started by pupils, ex-pupils or those with a knowledge of the school. Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to reduce arson may include the following:

- deter unauthorised entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access;
- thoroughly secure all entry points to the premises, including windows and the roof, but make sure that this does not compromise people's ability to use the escape routes;
- ensure the outside of the building is well lit;
- reduce the opportunity for an offender to start a fire by reducing concealed entrances or areas which offer cover;
- make sure you regularly remove all combustible rubbish;
- do not place rubbish skips adjacent to the building;
- do not site wall-mounted waste bins beneath windows or on walls covered in combustible cladding – in general secure waste bins in a compound separated from the building;
- do not allow combustible displays or storage on the internal windowsills of ground floor rooms;
- secure all storerooms, staff restrooms and office areas against intrusion at the end of the working day;
- secure flammable liquids so that intruders cannot use them;
- reduce the scope for potential fire damage by limiting the availability of easily ignitable materials and the opportunity for fire to spread through the premises;
- maximise the use of video surveillance;
- encourage staff to report people acting suspiciously;
- promote good relations with neighbours who overlook your premises – they can be your eyes when the premises is unoccupied; and
- do not park vehicles next to windows or doors opening into buildings.

12.2   An arson risk assessment should be carried out annually and recorded in the agreed log.

No Smoking Policy

13.1   Carelessly discarded cigarettes and other smoking materials are a major cause of fire.

13.2   Since 2nd April 2007 in Wales and 1st July 2007 in England, smoking has been banned in all enclosed and 'substantially enclosed' public places and workplaces. All CLP schools will enforce this law and extend the 'no smoking policy', including the use of e-cigarettes, to all areas of the school site, including outside.

13.3   Suitable signs should be displayed throughout the premises informing people of the no smoking policy.

Appendix A School Premises Details

[Please complete the following table and display on the H&S Notice Board].

School name **Address** **Telephone number:**	**[INSERT DETAILS]**
Nominated Responsible Person for fire safety:	**[INSERT DETAILS]**
Premises Duty Holder	**[INSERT DETAILS]**
Appointed Local Governor for H&S	**[INSERT DETAILS]**
Vertical Means of Escape	**[INSERT HOW VERTICAL MEANS OF ESCAPE IS ACHIEVED FOR EACH BUILDING IF THIS IS APPROPRIATE FOR THE SCHOOL. IF GROUND FLOOR ONLY, STATE N/A]**
Firefighting Equipment	**[INSERT DETAILS ON FIREFIGHTING EQUIPMENT: FIXED INSTALLATIONS IF APPLICABLE – OTHERWISE STATE N/A]**
Significant Hazards	The Fire Service has been informed of any significant hazard within the workplace that may require special procedures for rescue work and firefighting**.** ✓ or X
Age and construction of main school buildings and main fire hazards:	**[INSERT AGE AND CONSTRUCTION OF BUILDING)]]**
Identify other buildings and their main fire hazards	**[INSERT DETAILS]**
Number of staff and pupils:	**[INSERT NUMBER OF STAFF AND PUPILS]**
Name of Trust:	Coastal Learning Partnership
Trust telephone number:	01202 806155
Date of external fire risk assessment:	**[INSERT DATE OF FIRE RISK ASSESSMENT]** **NB: New risk assessment required after three years**
Fire risk assessor:	**[INSERT DETAILS OF WHO UNDERTOOK THE FIRE RISK ASSESSMENT]**

Appendix B Fire Safety Emergency Plan template

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Fire Safety
EMERGENCY PLAN

</div>

Address of School:
Postcode:

Fire Service Liaison Officer: Contact no:

Deputy Fire Service Liaison   Contact no:
Officer:
Fire Alarm Monitoring Station no:

Any person discovering a fire:

- Any person discovering a fire should immediately raise the alarm by operating the nearest fire alarm call point.
- If trained to do so, and without taking personal risk, attempt to extinguish the fire using the appropriate fire extinguisher. Remember that the movement of any children in your care to a safe area takes priority over tackling the fire.
- Carry out any specified duties as detailed in sections below and/or evacuate the building via the nearest safe exit route (do not use lift) and report to the Assembly Point.
- Report details of the fire to the FIRE SERVICE LIAISON OFFICER OR DEPUTY.

On hearing the alarm raised:

- On hearing the alarm raised, all persons should immediately leave the building by the nearest exit, bearing in mind the following instructions:

  - Switch off electrical appliances and lights as you leave
  - Close all doors behind you
  - Do not stop to collect personal belongings
  - Do not use lifts
  - Do not take risks
  - Do not re-enter the building until authorised to do so

- On leaving the building, report to the Assembly Point which is located:
   [site specific information]
- Do not leave the Assembly Point without the consent of the FIRE SERVICE LIAISON OFFICER or DEPUTY OR Fire Service.

Action for Teachers and Teaching Assistants

- Escort pupils to Assembly Point via the nearest safe exit route.
- At the Assembly Point carry out a head count to confirm the correct number of pupils are accounted for before leaving the classroom.
- Inform the FIRE SERVICE LIAISON OFFICER OR DEPUTY either directly, via mobile, or 2-way radio that all pupils are accounted for **OR** alert FIRE SERVICE LIAISON OFFICER OR DEPUTY if pupils are missing.
- Once the registers arrive, check the register against names to identify any pupils unaccounted for.

