

EASTCOURT INDEPENDENT SCHOOL
FIRE SAFETY POLICY
This policy applies to the whole school

1. Introduction

The Regulatory Reform (Fire Safety) Order came into force in 2005. The aim of the Order is to create a simple fire safety system applying to all workplaces and other non-domestic premises. The fire safety strategy is based on the significant findings of the risk assessment and the duty to install and maintain all fire safety measures.

2. Aim.

This document sets the policy on how Eastcourt Independent School complies with this Order.

3. Execution

The Eastcourt Independent School fire safety policy is a subset of the current H&S systems and procedures. The Eastcourt H&S Policy states that the Proprietors of the School have a duty to take reasonable precautions to ensure the safety of all people on School premises.

4. Allocation of Responsibilities

Responsibilities are as follows:

	Tasks	Comments
Headteacher	Responsible in law for what happens on the premises	Miss Emma Redgrave
Responsible Person	Plans, implements, monitors and reviews the policy	Emma Redgrave, Mr T. Sumner, Graham Russell
H&S Representatives	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Headteacher (Jessica Harvey, Janet Mitchell)
Employees (including pupils)	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work	All staff
Visitors	Should be briefed on any H&S issues that will affect them, as required, when on site	

5. Risk Assessment

Mr T. Sumner produces the risk assessment for the purpose of identifying the general fire precautions that need to be taken on an annual basis. This is stored in the Central Fire Folder. The risk assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. In May 2018 the overall risk has been assessed as **low** (reviewed each year and most recently in **September 2024**).

6. Fire Safety Maintenance

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Ensure all fire escape routes are unobstructed and final exits are available. Ensure fire doors are not 'wedged open' and are effectively self-closing. Check fire extinguishers and fire information signage.	H&S Adviser and Representatives; All staff
Weekly	Test fire alarm via a different call point every week.	Jessica Harvey Janet Mitchell Emma Redgrave
Annually/ Bi-annually	Test fire panels bi-annually. Emergency lighting annually. Check fire blankets. Replace any damaged fire information signs.	Stanley Shadrack Emma Redgrave Trevor Sumner

		Graham Russell
Annually	Test all fire extinguishers, check all fire blankets. Report on any missing/damaged fire information signs.	Breeze

7. Training

The Person Responsible (Trevor Sumner) will arrange training for staff as necessary.

8. Practice Evacuations

There will be a practice evacuation each term. The aim of the practice is to familiarise pupils and staff with evacuation procedures. The practice supervisor will actuate the fire alarm and monitor the time it takes to evacuate the buildings; these details are to be kept by the Proprietor for record-keeping purposes.

9. Actions to be taken in the event of fire:

Raise the alarm

- By operating the nearest 'Break Glass Call Point' (BGCP)
- On actuation of the Fire Alarm, manually at the BGCP or by Automatic Fire Detection (AFD), the Fire Service is called automatically.

On hearing the Fire Alarm Sounder

- Evacuate the premises via the nearest available escape route. Teacher Fire Marshals to facilitate the evacuation of all under their care, if possible closing all doors behind evacuating people.
- Attack the fire using an appropriate extinguisher without taking undue risk or compromising any duty to facilitate the evacuation of anybody under one's care.
- Assemble on pavement of Eastwood Road outside the school (the 'rendezvous point', RVP). Teacher Fire Marshals to account for all under their care and report to the Headteacher. The Headteacher to account for all other persons on the premises using the register.
- Headteacher to report to the senior Fire Officer on arrival, reporting whether 'all persons are accounted for' together with any pertinent information.
- Do not re-enter the premises until advised that it is safe to do so by the Senior Fire Officer present.
- Headteacher is to ensure that the Fire Alarm is reset and 'armed' before the premises are reoccupied.
- At the earliest opportunity the Fire Warden or Headteacher is to investigate the Fire Alarm activation, taking notes as necessary, liaising with the Fire Service. Any significant findings of an investigation are to be recorded. Review all safety procedures as appropriate or annually.

