



Policy for Fire Safety

This document is a statement of the aims, principles and strategies for Fire Safety at Greenfield School.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety 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 fire safety policy, procedures and risk assessments at Greenfield School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGEMENT

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT
- The fire safety policy is promulgated to the entire school community
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire
- Records are kept of the fire induction training given to new staff and pupils
- Procedures for emergency evacuation are regularly tested and lessons absorbed
- Fire risk assessments are regularly reviewed and updated on an annual basis
- 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

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit. These are clearly marked throughout the school.
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 on the field.
3. Children in Little School who cannot walk will be placed in the evacuation trolley and the other children will be attached to an evacuation rope
4. Teachers involved in peripatetic lessons should take their paper register with them to the fire assembly point. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

5. If you are teaching a class during school hours then an electronic register will have been taken for the morning and afternoon session. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
 6. The School Office will summon the Emergency Services if the alarm sounds. The School Receptionist will take to the assembly point a print-out of the day's electronic register and the emergency record of children's medication allergies etc.
 7. If you have a child with additional needs in your class, you should direct them, together with their assigned Teaching Assistant, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
 8. Take a register of your class as soon as you reach the assembly point.
 9. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
 10. Remain at the assembly point with your pupils until the all clear is given.
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PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Greenfield School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and 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.

'Grab Bags' containing a small first aid kit and foil blankets and a hi-vis vest are located in Reception and taken to the Assembly Point by the School Office. Fire Marshals are to wear hi-vis vests so they are obvious points of contact for children, staff and Emergency Services personnel.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training through Educare. No one should attempt to use a fire extinguisher before they have been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is covered between 8.00am and 5.00pm during weekdays in term-time and between 8am and 4pm during school holidays apart from the Christmas shutdown and bank holidays.

The master panel that shows the location of all the alarm call points on the networked alarm system in the school building is physically located in the Little School.

The Fire Alarms in the outlying buildings are not currently connected to the master panel in the Main School Building. The Main School Building does, however, have external sounders which can be heard around the site. Staff in a building where the alarm has not sounded should sound the alarm (where possible) and evacuate their buildings and areas so that the **entire school** is assembled on the Assembly Point for Roll Call.

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Bursar must be informed immediately so that effective liaison takes place with the Emergency Services.

If the alarm sounds out of hours, unless warned of a planned fire practice, the Fire Alarm will be monitored by the Emergency Central Monitoring System who will summon the Fire Brigade on the school's behalf.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency exits and escape routes and are shown the way to the Assembly Point. Details of what to do in the event of a fire is printed on the back of the visitors badge.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made by the Bursar advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

If a pupil or member of staff sustains an injury which means their mobility is compromised, such as a leg break causing the person to be on crutches, the school must complete a PEEP (Personal Emergency Evacuation Plan) to ensure they can be catered for on-site and that specific staff are assigned to help the injured person in the event of an Emergency Evacuation. The completed PEEP must be submitted to the Deputy Head and Bursar for review before allowing the pupil or member of staff to continue to attend the school. If a disabled visitor comes on site either they must be accompanied by an able-bodied visitor to assist or the member of staff who they are visiting must take responsibility to assist in their evacuation in the event of an Emergency.

As a general rule when the fire alarm is sounded, it is the responsibility of the Teacher of a pupil who may not understand (or be able to respond appropriately to) verbal instructions, to take them to the assembly point.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and 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 the Bursar. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

On no account should anyone return to a burning building.

FIRE PRACTICES

We hold fire evacuation drills every term at Greenfield School. This combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Greenfield School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in Little School and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Keeping fire routes and exits clear at all times. The Estates Team responsible for unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lighting works, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Estates Manager, who in conjunction with the Bursar, also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Termly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- Records of all tests are kept in a file in the Estate Manager's office.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed next to the entrance of the building.
- The Kitchen is fitted with heat alarms and smoke detectors.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular (annual) portable appliance testing takes place.
- Records of all tests are kept in the Estates Manager's office.
- The Estates team check that all scientific and DT equipment is switched off at the end of the school day.
- The Estates team checks that all computers (except the email server and file server), projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

Lightning Protection

- All earthing conforms to BS 6651-1999. It is tested every 5 years by a specialist contractor. Records of all tests are kept in the Bursar's office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
- All kitchen equipment (barring refrigeration units) are switched off at the end of service.

Safe Storage

- Any inflammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Any inflammable rubbish will be stored away from buildings in the secured rubbish compound.
- Any combustible materials used in teaching, catering, maintenance, grounds and caretaking will be stored in flame proof cupboards.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the School's fire safety policy and procedures. The School Bursar or Estates Manager is always on call when the school is let or hired for an outside function or event.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard 5 X 5 Risk Assessment Matrix for evaluating risk, [and we are progressively updating them to follow the format of "Specification 79: 2012"]. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At Greenfield School, we use simple line diagrams to supplement the grids.

Greenfield School has a professional Fire Risk Assessment which is updated every 3 years, or more frequently if significant changes are made to the interior of buildings, or new buildings

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are added. An internal Risk Assessment will be undertaken in the interim years by the Responsible Person.

Copies of Greenfield School's fire risk assessments are available for staff to read. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.



Chair

Chair of the Board of Governors
September 2021

Next Review Date: September 2022