



Long Lane Primary School

Fire Safety Policy

Date	Description
November 2023	Agreed by Operations Committee

Review Schedule	2 years
Next Review	November 2025

Aims

The Governing Board shall ensure, so far as is reasonably practicable, that fire management arrangements comply with the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, and other appropriate regulations.

The Governors are committed to effective management of fire risk, and the prevention of any associated injury or ill-health to: staff, visitors, contractors, and any persons affected by the premise including Fire and Rescue Service personnel.

Responsibility

The Headteacher is responsible for:

- Taking all reasonable precautions to minimise the risk of fire occurring and its effect on staff, pupils, parents, visitors and contractors.
- Ensuring that all information relating to fire safety at the school is disseminated to all staff.
- Ensuring that all staff are provided with suitable fire safety training.
- Ensuring that fire risk assessments are carried out as appropriate and any problems identified are addressed.
- Appointing a 'Competent Person' to help implement this policy.
- Ensuring procedures are in place to reduce the likelihood of fire
- Ensuring staff and pupils are familiar with emergency evacuation procedures

The Competent Person is responsible for:

- Carrying out regular checks to ensure that the risk of fire is kept to a minimum and reporting to the Headteacher.
- Ensuring that regular fire drills are carried out and recorded in the 'Fire Safety Log Book'
- Ensuring that the 'Fire Safety Log Book' is kept up to date
- Ensuring that appropriate servicing is regularly carried out on fire fighting equipment, emergency lighting, and fire alarm.
- Ensuring that appropriate signs are posted around the school

All Staff are responsible for:

- Identifying potential problems and either take action to resolve the problem, or bring it to the attention of the Headteacher
- Communicating any concerns or observations regarding fire safety to the Headteacher.
- Ensuring that they are aware of and follow recognised procedures for fire safety.
- Participating in fire safety training as agreed with the Headteacher

Governors are responsible for:

- Ensuring there is fire detection and alarm system in place.
- Ensuring fire risk assessments are kept up to date

- Ensuring fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)
- Conducting a Fire Risk assessment with the caretaker annually, receiving a report each term and ensuring that any actions are carried out.

Policy Statement

Long Lane Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of fire safety for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Monitoring and evaluation

The Operations Committee, with the competent person, will monitor the effectiveness of this policy and will review it annually, in-line with the 'Health and Safety' policy

The Headteacher reports termly to the governing board to enable them to monitor and evaluate the impact of the school's policies, practices and procedures.

Guidance and Procedures

1. Fire Risk Assessment

- The Operations Committee will conduct an 'Occupiers Fire Risk Assessment' as part of the 'Health & Safety Audit', performed each term. The assessment is retained in the 'Fire Safety Log Book' with the Headteacher taking any further actions required e.g. remove, reduce, or control fire risk.
- A 'Technical Fire Risk Assessment' will be carried out by an external contractor on a periodic basis determined by the Local Authority. The Operations Committee will schedule and monitor the completion of actions from the Technical Assessment in conjunction with the Headteacher and Competent Person, involving other staff, Council services or contractors as appropriate.
- The Operations Committee shall review its assessment on an annual basis, whenever there are any significant changes, or if there is any reason to suspect that it is no longer valid.

2. Fire Safety Logbook


- The competent person is responsible for keeping the Logbook up to date and readily available for inspection by any authorised officer of the Royal Berkshire Fire and Rescue Service.

3. Emergency Evacuations

The emergency evacuation procedure shall address:


- Actions taken upon discovering a fire
- Actions upon hearing the alarm
- Actions by competent persons, e.g. Fire Wardens
- Evacuation of persons with special needs
- Termly fire drills and evacuations are successfully completed.

The Headteacher will ensure the emergency evacuation plan is implemented.



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Evacuation of the School Buildings



The person discovering the fire will ring the nearest fire bell by breaking the glass.

On hearing the fire signal (fire bell rings continuously) teachers and pupils should proceed by the nearest exit and assemble in designated area.

Proceed in an orderly way.

Do not stop to collect personal belongings.

Children should line up on the top playground in their class groups facing the school.

Office staff should take the class registers, late register and visitors' log and distribute them to the class teachers on the playground.

Teachers should call the register for their class and report immediately to the headteacher if a child is unaccounted for.

Children should remain quiet throughout, speaking only to answer when the teacher calls their name.

No-one should re-enter the building under any circumstances.

Remain clear of the building until advised by the fire brigade.

In the event of this being a practice, the headteacher will decide on any debriefing and record that a practice took place in the Fire Log Book that is kept in the main office.

4. Personal Emergency Evacuation Plans

- The Headteacher and competent person shall draw up any 'Personal Emergency Evacuation Plan' (PEEP) required for new and existing staff and pupils, and thus formally assure assistance is available in the event of an emergency.
- The Headteacher and competent person are responsible for ensuring the member of staff in charge is aware of their responsibilities for the safe evacuation of a visitor or member of the public.

Training

- As part of their induction process, new staff starters shall receive on their first day the emergency evacuation procedures for their workplace by their line manager.
- The Headteacher or Competent Person shall also ensure that new staff are booked on and attend mandatory Fire Awareness training.
- All other staff shall receive basic 'Fire Awareness' training, followed by refresher training 3 yearly, using e-learning. It is the responsibility of the Headteacher or Competent Person to ensure that staff attend or undertake the above, and that this is recorded as part of their 1 to 1 process. Attendance to such training shall be documented, with a copy retained in the fire logbook.

Linked Policies

First Aid
Health and Safety
Accessibility Plan