



Rye Community Primary School Policy

Policy Title:	Fire Safety
Leadership Responsibility	Academies Business Manager
Review Body:	Headteacher
Date:	July 2022
Review:	July 2023

Statement of intent

Rye Community Primary School (the Academy) is committed to protecting and preserving the health and safety of all our pupils, colleagues and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the Academy's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, Rye Primary has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The Academy's designated **Fire Safety Officer** and the **Headteacher** are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

Legal framework

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005.
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'.
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended).

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Procedures.
- Fire Safety Training Policy.
- Fire Safety Risk Assessment.
- Fire Evacuation Record.
- Fire Evacuation Plan (FEP).
- Critical Incident and Business Continuity Advice and Recovery Plan.



Roles and responsibilities

The Trustees endeavour to provide:

- A management structure responsible for health and safety in the school, including, but not limited to, health and safety.
- A safe place for all users of the site, including pupils, colleagues and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the **Fire Safety Officer** and all other staff.

In discharging its duty of care, the Trustees delegate the following responsibilities to the **Headteacher**.

The Headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Designate a **Fire Safety Officer** to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the Local Authority and Health and Safety Executive where necessary.
- Take steps to ensure all colleagues, pupils and visitors are familiar with the Fire Safety Policy.
- Ensure whole-school fire evacuation drills are carried out on a regular basis, and at least once per half-term, to ensure all colleagues, pupils and visitors know what to do in the event of a real fire.
- Work with the **Fire Safety Officer** to review and update this policy annually.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them reoccurring.
- Responsibility for all contractors on the school site understanding and implementing this fire safety policy.

On a day-to-day basis, the Premises Manager has responsibility to the Headteacher to act as the designated Fire Safety Officer.



The Fire Safety Officer will:

- Take responsibility for fire safety matters within the academy, in collaboration with the **Headteacher**.
- Coordinate the implementation of all fire safety measures, ensure student and colleague training takes place, and via the site team monitor the standard of the school's fire detection and protection equipment.
- Review relevant and updated legislation to ensure the academy is working within the parameters of the law and as safely as possible.
- Ensure new and existing colleagues undertake training sessions, at least once per year, in accordance with the academy's Fire Safety Policy.
- Communicate relevant correspondence regarding fire safety to all members of staff.
- Review and, if necessary, update the academy's Fire Safety Policy and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires, via the site team.
- Ensure there is a plan of the school, including the location of all fire extinguishers, hosepipes and fire exits.
- Through the **Assistant Inclusion Manager and HR Advisor**, ensure personal emergency evacuation plans (PEEPS) for people who will require assistance during fire drills/evacuation.
- Use fire extinguishers where necessary.
- Work with the **Headteacher** to nominate a Temporary Fire Safety Officer in their absence.
- Ensure that every occupied room has a fire action notice.
- Ensure that notices are displayed in the staff room, detailing for colleagues their actions in an emergency.
- Produce a fire safety strategy in the case of a major outbreak of fire to include:
 - Means of detection and giving warning of fire.
 - Provision of means of escape.
 - Means of fighting fire.
 - Supervise fire drills.
- Be responsible for ensuring that all the fire-fighting equipment, fire detection systems and emergency escapes are adequate and checked at least termly, usually with the assistance of a fire fighting professional, the school's insurers or the employer.
- Implement any recommendations of those professionals.
- Make frequent informal checks to confirm fire safety rules are being followed, especially that fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly.
- Keep a log book containing details of this fire safety policy, evacuation procedures, incident reports, training undertaken (date of the instruction or fire drill, duration, name of person giving the instruction, names of persons receiving instruction, nature of instruction or fire drill), tests on fire-fighting equipment, and results of fire drills.



- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organized outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as vetting capacities and limiting the types of activity.
- Train staff or delegate this responsibility to a professional where appropriate.

All colleagues will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the **Fire Safety Officer** and **Headteacher** on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the **Fire Safety Officer** of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other colleagues, pupils and visitors.
- Ensure that all colleagues, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Colleagues will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated **Fire Safety Officer** and/or the designated **Health and Safety Officer**.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the academy can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

All pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.



All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the academy's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the **Headteacher**, e.g. building works.
- Inform the **Headteacher** of all potential risks to colleagues, pupils and visitors.
- Assist the **Headteacher** and **Fire Safety Officer** in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the **Fire Safety Officer** and/or the designated health and safety officer or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the **Headteacher** or **Fire Safety Officer**.

