



<b>Title:</b>	<b>Fire Safety Policy</b>
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<b>Chair of Management Committee:</b>	<b>Seeta Mephani</b>
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## THE HELIX EDUCATION CENTRE

### FIRE SAFETY POLICY

This policy is designed to help the school comply with their duties under the Regulatory Reform (Fire Safety Order) 2005. If the school is inspected by the Fire and Rescue Authority, the enforcing authorities of the Fire Safety Order, they will want to see your Fire Safety Policy and what the school's management arrangements are.

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#### **1. INTRODUCTION**

**The Helix Education Centre** will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

#### **LEGAL REQUIREMENTS**

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) is up to date with all changes known to be in force on or before 6<sup>th</sup> November 2024.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## 2. RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher (HT) has the ultimate responsibility for the implementation and management of this policy;
- The School Business Manager (SBM) is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The site team have delegated responsibilities for the day-to-day management of fire safety;
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

## 3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

## 4. MANAGING FIRE SAFETY

The school has delegated day-to-day responsibility for managing fire safety to the Site Caretaker (SC). The Site Caretaker will:

- a. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- b. Provide and maintain in working order all firefighting appliances and devices including:
  - i. fire detection and alarm systems;
  - ii. emergency lighting systems;
  - iii. firefighting equipment;
  - iv. notices and signage relating to fire procedures;
  - v. means of escape, considering the needs of any disabled users.
- c. Annually arrange with the School Business Manager (SBM) for a fire safety risk assessment of the school building to be undertaken by a competent person, to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- d. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;

- e. Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- f. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- g. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- h. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## 5. MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

**The school fire detection and alarm system** is maintained and checked by **Amthal Fire Security**. The alarm sounders are tested on a weekly basis by the Site Caretaker (SC).

**The school emergency lighting** is checked by contractors commissioned by the Local Authority.

**Notices and Signage** are updated as and when required and checked annually by Site Caretaker (SC).

**Firefighting equipment** is visually checked weekly by Site Caretaker (SC) and extinguishers are replenished or replaced annually by **Amthal Fire Security**.

**A Fire Log Book** which contains records of fire safety issues is maintained by the Site Caretaker (SC) and located at the fire control panel in the main reception area. These logs include:

- fire drills;
- the inspection and testing of; fire detection and alarm systems emergency lighting systems;

## 6. FIRE RISK ASSESSMENT

The school commissions **Morgan Fire** to carry out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the main office and the School Business Manager (SBM) has an electronic copy.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually or sooner if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;

- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## 7. FIRE SAFETY TRAINING

- All staff receive basic **fire safety awareness training** via **The Key** online training and automatically receive refresher sessions annually.
- New staff are Inducted on Health and Safety and Fire Awareness
- Key staff in the school receive more detailed fire warden training every 3 years. A fire evacuation plan with a list of Fire Marshalls is displayed on the Health and Safety notice board in the staffroom, Senior Leadership Team (SLT) offices and the main office.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. Senior leaders discuss staff feedback at the next scheduled SLT meeting. Any conclusions and remedial actions are recorded and implemented.

## 8. EVACUATION PROCEDURES

This document details the responsibilities of staff and individuals during an evacuation. The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

The Fire Alarm is a continuous bell.

1. **When any fire hazard is discovered, the fire alarm must be set off immediately.** The Headteacher (HT) will contact the Fire Service.
2. Upon hearing the fire alarm, **all staff, pupils and visitors must leave the building by the nearest fire exit and assemble at the designated assembly point.** A member of staff should follow each class or group out if possible, and close the doors behind him/her. The pupils should be instructed to leave the building **silently**.
3. Visitors will be directed to the exits by staff.
4. **Pupils or adults with a physical disability**, should evacuate the building with a member of staff (NB pupils or adults with a physical disability should be evacuated last). The SENCO should inform the Headteacher (HT) or Deputy Headteacher (DHT) of their whereabouts.
5. Once at the designated fire assembly point, a member of the staff will call out the register and names will be checked.
6. If anyone is missing, Headteacher (HT) or Deputy Headteacher (DHT) will take advice from the Fire Officer in charge on whether to institute a search inside the building for the missing person(s).

## **FIRE DRILLS AND EQUIPMENT**

1. Fire drills will be held termly and will be unannounced.
2. It is the responsibility of the Headteacher (HT) to ensure that all fire prevention equipment is checked regularly.

## **FIRE EXIT**

The fire assembly point is outside the primary playground opposite the large garage/D&T room.

There are 3 fire exits:

1. The main front door
2. The fire doors in the hall
3. The fire doors in the Maths room

A fire test is held at 8am every Friday morning. Staff should not enter the building when a test is taking place

- **Site Caretaker (SC)**
  1. Report straight to fire panel and inspect affected area – HT in SC's absence
  2. HT to phone fire brigade if genuine fire
  3. Liaise with call point evacuation areas
  4. Check designated area – ZONE's on plan (if safe to do so)
  5. Await fire brigade and liaise with HT
  6. Sweep the building if safe to do so and advise HT of any emergencies
  7. Reset fire panel and record timings once HT has given the all clear
  
- **Headteacher/Deputy Headteacher (HT / DHT)**
  1. Check designated area – ZONE's on plan (if safe to do so)
  2. Report to emergency access gate and wait for fire brigade
  3. Liaise with fire brigade
  4. Advise SC when all clear so they can reset fire panel
  5. Advise all staff, visitors and pupils, when reset has been done and when it is safe to re-enter the school building
  
- **Office Staff & Attendance Officer (OS & AO)**
  1. Take First Aid box to evacuation point
  2. OS to bring staff/visitors registers from EReception dashboard
  3. AO to bring signing in sheets/pupil late starters and early leaver lists (**SBM will do this out of school hours**)
  
- **Deputy Headteacher (DHT) and Designated Safeguarding Lead (DSL)**
  1. Check designated area – ZONE's (if safe to do so)
    - i. Report to evacuation area and assist with pupils and registers
    - ii. Advise HT if alerted by teachers of any missing pupils
  
- **Assistant Headteachers (AHT) and SENCO**
  1. Check designated area –PRIMARY
  2. Report to evacuation area and assist with Primary team
  
- **All other staff**
  1. To evacuate classrooms as quickly and quietly as possible **checking toilet/shared areas when passing for any pupils in toilet/shared areas, if possible**
  2. Alert DSL if there are any pupils missing

**PLEASE DO NOT ATTEMPT TO RE-ENTER THE BUILDING ONCE YOU HAVE EXITED UNLESS ADVISED TO DO SO BY THE HEADTEACHER, SITE CARETAKER or FIRE DEPARTMENT.**