BEECH LODGE SCHOOL
Fire Risk (Prevention) Policy

Aims
The aim of this policy and the School's fire prevention procedures are to minimise the risk to life and to reduce injury by maintaining the physical integrity of the School in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The safe evacuation of everyone is the School's priority. The School's Fire Risk (Prevention) Policy, procedures and risk assessments are designed to help the School community respond calmly and effectively in the event that a fire breaks out.

The aims of this policy are also to:-

- Ensure that the risk from fire is managed in accordance with the relevant fire safety legislation.
- Ensure that the management of fire risks are undertaken in such a way as to prevent injury or ill health to pupils, employees, visitors, contractors and others legally on the premises who may be affected by the activities of the School.
- Conduct regular fire evacuation drills and testing of emergency equipment and ensure effective liaison with the emergency services when necessary.
- Undertake suitable and sufficient fire risk assessments (formally recorded and regularly reviewed so as to keep them up to date).
- Identify and implement reasonably practicable measures to control risks from fire and eliminate or reduce risks from dangerous substances.

This policy should be read in conjunction with the School's Health and Safety Policy and First Aid Policy and fire risk assessments.

This policy can be made available in larger print or more accessible format if required.

Responsibilities:
Head/Proprietor
The Head is the person responsible for ensuring that:-

- The appropriate policies, fire procedures and risk assessments are in place and reviewed on a regular basis.
- The Fire Risk (Prevention) Policy is kept under regular review by the Proprietor and the Staff Team and the Policy is promulgated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practice drills.

- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Regular safety checks are carried out of fire safety equipment, and regular inspections are carried out on all control measures and evacuation procedures to ensure their effectiveness and ensure there is a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Ensuring that fire detecting and protection systems are regularly tested and proper records are kept.

Teaching Staff
Teaching staff are responsible for escorting their pupils safely out of the building 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 Jack Rider, the School Fire Warden. In his absence this information is to be passed to Bev Fisher, Assistant Fire Warden.

It is the responsibility of Fire Warden to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. We offer fire awareness inset training, to all staff (including Fire Wardens). We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Fire Wardens
We have two trained Fire Wardens in the School who have been trained to provide "safety assistance" in the event of a fire. Additional staff members have undertaken Fire Awareness Training. Fire Wardens receive formal training and regular refresher training. A list of the School's current Fire Wardens can be found on notices throughout the school.

Fire Safety Procedures
Emergency Evacuation Procedure

1. If you discover a fire, press the activation button on the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point.
3. If you are teaching a class, take your register with you. No one should take anything with them. Shut doors and windows behind you.
4. The Fire Warden will summon the Emergency Services if the alarm sounds and will switch the electric gates to manual.
5. If you have a physically disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Fire Warden who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Briefing New Staff and Pupils
All our new staff (teaching and non-teaching) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day at school and shown where the emergency exits and escape routes are located. Fire action notices and evacuation instructions are displayed

throughout the building, and pupils are shown 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.

Summoning the Fire Brigade
Advance warning of fire practices are always given to the staff. If the alarm goes off for any other reason, The Fire Wardens have the authority to summon the Fire and Emergency Services immediately and as required.

Arrangements for visitors and contractors
All visitors and contractors are required to sign the Visitors Book at Reception. They will be issued with a visitor's badge and given simple verbal instructions of what to do in the event of a fire. The visitor's badge should be worn at all times that they are on school property. 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.

Fire Practices
We hold at least one fire practice every half term at school. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a trained Fire Warden throughout the School helps to ensure that the School can be safely evacuated in the event of a fire.

Fire Prevention Measures
The School has the following fire prevention measures in place:

Escape Routes and Emergency Exits

- There are escape routes from each classroom/teaching area except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in /most rooms, corridors and stairwells.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located by the front door of the main school building.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Fire Wardens
- Records of all tests are kept in the First Aid Office.

Hazardous and Dangerous Substances

- We ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in cupboards.
- The School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Review

This Fire Risk (Prevention) Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

November 2017
(Review Date November 2018)