Training

Staff will undergo mandatory fire safety training after joining the school. This will be provided via a specialist online training module and include details about the fire safety precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

Refresher training will be undertaken at least annually and in accordance with the academy's Fire Safety Training Policy, to ensure staff members are reminded of the procedures in place and know what to do in the event of a fire.

All members of staff will receive instruction and training appropriate to their responsibilities in the event of any emergency.

It is the duty of every member of staff to complete the mandatory specified fire training module on Flick Learning.

All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.

To help ensure colleagues are knowledgeable about fire safety, the **Fire Safety Officer** will communicate regular updates and correspondence.

Educating pupils

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.



Measures for people with disabilities

The **Fire Safety Officer** and **Headteacher** will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the **Assistant Inclusion Manager and HR Advisor**. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, colleagues or visitors do not attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.

Colleagues are taught to modify evacuation routes for people with disabilities as part of their annual training.

Notices

Each fire alarm point is clearly indicated 'Fire alarm' in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 (SI 1996/341) followed by the appropriate operating instructions. A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the fire brigade in case of fire. Every room has a fire notice (see Appendix A for an example).

Purpose of fire drills

In Rye Primary, fire drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere. Fire drills will not assume that all escape routes are available. Fire drills ensure that, by means of training and rehearsal, in the event of fire:

- The people, who may be in danger, act in a calm and orderly manner.
- Those people, who have designated responsibilities, carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.

Our fire drills give us the opportunity to consider the age-related needs of the pupils attending the school and also any special needs of the pupils on the school roll. Each fire drill will be started by our pre-determined signal and the whole premises checked as if any evacuation was in progress.

Our fire routine is based on a critical sequence of events outlined in Appendix B.

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the fire brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire brigade by the quickest means available. The **Premises Manager** and **Headteacher** must also be informed immediately.



Evacuation

On hearing the fire alarm:

- Pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point. Specific arrangements are established for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- Pupils should not bring their bags to avoid additional complications.
- Classroom doors and windows must be closed.
- No running is permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

Everyone must make their way to the assembly points which are areas outside the school premises clearly designated as assembly points, easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.

- Rye Primary is served by the playground

Please see relevant appendices:

- Fire Safety Notice (appendix A)
- Fire Action Notice (appendix B)
- Fire Assembly Point (appendix C)
- Fire Exits (appendix D)
- Evacuation Route (appendix E)

Responsibilities

Attendance Officer

- Run registers 20 minutes into each lesson and hold in the background of the computer until needed, printed tutor registers (updated daily).
- Collect the fire evacuation bag office on way to evacuation point.



Class Teachers

- Are in charge of their allocated class or group during the evacuation.
- Have overall responsibility to ensure that a roll call is conducted in the event of the evacuation of the premises.
- Ensure pupils line up in silence.
- Take register to identify pupils present or missing using / or 0 only.
- Return registers to **Attendance Officer** and identify any 'missing' persons.

Receptionist

- Collect signing in and out book from reception.
- Check that colleagues and visitors who are signed in are accounted for.
- Report any colleagues/visitors unaccounted for to SLT on control point.
- Exit front entrance and manage the Primary entrance, stopping cars/pedestrians entering during evacuation.
- Liaise with emergency services as appropriate – direct Emergency services to Gerda box for site specific details.

Premises Manager

- Once accounted for at the Fire Assembly Point, will go to the fire alarm panel with a member of the site team, or deputy, to investigate the cause of the alarm trigger.
- The Premises Manager, with a member of the site team or deputy, will (if safe to do so) investigate the location of the activation to determine if a false alarm or a real event.
- Premises Manager will advise the designated SLT member whether buildings are safe to re-enter.

Designated Assistant Headteacher (DAHT)

- All fire alarms should be treated as the real thing.
- Go straight to the control point on the tennis courts.
- The **Attendance Officer** will bring the registers to you and fire marshal vest.
- Immediately put on the high visibility fire marshal vest.
- The **Premises Manager** will contact you to advise on the status of the alarm. Do not take instructions from any other person.
- **Attendance Officer** will manage the distribution, collation and checking of registers.
- If any key personnel are missing, allocate jobs and responsibilities accordingly.
- The **Premises Manager** will advise if the alarm is a false alarm or a real fire, once established.
- Ensure that you keep responsible Senior Leadership Team on playground informed of progress and situation.
- It is the responsibility of the **DAHT** to direct when pupils can re-enter the buildings, once the all clear is given by the **Premises Manager**.