Action for Office Staff

- Take the Emergency box/back-pack, which includes the daily registers, and follow the nearest safe exit route to the Assembly Point.
- Check the staff and visitor signing in sheets to ascertain whether all staff and visitors are accounted for.
- Report findings to FIRE SERVICE LIAISON OFFICER OR DEPUTY either directly, via mobile, or 2-way radio.

Action for Designated Fire Wardens

- Assist with ushering persons out of the building via the nearest safe exit route.
- Check your designated area / zone to ensure that all persons have been evacuated from the building.
- Close any doors en-route without delaying your escape.
- Proceed to Assembly Point and report to the FIRE SERVICE LIAISON OFFICER OR DEPUTY, stating if the area is clear or not.

Action for Fire Service Liaison Officer

- Proceed directly to the fire alarm panel to determine location of alarm activation.
- Investigate the cause of the alarm if safe to do so.
- Call the Fire Service by dialling 999 or 112. Ask for FIRE. When the Fire Service replies give the address where the fire is. Do not end the call until the operator has repeated the address correctly. It may be beneficial to keep the operator on the phone whilst carrying out the next steps.
- Proceed to the Assembly Point and liaise with Fire Wardens to establish if sweep of building by them was clear.
- Liaise with teaching staff, SLT and fire wardens to ascertain whether all pupils are accounted for.
- Meet the Fire Brigade on arrival and provide as much relevant information as possible including:
- Details of any missing persons;
- The location and nature of the fire;
- The location of any hazards (e.g. highly flammable liquids/gases);
- The location of gas, electricity and water supply cut-off points.
  (This information should be available adjacent the fire alarm panel)

- Give the all-clear instruction to staff to re-enter on the advice from Fire Service.

False Alarms

- If no one has raised the alarm, and the FIRE SERVICE LIAISON OFFICER OR DEPUTY has established that there is no obvious sign of fire in the zone indicated, the fire alarm can be silenced (but not reset).
- The building will be checked by the Fire Service if they attend, and once the all-clear is announced, the fire alarm should be reset and the building re-occupied.
- If the cause of the false alarm is known to staff (e.g. burnt toast), the Fire Service Liaison Officer will contact the Fire Service, cancel their attendance and announce the all-clear at the Fire Assembly Point.

Lunchtimes

During lunchtimes, lunchtime supervisors will oversee the evacuation of the pupils, and the office staff will organise the roll-call at the Assembly Point. Any teaching staff on site will assist with the evacuation and roll-call.

Fire Warden Areas

Area	Designated Fire Warden	Deputy

Special needs and disabilities

A **Personal Emergency Evacuation Plan** (PEEP) will be prepared to support any person with a disability / special need that might affect their safe evacuation from the building.

Training and instruction

- All Fire Wardens will receive training on their duties and the use of fire extinguishers.
- Fire procedures to be included within the induction of all new staff.
- Practice evacuation drills will involve all staff and pupils will take place at least once every term.
- Members of staff receiving visitors will be responsible for ensuring that they are informed of the fire evacuations procedures. These will be displayed adjacent the signing-in book.
- A debriefing session will be arranged following each drill to share observations and areas for improvement.

Major Incident

In the event of a major incident in which the school cannot be re-occupied the same day, the Business Continuity Plan will be followed, and all pupils will be evacuated to a place of safety and security until parents are able to collect the pupils.

Appendix C Fire Risk Assessment template

Your fire risk assessment should be under constant review. By completing the daily, weekly and annual checks you should be aware of any new fire risks as they occur.

This form can be used to conduct an annual review of your FRA **if** you feel competent to undertake a review **and if** no significant building alterations/additions have taken place **and if** no near misses or significant incidents have occurred. Otherwise, a professional FRA is required and **must** be conducted by our appointed provider.

Item	Question	Comments
1.	Review the most recent FRA action plan: • have all red actions been cleared? • have all amber actions been cleared? If no, why not? Is a risk assessment required to mitigate the actions that have not been taken – this is essential to justify non-action.	
2.	Are all routine and periodic fire safety management actions undertaken as per fire regulations, the Health and Safety Policy and the Standard Operating Procedures? Are these actions recorded in log books and on the Health and Safety Management System (currently Parago / Civica Education)? If no, why not.	
3.	If changes to the building have been made since the last assessment, have you sought advice from the fire competent person (currently Dorset Fire Protection)? If no, why not?	
4.	Has your school had a fire or a fire related near miss? If yes, what was the outcome of the investigation relating to fire? Were improvements identified? Has a new FRA been arranged?	
5.	Have storage of paper and other combustibles changed significantly? If so, have your reviewed their impact on fire safety? Is it more likely that fire could start or spread more easily?	
6.	Have you started to store new or additional chemicals or dangerous substances? If so, have you updated the COSHH risk assessments including storage?	
7.	Have new or existing hazards been highlighted as the result of practice evacuations? Have these now been addressed or mitigated through risk assessment?	

If you have answered no to any of the above and / or if you have highlighted any new circumstances since the last full Fire Risk Assessment, then you **must** make your Responsible Person and the Central Operations Manager aware immediately.

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1.				
2.				
3.				
4.				
5.				