10. Annual Review. This document will be reviewed annually as part of the H&S Annual Report.

Signed: *E.Redgrave*

Trevor Sumner
Head Fire Warden

Emma Redgrave
Headteacher

Dated: September 2024
to be reviewed: September 2025

Appendix 1

Overview of hazards, people at risk, level of risk, records and review

1. **Identification of hazards.**
 - a. **Sources of ignition.** There are few ignition sources. There are no naked flames in the kitchen: cooking is by electrical appliances and is always supervised. The electrical installation and all portable electrical appliances are tested and maintained by a competent person.
 - b. **Sources of fuel.** There are significant quantities of paper at Eastcourt. Cooking is by electrical appliances. Heating is by night storage or convection heaters.
 - c. **Sources of oxygen.** Doors are kept shut to reduce the levels of draught and slow the spread of fire.
2. **People at risk.**
 - a. **By day.** By day there are approximately 300 pupils and 40 staff, with visitors/contractors there may be up to 360. There are sufficient exits to allow for a safe evacuation. Occasionally, *e.g.* the Christmas concert, the Hall may be used for presentations to an audience of up to 100. There are adequate fire exits of sufficient width to effect an evacuation.
 - b. **People especially at risk.** All pupils are deemed to be especially at risk because of their age (4 to 11 years old). Therefore the evacuation of pupils is supervised by their respective teacher/fire marshals, who will then account for all under their care (see Fire Safety Policy, section 9). There are no staff or pupils with any additional special needs in the event of an evacuation (*e.g.* significant hearing or mobility issues).
3. **Evaluation of risk.**
 - a. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **Low** because there are few ignition sources and combustible materials are kept away from them. The kitchen staff are well trained in safe working practices, as are all the staff on reduction of hazards. The risk of arson is assessed as **low**; the perimeter of the school is secured against intruders as far as is reasonably practicable and all refuse containers are stored away from buildings.
 - b. Smoking is not allowed on the school premises, electrical equipment is inspected regularly and tested, and the chance of arson is assessed as **moderate** in part due to the location of the school and in part due to the construction of the older buildings.
 - c. **Evaluation of risk to people from fire.** Risk to people from fire is **low**.
 - d. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
 - e. **Reduction of risk to people.**
 - i **Detection and warning.** The premises are equipped with Automatic Fire Detection (AFD) and Automatic Fire Alarm (AFA) together with manual BGCPs and emergency lighting.
 - ii **Escape routes.** The school has sufficient fire signage for all extinguishers; escape signage is clearly displayed.
 - iii **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
 - iv **Maintenance.** Comprehensive checks of all systems take place.
4. **Records and Review.** The Head Fire Warden, Welfare Coordinator and the Responsible Person plan, implement, monitor and review the fire safety policy. They are responsible for record-keeping and maintaining the emergency evacuation and liaison with other interested parties.

Trevor Sumner
Health & Safety Adviser

September 2024
For review in September 2025

Fire Prevention and Control

Introduction

The Head Fire Warden, Welfare Coordinator and Responsible Person are appointed as the Head Fire Safety Officers at Eastcourt Independent School. They are responsible for ensuring that all procedures and precautionary measures are clearly understood and complied with. To assist them a Fire Warden has been appointed to carry out the relevant tasks outlined below.

Appointments

The following personnel have been appointed as Fire Wardens. In the event of staff absence caused by exterior training courses/sickness/holiday *etc.*, these areas will be covered by the Head Fire Warden, Welfare Coordinator, Responsible Person and Fire Warden.

Head Fire Warden	Trevor Sumner
Fire Warden	Emma Redgrave
Welfare Coordinator	Jessica Harvey
Responsible Person	Ian Barnard
Teacher/Fire Marshals	Class Teachers

Class Teachers are responsible for all registers

The School Administrator is responsible for staff/visitor registers

Tasks

The Fire Wardens, the Welfare Coordinator, the Responsible Person and the Teacher/Fire Marshals have the following tasks (in priority order):

1. To ensure that all occupants of the building evacuate the building using the designated evacuation routes.
2. To assist with the control of pupils, staff and visitors in the fire assembly areas.
3. Teacher/Fire Marshals to supervise the evacuation of all under their care and account for all under their care using the register, reporting their findings to the Headteacher or deputy.

Details of the procedure to be followed to investigate fire alarm actuations:

- Do not re-enter the building unless the Senior Fire Officer present has stated that it is safe to do so
 - Liaising with the Fire Service, determine which BGCP or AFD actuated the AFA
 - If a BGCP has been actuated, attempt to discover why or by whom
 - Enter details in the fire log book
4. To assist emergency services regarding access and location.
 5. To report faulty fire fighting and fire detection equipment.
 6. To review Eastcourt fire safety strategy.

Trevor Sumner
Health & Safety Adviser

September 2024
For review in September 2025

Appendix 3

Responsibilities of Fire Wardens or Teacher/Fire Marshals

The primary duty of a Fire Warden or teacher/Fire Marshal is to ensure evacuation of that part of the building they are responsible for.

Day to Day Duties – to ensure that

- all fire escape routes are unobstructed and fire exits are available
- BGCPs are visible and unobstructed
- fire extinguishers are not missing, obstructed or damaged
- any fire safety concerns are reported to the Head Fire Warden/Fire Safety team

Fire Wardens

- to assist with the evacuation of the premises
- to report to the Headteacher or deputy if anybody is known to have remained in the premises

Teacher/Fire marshals

- to effect an evacuation of all under their care
- to account for all under their care
- in the event of an evacuation to report to the headteacher/deputy at the RVP

False alarms

If an alarm actuation is deemed to be a false alarm, the circumstances are to be investigated and any findings recorded. The significant findings are to lead to a review and if necessary a modification of the Fire Safety Policy.

Trevor Sumner
Health & Safety Adviser

September 2024
For review in September 2025