ONLY THE DESIGNATED SLT MEMBER CAN GIVE THE ALL-CLEAR.



Meeting the brigade

The leadership team member in charge of the roll call will identify him/herself to the fire brigade on their arrival. In doing so, vital information can be relayed to the fire officer which will dictate the necessary actions to be carried out by the fire brigade.

The fire brigade will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (For example, chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc.) This information is located in the Gerda box located in reception.

Fire fighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of fire-fighting equipment employed in the premises.

SATS Procedures

The **Examinations Officer** is responsible for ensuring that the exam invigilators are aware of their responsibilities.

Exams in the hall

- If the fire alarm sounds, then pupils should remain seated and stop writing. The **Chief Invigilator** should wait outside the Hall doors to wait for instructions from a member of the site team, who will confirm if the alarm is in the near vicinity of the hall.
- If the alarm is activated in the vicinity of the hall, then it will be assumed that it is a real fire, and an evacuation of the pupils will be required to the playground using all fire exits.
- If the alarm is activated in another area of the Primary, then the instructions will be that pupils will not need to evacuate. They can continue with the exam once the alarm has been silenced.

Concession pupils located in other areas of the school

- Concession pupils located in any area should evacuate accompanied by the invigilator and the reader/writer. They should assemble on the playground in silence.

Invigilators must take the following action in an emergency such as a fire alarm:

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the Academy's procedures.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.



- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

On being allowed back into the examination areas **invigilators** must:

- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.

In the extremely rare event of not being allowed back to the original examination area, the **Examinations Officer** will consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

In all cases the **Invigilators** will consult with the **Examinations Officer**, who will make a full report of the incident and of the action taken and send to the relevant awarding body.

Risk Assessments and Checklists

The **Fire Safety Officer**, in cooperation with the **Headteacher**, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance.

Termly assessments of high-risk areas, such as kitchens, will be undertaken.

Annual risk assessments will be conducted for all other, lower risk, areas of the school.

The fire risk assessments will be reviewed by the **Fire Safety Officer** and, where necessary, amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The **Fire Safety Officer** will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.

Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.



Preventative measures

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the **Fire Safety Officer** and measures are put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, are kept uncovered and clear at all times.

All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.

Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.

Relevant risk assessments are undertaken before using certain equipment, e.g. **D&T**.

Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from pupils.

Flammable liquids, materials and gases are kept separate from each other in storage.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Detection equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector.

Areas with a greater risk of fire, such as kitchens will be fitted with two smoke and heat detectors.

Rotational test of equipment (call points) to raise an alarm will be conducted by the Premises Manager each week.

A trained electrical engineer will test the smoke and fire detectors 4 times per year; any required maintenance will also be carried out by the engineer.

The Academy's budget is adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

Fire protection equipment is available and easily accessible all around the school.

Fire extinguishers are prominently placed near fire hazards; the type of fire extinguisher is relevant to the need of the room or area.

Fire blankets are available in all school kitchens

All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by a competent person annually.

The Academy's budget is adjusted to ensure the upkeep of fire protection equipment.



The **Fire Safety Officer** will keep a checklist of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.

Emergency lighting will be tested annually by the Fire Safety Officer to ensure it remains in full working order.

Cooking Facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day, to ensure potential fire hazards, such as excess grease, are mitigated.

The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned at the end of each lesson by the teacher, cleaners will undertake a thorough clean at the end of a day of teaching use.

The Premises Manager will visually check all electrical equipment in the school canteen and additional cooking rooms termly, to ensure their usability and safety.

A competent person will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Staff members, including lunchtime supervisors, will report any defective equipment to the Site Team, **Fire Safety Officer** or **Headteacher** as soon as possible.

Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks.

To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the **Fire Safety Officer**.

Electrical equipment is reviewed in accordance with relevant school policy, and steps are taken, e.g. regular checks by the **Fire Safety Officer**, to ensure equipment is maintained to a high standard.



