



Fire Risk Management Policy

Including EYFS

Lucton School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2018) the 'Regulatory Reform (Fire Safety) Order 2005' and 'Fire Safety Risk Assessment: Educational Premises' (Home Office, 2006).

This policy should be read in conjunction with the policies listed below:

- Safeguarding and Child Protection
- First Aid
- Fire
- Risk Assessments

It is the policy of the Head and the owner of the school, Alpha Schools, to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, safe equipment and effective procedures for all employees and students and to provide such information, training and supervision as may be necessary for this goal to be achieved.

The policy will be reviewed annually in order to ensure, so far as is reasonably practicable, that:

- a. all relevant legislative changes have been incorporated;
- b. current good practices have been included;
- c. its contents and spirit are being observed throughout the school;

The school recognises that under the Health and Safety at Work etc Act 1974 we have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that we have certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

The school recognises that under the Education (Independent School Standards) (England) Regulations 2019 [the 'ISSR'] and the National Minimum Standards for Boarding Schools [the 'NMS'] they have a duty to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

2. Aims

The aims of the Fire Risk Management Policy are:

- To ensure that staff, parents, pupils and visitors to the school are safeguarded from injury or death in the event of a fire
- To provide reasonable and appropriate systems and procedures to minimise the risk of fire and in the event of a fire to contain its spreading
- To minimise disruption to the School's activities or damage to School property or cause harm to the environment

- To eliminate or reduce risks from dangerous substances
- To comply with the ISSR, the Department for Education requirements, and relevant fire safety and fire prevention guidelines, standards and legislation

3. Fire Evacuation

The School will establish its own Fire Evacuation and Fire Risk Management procedures that will be published in a separate document, and which the staff of that School are required to read and understand their responsibilities and know how to react in the event of fire.

At least once per school term, a fire evacuation practice will be held during the school day at each school, the timing of which will be notified in advance to staff.

The fire evacuation practice will be timed by the Head or other senior member of staff appointed by the Head to conduct the practice. The practice will be considered inadequate if the evacuation is not achieved in the minimum of time consistent with the difficulties inherent in the buildings, and a further practice will be held on another date until the satisfactory standard is achieved.

At least twice per school term, usually within the first week of the term, a night-time/'boarding time' fire evacuation practice and day evacuation will be held at each boarding house that is organised and supervised by the Housemaster/Housemistress/Houseparent.

A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the School SLT and Directors.

The warning, in case of fire, shall be given by a siren or bell that is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.

The fire alarm system will be tested weekly. The work will be done by the Maintenance Team and the testing will be done sequentially from one operating point to the next. Records will be kept of these tests.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Head and School Health and Safety Coordinator and undertake whatever duties are specified in the School's Fire Evacuation procedure.

All teachers or other adult in charge of a class/pupil/s will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Head or designated Deputy Head or School Health and Safety Coordinator or at the instruction of the Fire Brigade.

The Head will ensure that there is an effective system for ensuring that class registers current to that day are available for roll call. The person responsible for bringing out the registers will be the a member of the School Office.

The person responsible for informing the Fire Brigade will be the Head or designated staff member.

Signs/directions for the evacuation of pupils and others will be displayed in a prominent place and comply with Fire and Health and Safety requirements.

Fire safety systems, including fire alarms, fire detectors and emergency lighting, and fire safety equipment, including fire extinguishers, will be provided in accordance with the advice of the Competent Person appointed by the School for Fire Safety and serviced/maintained in accordance with relevant fire safety and fire prevention guidelines, standards and legislation.

Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.

Fire evacuation emergency routes and fire exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours.

No unauthorised person should re-enter the School buildings, under any circumstances, during a fire practice or actual fire emergency.

Visitors will be provided with fire safety information through the written information given on the Visitor's Badge issued when signing in at the School.

Fire Procedures for outside organisations using the school premises:

In the event of an actual fire happening in any area or facility which is being used by outside organisations or the public by arrangement with the school, the Head or delegated person will be responsible for ensuring the building is evacuated safely along the designated evacuation route and that people are accounted for in the designated place for that area

The Head or delegated person will also be responsible for informing the Fire Brigade, School Health and Safety Advisor and the School Health and Safety Officer

Directions for the evacuation for the users of school's facilities to be displayed in prominent places around the various buildings in use, i.e. swimming pool, sports hall, gallery etc.

The Head or other designated staff member of the school should ensure that no unauthorised persons re-enter the buildings under any circumstances, during a fire practice or actual fire emergency

When school buildings are let to outside organisations, fire safety information will be provided to the hirer and which will include information on evacuation procedure and the requirement for the hirer to inform visitors to the building/s of the fire safety arrangements and what to do in the event of fire during their visit.

4. Fire Risk Assessment

In compliance with The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003 and the Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment, the School will ensure that all non-residential and ancillary educational buildings are inspected by a competent person not exceeding every 12 months to assess fire risks at work.

The Head and Health and Safety Coordinator will ensure that appropriate measures to reduce or prevent a risk identified in the written Fire Risk Assessment will be considered within its maintenance programme and reported to the Directors. Any recommendations made by the risk assessment will be reasonably responded to.

5. Fire Safety Systems and Equipment

Under the Management of Health and Safety at Work regulations 1999, Regulation 6, the Competent Persons appointed by the School to assist in undertaking the measures necessary to ensure a safe working environment with regard to fire safety are:

- Andrew Vaughan (Head of Maintenance and David Bicker-Caarten (Headmaster) (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)
- Herefordshire Fire Protection Service Ltd undertake an inspection and service of fire safety equipment twice a year.
- Fire Safety Training for staff is undertaken online via Smartlog. Mark Bishop Fire and Security Ltd also ensure the Schools fire alarms are serviced / maintained annually.
- Emergency exits and lighting, fire extinguishers and all other fire safety systems and equipment are tested in line with legislation.

- Records are kept by the Head of Maintenance for:
 - The fire risk assessment and its review;
 - Fire procedures and arrangements;
 - Training records;
 - Inspection of Escape Routes;
 - Fire Practise Drills;
 - Certificates of installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

6. Fire Safety Training

The School's Fire Risk Management is directed at maintaining high levels of safety awareness in both pupils and staff to assist in minimising as far as is practicable the risk of fire.

To enable members of staff to carry out their important functions of both monitoring levels of fire safety within their School, and to assisting or taking charge of any fire evacuations, they are given appropriate training.

Fire training for staff will be provided for new staff at induction and for all staff will be updated at least every 3 years. The School will provide Fire Warden certificated training for teaching staff and appropriate support staff every 3 years.

Competent Persons (with sufficient training, experience and knowledge) will assist in taking preventive and protective measures (including firefighting and evacuation). These are Mark Bishop (of Mark Bishop Fire & Security Ltd) and Andy Vaughan of Lucton maintenance team.

Date	Position	Name of Reviewer	Date of Next Review
August 2022	Headmaster	David Bicker-Caarten	August 2023
August 2022	Proprietor	Mr A Khan	August 2023