



# Noam Primary School

Fire Safety Policy

December 2016

**Noam Primary School**

**Fire Safety**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator/ Manager</b>	<b>Nominated Governor</b>
<b>3/12/2016</b>	<b>3/12/2018</b>	<b>Rabbi Cohen</b>	<b>Yitchok Landau</b>

We believe this policy relates to the following legislation:

- Health and Safety at Work, etc Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- Fire Safety (England) (Employee's Capability) Regulations 2010
- Education Act 2011
- School Premises (England) Regulations 2012

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school staff and visitors to school

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters at this school.

We believe it is essential to have in place an effective policy for the evacuation of the school building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school staff to make themselves familiar with this policy and procedures to ensure the safe evacuation of all pupils. (see appendix 1)

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school staff are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed regularly.

In the event of industrial action by the Fire Service we will ensure that an emergency action plan is in place and that the Fire Safety Manager (Responsible Person) will review all fire safety arrangements.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To have in place personal evacuation plans for any disabled pupil or member of the school staff.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Fire Safety Manager undertakes regular training.
- To ensure compliance with all relevant legislation connected to this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a Fire Safety Manager to take overall responsibility for fire safety matters at this school;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher, the Fire Safety Manager and the coordinator and to report back to the Governing Body;

### **Role of the Headteacher**

The Headteacher will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and the Fire Safety Manager;
- liaise regularly
  - with the Fire Safety Manager to review risk assessments, evacuation procedures and fire precaution systems;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure portable electrical equipment is annually checked;
- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school staff fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Fire Safety Manager, Health and Safety Representative and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;

### **Noam Primary School**

- ensure outside school security systems and procedures are in place;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school staff, parents and governors;

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the Fire Safety Manager;
- ensure that everyone connected with the school is aware of this policy;

### **Role of the Fire Safety Manager / Co-ordinator**

The Fire Safety Manager will:

- have overall responsibility for fire safety matters;
- be familiar with relevant fire safety legislation;
- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, disabled school staff and visitors;
- undertake risk assessments that deal with the:
  - sources of ignition
  - sources of fuel
  - sources of oxygen
  - structure of the building
  - location of people especially young people, special educational needs and disabled
  - procedures and escape routes for evacuation
  - fire-fighting equipment
  - fire safety training program for school staff
- keep risk assessments up to date;
- ensure outside school security systems and procedures are in place;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation of the school building plan;
- have in place personal evacuation plans for pupils and school personnel with disabilities;
- conduct fire drills;
- Liaise with the Wembley Synagogue as they are responsible to carry out regular inspections of premises.
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- be responsible for fire safety training; provide information and guidance to school staff;
- Liaise with Wembley Synagogue who are responsible to:
  - make periodic inspections of fire equipment;
  - make periodic checks of the audible fire alarm equipment;

## **Noam Primary School**

- maintain fire equipment;
  - ensure fire signs and notices are in place:
    - on all exits
    - in classrooms
    - in corridors
    - next to fire alarm call points
    - on fire equipment
    - on fire assembly points
    - ensure a reserve supply of fire safety signs are always in stock;
  - check that all fire exit doors are clear of obstructions;
  - check that fire detection and protection systems are tested and maintained;
  - keep records of fire drills, training and maintenance of equipment;
- 
- contact liaise with the fire service and the emergency services if a fire takes place;
  - undertake periodic training in all fire safety procedures;
  - liaise with the nominated governor;

In the event of a fire, the Fire Safety Manager with a Fire Marshals will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all pupils, school staff and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of pupils off-site if necessary.

### **Role of School Staff**

School staff:

- are responsible for the safe evacuation of all pupils in their charge;
- must be familiar with personal evacuation plans for pupils and school staff with a disability;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- will only attempt to tackle small fires that pose no major threat to pupils, school staff or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
  - not covering heaters
  - not overloading electrical sockets
  - not leaving rubbish lying around
  - securing recyclable waste in a secure area away from the school building

### **Noam Primary School**

- not having large flammable displays along escape routes
  - periodic checks to portable electrical equipment
  - keeping escape routes clear at all time
  - not blocking fire exit doors
- must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;
  - undertake periodic training in all fire safety procedures;
  - undertake training in the use of portable fire-fighting equipment;
  - must report any concern they have in regard to fire safety;
  - must report any breaches in outside school security systems and procedures;

### **Role of Pupils**

Pupils will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene;
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;

### **Emergency Evacuation Procedures of the School Building**

All school staff to be aware of guidelines for the evacuation of the building.

