Fire Safety Policy

Status	Statutory
Review cycle	Annually
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Date of next review	March 2027
Name of Headteacher	Joanne Wreford
Name of Chair of Governors	Christina Powell / Melissa Shaw
Published on website	Yes

Fire Risk Assessment
The Regulatory Reform Order (Fire Safety) 2005 requires organisations to undertake fire risk assessments for their workplace.

At Meadlands we complete the **School Fire Procedures Risk Assessment** annually. This is in line with the RBK's template. On completion it is shared with the Governing Body and with Staff (INSET). This document is then shared with AfC Occ. Health & Safety team. This is to allow the local authority to fulfil its legal duty in monitoring safety in schools.

1. **Maintenance of Fire Precautions and Systems**
    - Fire Alarm and smoke detector inspection (annual)
    - Emergency lighting inspection(annual)
    - Fire Extinguisher inspection(annual)
    - Fire Risk assessment(annual)

    Testing ensures that fire doors are close effectively, escape doors open easily, corridors and escape routes are not obstructed, fire detection and alarm systems, fire extinguishers and emergency lighting are maintained and notices remain relevant and legible.

2. **Detecting the Fire and Raising the Alarm**
    Annual Health & Safety Training for all staff includes notification of fire alarms in the building, procedures for fire drills and training on extinguishing a fire.
    Fire drills take place termly and times are recorded and reported to the Safety & Resources Committee.

Visitors to the school, including supply teachers, are given an information card which details what to do in a fire drill. This will include information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits assembly points.

This information is shared during Induction for new staff and/or as part of our information sheet presented to visitors.
It is the responsibility of the fire safety manager to ensure this instruction is given.

3. **Evacuation of the Premises**

As soon as the alarm is raised the premises is evacuated in a pre-planned way and staff and pupils assemble at a defined location and accounted for.

The one exception to this is in premises where there is automatic smoke detection, which, in the particular circumstances of use, is giving rise to a high incidence of false alarms. In this case a procedure can be put in place giving a short period of time (say 60 seconds) for the cause to be investigated. If the alarm cannot be verified as false within this period, the fire brigade should be called anyway.

Where there is a high incidence of false alarms, the cause should be investigated and changes made (for example to the type and location of detectors) to avoid the incidence of false alarms. When this has been achieved, the procedure can be changed to immediately calling the fire brigade on actuation of the alarm.

4. **Calling the Fire Brigade**

Whilst it may sound obvious that in the event of fire the fire brigade should be called, a common factor in most fires involving loss of life is delay in calling the fire brigade. This is usually because there is not a clear procedure or because the fire is thought to be "small". Fires in buildings behave in a very different way to fires in the open and the adage that "there is no such thing as a small fire only a big one that has just started" is worth remembering. To avoid delay the fire brigade should always be called as soon as a fire is discovered and the alarm raised.

It is the responsibility of the HT, in her absence the SBM, to call the fire brigade. A school mobile or staff mobile should be kept in the office at all times.

5. **Tackling the Fire**

Fire extinguishers or hose reels are provided in schools for the purpose of putting out a small fire in its early stages, if it is safe to do so. This contributes to the safety of everyone in the building by stopping a fire spreading to the remainder of the building. Fire extinguishers and hose reels should only be used when it is safe to do so by staff who have been trained in their use.

The school has 9x foam extinguishers and 6x CO2 extinguishers through the building, as well as 2x fire blankets in the staff room and studio link.
All equipment is visually checked and recorded on a monthly basis.

Basic staff training is planned & will be given by the site manager.

Unless the fire is very small, priority should be containment, and the fire brigade called.

6. **Training**

Training for staff should include:

- The main causes of fire and how to prevent it.
- How fire is likely to spread in a building.
- How to take precautions against arson.
- The function of fire doors and the need to keep them shut.
- The action to be taken in the event of fire, in particular the method of raising the alarm.
- The location of the fire alarm call points, fire extinguishers, and exits and escape routes.
- The use of fire extinguishers.

- The location of the assembly point.
- How the fire brigade will be called in the event of fire.

Training at Meadlands includes

- Whole staff annual INSET presentation on Health & Safety and Fire precaution.
- Fire Awareness training (including use of extinguishers)
- Electrical safety
- Fire safety, a management of premises

7. **Personal Emergency Evacuation Plans (PEEPs)**

Currently there are 0 PEEPs required (September 2025)

It is important that schools identify any staff or pupils who need physical assistance to exit the buildings and provide a plan of evacuation for each person – known as a personal emergency evacuation plan (PEEP). The pupil/staff member will need a person or small team of staff allocated to assist him/her out of the building in an emergency.

The PEEP should include the following information:

- name of pupil/staff member;
- names of the team members allocated to assist the pupil/staff member in emergency evacuation situations;
- a school plan identifying the evacuation route(s) available to the pupil/staff member;
- for secondary schools, pupil's/staff member's timetable and class locations;
- method of evacuation, e.g. use of an Evac chair to transfer the person from upper floor to ground level;
- locations of refuge areas if these form part of the Plan; if there are no suitable places of refuge, this should be stated in the Plan;
- communication methods and relevant information.

The PEEP should be displayed in classrooms that the pupil uses, in the staff room and corridors, next to the fire alarm call points and general emergency evacuation signs. The plan should be regularly practised, and always followed during fire evacuation practices.

More information about emergency evacuation arrangements and other relevant issues is provided in the document 'Health and safety Arrangements for Disabled Pupils and Staff' which is available for

OVERALL POLICY

It is the overall policy of the Borough and (School) to minimise the risks to staff and employees which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

Headteacher is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under

their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should also ensure that fire exits are kept clear and fire doors are kept shut and that pupils for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills
Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

Specific training will be organised for fire safety managers, both on appointment and at least every two years by the Borough Health, Safety and Wellbeing Unit.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.
The site manager will provide a written report to the headteacher each term, containing the details shown in Appendix A.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems
Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminate.
Fire extinguishers, hose reels, fire blankets etc.	Monthly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Appointment and Duties of Fire Marshals
Jo Wreford (Headteacher) & Jolene Gee (SBM)
The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

Meeting the Fire Brigade
The Site Manager (Don Eckford, in his absence Helen Frank or Kate Watts) is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events Taking Place Out of School Hours Such as School Plays or External Lettings
Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Site Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

Notices
All fire exit routes will be signed by clear signs with directional arrows.

Records
The following records will be kept by the Site Manager:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Appendix A

Model Termly Report to Headteacher from Site Manager

Date of Report:	**Period of Report:**	**to**

Fires at the School

Give description of any fire incidents that took place and any lessons learnt as a result, or state that there were no such incidents.

Activations of the Fire Alarm

Give a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.

Practice Evacuation Drill

Give the date and time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.

Staff Training

Give details of any staff training that has been undertaken during the term and any training planned for the future.

Records of Equipment and Systems Inspections

Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.

Any Issues or Recommendations

Provide details of any recommendations or other matters not identified above.

Signed _____Date _____
Site Manager

Appendix B

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.

- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.

- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.

- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.

- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.

- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

- ♦ Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Signed _____ Date _____
Head Teacher or Site Manager

Signed _____ Date _____
Lead user