Monitoring and review

This policy will be reviewed annually by the **Fire Safety Officer** and the **Headteacher**, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

July 2022 KMa

DATA PROTECTION

Rye Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix A: Fire Safety Notice



Fire Safety

**ALL VISITORS TO THE PRIMARY
MUST SIGN IN AT RECEPTION**

PLEASE NOTE

- A visitors badge must be worn at all times
- The fire meeting point is on the playground
- If a fire alarm sounds you will be escorted by the member of staff you are visiting
- Please report to the fire marshall who will be wearing a fluorescent yellow jacket



Appendix B: Fire Action Notice





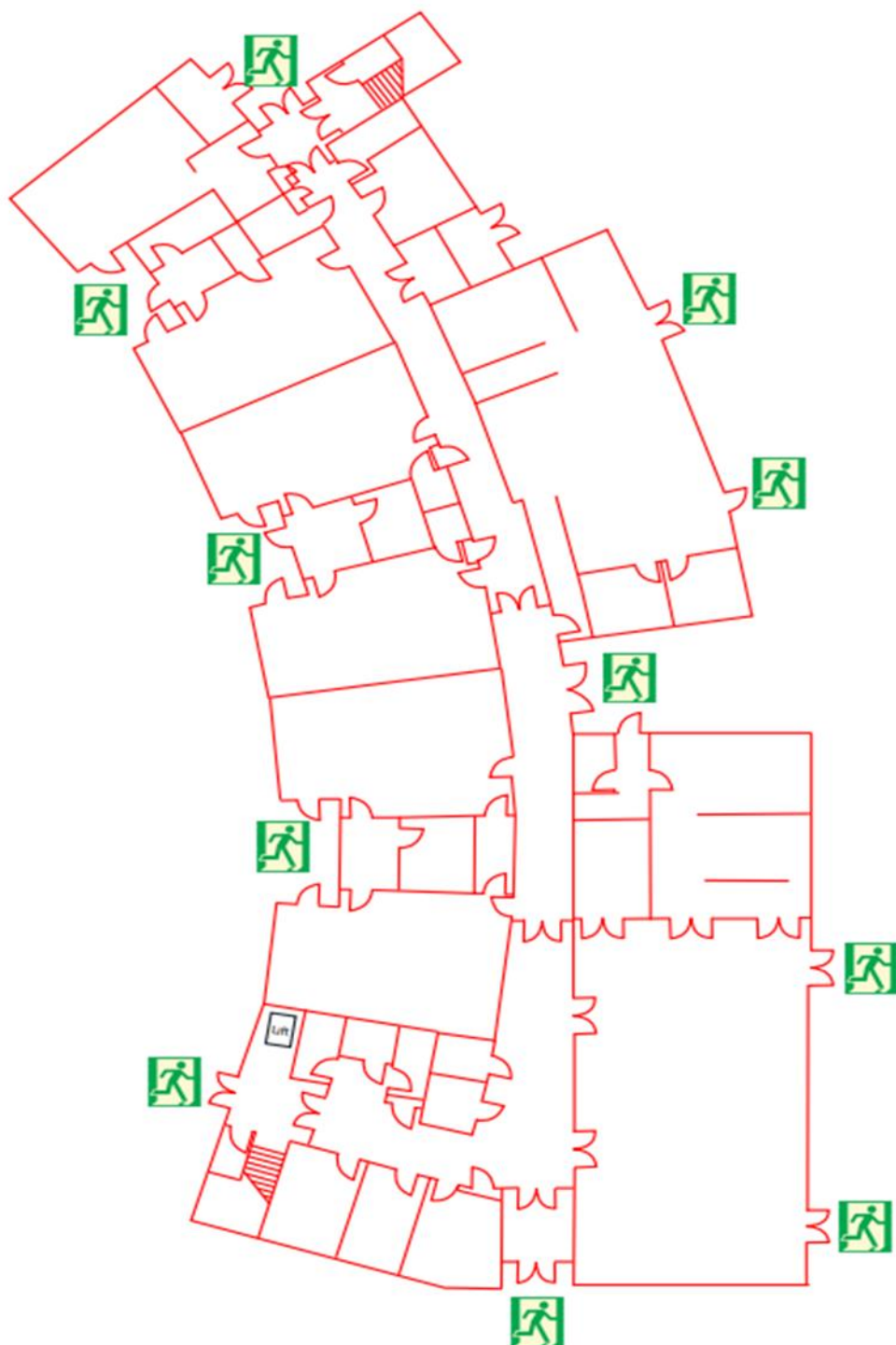
Appendix C: Fire Assembly Point





Appendix D: Fire Exits

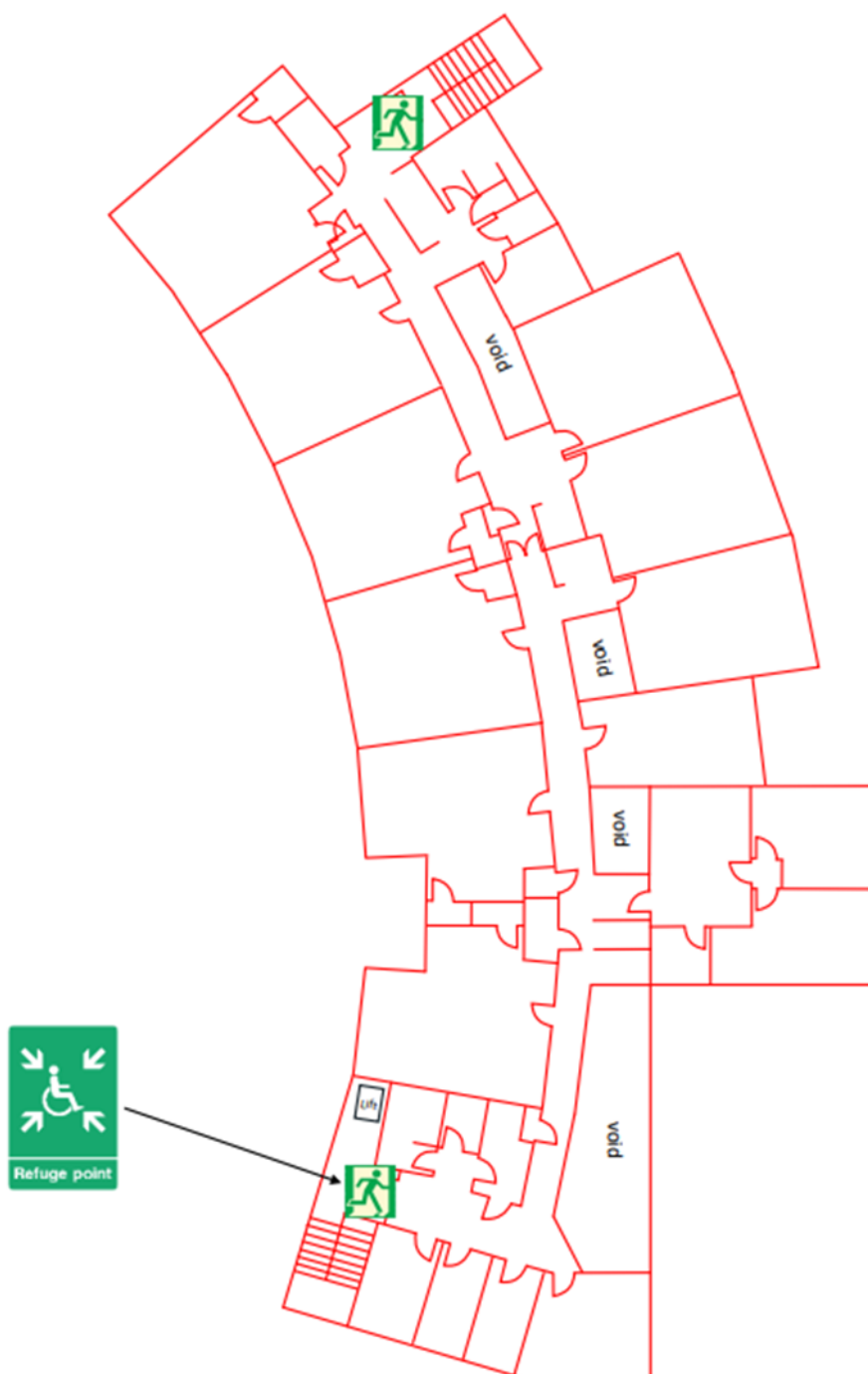
GROUND FLOOR





Appendix D: Fire Exits

FIRST FLOOR





Appendix E: Fire Evacuation Routes