- When the alarm sounds the pupils should remain calm and they must listen to the following instructions from the teacher.
- The pupils will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.
- Before leaving the room all windows should be closed.
- Doors must be closed when leaving the room.
- The class teacher should count the number leaving the class and then recount at the assembly point.
- Exit and Assembly points are:

## **Noam Primary School**

	<b>Class Nursery</b>	<b>Class Reception</b>	<b>Class Year 1</b>	<b>Class Year 2</b>	<b>Class Year 3</b>	<b>Class Year 4</b>	<b>Class Year 5</b>	<b>Class Year 6</b>	<b>Office and classrooms next door</b>
<b>Fire Exit</b>	Stairs outside their class and through the front hall door	Stairs outside their classroom and through the front door.	Stairs leading from their class and through the front hall door	Through the alley at the side of the playground leading directly to the assembly point.	Stairs outside reception classroom and through the front door.	Front door outside their classroom.	Stairs leading from their class and through the front hall door	Stairs leading from their class and through the front hall door	Down office stairs directly into the playground.
<b>Assembly Point</b>	Next to the left hand wall of the playground as you exit the building (marked as "fire assembly point")								

Registers will be brought from the office and distributed.

- Under no circumstances should any one re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
  - Designated staff will be assigned to all physically challenged or immobile pupils, staff or visitors.
  - Designated staff will be trained in appropriate evacuation procedure for disabled and immobile persons.

### **Personal Emergency Evacuation Plan (PEEP) Procedures**

When the alarm sounds all designated school personnel assigned to physically challenged or immobile pupils, staff or visitors will:

- go to the venue within the building or grounds where their assigned person is working / visiting and then;
- calmly lead that person to the first available fire exit and then to the assembly point.

All designated school staff will carry with them at all times the Personal Emergency Evacuation Plan of their assigned person that outlines the following information:

- Name of Pupil
- Year Group
- Type of Disability
- Mobility
- Name of Designated Person(s)
- Role of Designated Person
- Timetable of Pupil / Person & Room Location

It is very important that the PEEP must be kept up to date at all times.

## Noam Primary School

### Personal Emergency Evacuation Plan

Please keep this PEEP with you at all times and update it when necessary

Name of Designated Person	Role	Work Location

Name of Assigned Person	Pupil	Member of staff	Visitor	Type of Disability	Able to walk	Uses a wheelchair
Please tick (✓) where appropriate						

#### Timetable & Room Location of Person Assigned to a Designated Person

Day	Reg.	Session 1	Session 2	Session 3	Session 4
		9.00-10.30	10.45 -12.30	1.20 - 2.20	2.30 - 3.20
Mon	Registration				
Tues					
Wed					
Thurs					
Fri					

#### Fire Exit & Assembly Points

	Class Nursery	Class Reception	Class Year 1	Class Year 2	Class Year 3	Class Year 4	Class Year 5	Class Year 6	Office and classrooms next door
<b>Fire Exit</b>	Stairs outside their class and through the front hall door	Stairs outside their classroom and through the front door.	Stairs leading from their class and through the front hall door	Through the alley at the side of the playground leading directly to the assembly point.	Stairs outside reception classroom and through the front door.	Front door outside their classroom.	Stairs leading from their class and through the front hall door	Stairs leading from their class and through the front hall door	Down office stairs directly into the playground.
<b>Assembly Point</b>	Next to the left hand wall of the playground as you exit the building (marked as "fire assembly point")								



## **Fire Safety Training**

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices
- health and safety
- risk management
- school security

## **Alarm System**

- The alarm system will be sounded and checked monthly.
- Annual maintenance will take place.

## **Emergency Exits**

- All exits to be free from obstructions.
- All exits to be checked weekly.
- All exits to be clearly signed.

## **Fire Equipment**

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the Fire Service.
- All staff to be trained in its use.

## **Evacuation Exercises**

Regular evacuation exercises to be undertaken by pupils and school staff.

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school staff

**Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	