



Fire Safety Policy

(The Regulatory Reform (Fire Safety) Order 2005)

Last Reviewed: January 2018

Next Review: January 2019

Person Responsible: School Business Manager

1. INTRODUCTION

- a) **King Fahad Academy** will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

2. LEGAL REQUIREMENTS -The Regulatory Reform (Fire Safety) Order 2005

- a) The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1st October 2006 and replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc;
- b) The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire;
- c) This Policy explains how the school complies with the **Regulatory Reform (Fire Safety) Order 2005** to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

3. RESPONSIBILITIES

- a) The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:
 - b) The **Trustees** ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
 - c) The **Director** has ultimate responsibility for the implementation and management of this policy.
 - d) The **School Business Manager** responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
 - e) The **Regulatory Reform (Fire Safety) Order 2005** places duties on the 'responsible person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. In the school's case this is the School Business Manager.
 - f) All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

5. POLICY OBJECTIVES

- a) to safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- b) to minimise the risk of fire and to limit fire spread;
- c) to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

6. MANAGING FIRE SAFETY

- a) The school has delegated day to day responsibility for managing fire safety to the responsible person i.e. **School Business Manager**
- b) The School Business Manager will:
- c) ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- d) provide and maintain in working order all fire fighting appliances and devices including:
 - a. fire detection and alarm systems;
 - b. emergency lighting systems;
 - c. fire fighting equipment;
 - d. notices and signage relating to fire procedures;
 - e. means of escape, taking into account the needs of any disabled users.
- e) carry out a fire safety risk assessment on school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate risk assessments;
- f) provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- g) ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- h) identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;

- i) liaise with third parties including Safeguard, the school's Health and Safety advisors; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- j) monitor and review this policy on annual basis so as to ensure that any new risk or alteration to regulations is addressed.

7. MONITORING

- a) The school utilises the services of various outside personnel to carry out effective monitoring of its duties;
- b) The school fire detection and alarm system is maintained and checked by an external company annually and as and when required. The fire alarm sounders are tested on a weekly basis;
- c) The school emergency lighting is checked annually by an external contractor;
- d) Notices and Signage are updated as and when required and checked annually;
- e) Fire fighting equipment is checked weekly by School Business Manager and extinguishers are replenished or replaced annually by an external contractor;
- f) A record of fire safety issues is maintained by School Business Manager These issues include:
 - fire drills;
 - the storing of hazardous materials;
 - the inspection and testing of:
 - fire detection and alarm systems;
 - emergency lighting systems;
 - fire fighting equipment;
 - staff training records.

8. FIRE RISK ASSESSMENT

- a) The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.
- b) The fire risk assessment will be carried out annually by an external contractor.

9. FIRE HAZARDS

The following fire hazards are identified:

- a) Smoking

- b) Electrical Equipment
- c) Naked flame and gas appliances
- d) Portable heaters
- e) Laboratory equipment
- f) Lightning
- g) Flammable / combustible substances

10. TO REDUCE RISK OF FIRE

a) Smoking

- The school is a non-smoking site. Smoking is not allowed on any part of the school site and signs are distributed around the buildings to reinforce this.

b) Electrical equipment

- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.
- Increasingly extension cables are being replaced by extension 'towers'.
- Central electrical cut-off points are located in laboratories.

c) Naked flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment. All staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas.
- Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency.
- In the kitchen correct clothing must be worn.
- The kitchen area is covered by separate risk assessments and safe codes of practice.

d) Portable heaters

- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

e) Laboratory equipment

- All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.
- All potentially hazardous equipment and procedures are used / carried out with strict adherence to CLEAPSS guidelines.

f) Lightning

- The school's lightning conductors are inspected annually.

g) Flammable / combustible materials.

- All new school furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers / storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk

11. FURTHER MEASURES FOR FIRE SAFETY

- Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times (e.g lunch queue) supervising staff will ensure that bags are not left in corridors or doorways. Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.

- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Smoke detectors are in use throughout the building and these are tested termly and records of the tests are kept.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO2) are located strategically around the school site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed.

11. FIRE SAFETY TRAINING

- a) All staff receive basic fire safety induction training and attend refresher sessions when required.
- b) Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire.
- c) Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the staff meetings. Any conclusions and remedial actions are recorded and implemented.

12. EVACUATION PROCEDURES

Fire Alarm

- a) Continues ringing of the bell.
- b) Once the alarm activated, Security staff will investigate the location where alarm was activated and establish the nature of activation.

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 must be made for pupils with disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted. Running can lead to panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the person in charge.

Assembly

- An area outside the school premises designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far as far away as possible from the school premises to give protection from the heat and smoke given off by a fire. It should be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll call

- Immediately after classes have assembled at the assembly point, a roll call or count must be made to check that no-one is still inside.
- Any visitors or contractors on the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors books should be held at a central point and must be brought to the assembly point when the alarm sounds by the office staff.
- Each teacher must report to the nominated person in charge of the evacuation to verify that everyone in their charge is accounted for or to inform him/her of the number of people missing.