

## The Lioncare School Fire Safety and Evacuation Policy 2020-21

Policy Type and Title	Related Documents	Related Legislation/guidance	Author	Consultation	Curriculum Links	Date Created	Date for review
Fire Safety and Evacuation Policy	<p>Health &amp; Safety Policy (August 2020)</p> <p>Lone Working Policy (2020)</p> <p>Moving and Handling Policy (2020)</p> <p>Physical Contact and Safe Touch Policy (2020)</p> <p>First Aid Policy (2020)</p> <p>Handling Medication in School Policy (2020)</p> <p>Online Safety Policy (2020)</p> <p>Safeguarding and Child Protection Policy (2020)</p> <p>Risk Assessment Policy (2020)</p> <p>Workplace Risk Assessment (2020)</p> <p>Behaviour and Anti-Bullying Policy (2020)</p> <p>Records and Retention Policy (2020)</p> <p>The Lioncare School Prospectus (2020)</p>	<p>The Education (Independent School Standards) (England) Regulations 2014.  <a href="http://www.legislation.gov.uk/uksi/2014/3283/schedule/made">http://www.legislation.gov.uk/uksi/2014/3283/schedule/made</a></p> <p>The Independent School Standards: Advice for Independent Schools March 2018 draft.  <a href="https://consult.education.gov.uk/school-frameworks/operating-the-independent-school-regulatory-system/supporting_documents/180214%20%20ISSAdvice%20v13.0draftforCS.pdf">https://consult.education.gov.uk/school-frameworks/operating-the-independent-school-regulatory-system/supporting_documents/180214%20%20ISSAdvice%20v13.0draftforCS.pdf</a></p> <p>Health &amp; Safety Executive/Guidance/Industries/Public services/            Education.  <a href="http://www.hse.gov.uk/services/education/">www.hse.gov.uk/services/education/</a></p> <p>Fire safety in new and existing school buildings (Published 11.3.14).  <a href="https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings">https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</a></p> <p>Fire Safety risk assessment: educational premises. Guidance about completing a fire safety risk assessment for people responsible for educational premises (Published 5.6.06).</p>	<p>Gaynor May Senior School Administrator</p> <p>Sara Fletcher Asst Director</p> <p>Caroline Belchem Head teacher</p>	<p>Chief Executive Officer</p> <p>Mark Smith</p>	– All Areas	<p>August 2018</p> <p>Reviewed: August 2019</p> <p>August 2020</p> <p>November 2020</p>	August 2021

		<a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</a>  The Regulatory Reform (Fire Safety) Order 2005. <a href="http://www.legislation.gov.uk/uksi/2005/1541/contents/made">http://www.legislation.gov.uk/uksi/2005/1541/contents/made</a>					
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## Policy Statement

The person responsible for Fire Safety is the Headteacher; she appoints the Fire Warden in matters of Fire Safety. This Fire policy complies with the Regulatory Reform (Fire safety) Order 2005. Instructions are provided to all staff, students and visitors to ensure safe evacuation of the premises in the event of fire.

Provision is made for a fire risk assessment to be carried out by the Lioncare Health & Safety Lead each year, An external fire risk assessment is carried out on a three yearly basis by a relevant body . It is formally recorded and reviewed by the Fire Warden on an annual basis or when significant changes have been made to the buildings. The school is not routinely visited by the Fire Brigade, following consultation with the fire service, but will comply with any recommendations made by the Fire Service and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service. *[There are currently no significant recommendations from the Fire Service].*

The Lioncare School seeks to ensure all possible fire risks are addressed. In line with this aim, the school will:

- Disseminate information about the elimination or reduction of risks from dangerous substances to all relevant adults.
- Disseminate and publish the evacuation procedure to adults, children and visitors.
- Provide training for staff including in fire awareness, safe use of equipment, risk assessment and first aid .
- Ensure the school is well maintained so that risk is minimised and evacuation routes are clear
- Carry out fire drills each term to raise awareness and confidence in fire procedure across the whole school.
- Ensure the Fire Warden and Administration Team are confident in contacting the Fire Services in the event of a fire
- Ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- Provide staff and those working on the site with a copy of this policy. It is a school requirement that all those working on school site are provided with information about fire safety at the school.
- Maintain fire routes, exits, signs, notices, emergency lighting, smoke detectors, alarms and extinguishers
- Teach children about fire safety
- Make teachers aware of the need to plan lessons that do not raise the risk of fire.

All staff must read this policy and be aware of the fire procedures. It is reviewed annually, or as legislation changes require. This policy should be read in conjunction with those listed as related documents.

## Fire Procedure

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the layout of the building and the fire exit routes.

- All emergency routes are clearly marked with FIRE EXIT SIGNS
- All emergency evacuation maps are on an inside cupboard of each class and Headteachers office, and on notice boards in the resource room and administration office.

In the event of any member of the school community finding a fire they must manually break the call point.

On hearing the alarm the Headteacher or Senior **adult on site** will decide if an evacuation should take place and immediately inform colleagues. If there is no immediate instruction everyone should evacuate.

On hearing an evacuation should take place the administration team will call the fire brigade .

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure when asked to do so:

1. Close all windows
2. Switch off appliances. (do not wait to shut down your computer).
3. Evacuate via the appropriate published route from the area of the school, closing the door behind them.
4. All pupils and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.
5. The Assembly point is on the right-hand side (as looking from school) corner of Alpine Road.

## **Roles and Responsibilities**

### **Headteacher or Senior Staff Member on duty**

The Headteacher or Senior Staff Member on duty will establish if there is a fire, check the fire panel to establish the area of the fire. Fire panel is situated on the ground floor by the entrance to the building. The Headteacher or Senior staff member on duty will then inform every one of the need to evacuate.

The Headteacher or Senior Staff Member on duty will take a register of all staff, students and visitors. The Headteacher will inform the Fire Service on arrival of anyone missing.

Once the ALL CLEAR has been given to the Headteacher or Senior staff member on duty by the Fire Service, the Headteacher or Senior Staff Member on duty will welcome staff and students back into the building.

### **Administration Team**

On being informed of the need to evacuate by the Headteacher or Senior Staff Member on duty a member of administration staff will then telephone the Fire Services and notify them on arrival of the position of the fire.

The administration staff are responsible for taking the registers, sign in/out book, visitors book, and First Aid box to the muster point. COSHH Data sheets can be accessed online if required.

### **Teachers and all other members of Lioncare School Team (not administration team)**

Teachers and Learning Support Assistants must have read and be aware of any changes to individual students safeguarding risk profiles and any Personal Evacuation Plans, to ensure correct action for each student can be taken in the event of an evacuation.

Teachers and Learning Support Assistants on hearing the need to evacuate will support students and visitors to evacuate safely from the building, taking individual student behaviour management support plans and their own safety into consideration.

### **Evacuation to a secondary Location**

The assembly point is on the Right Hand (as looking from school) corner of Alpine Road.

The initial evacuation will be identical to a fire evacuation. The alarm will sound the same and all occupants in the building will exit in the normal manner.

Instructions to proceed to the Right Hand (as looking from school) corner of Alpine Road will be given by the Headteacher or Senior staff member on duty.

Depending on the time of day, the situation and other factors, the Headteacher or Senior staff member on duty will decide on future action, (return to school, method of release, removal to a secondary location etc.).

### **Out of school hours**

If the alarm sounds before 9.30am children and adults will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a senior staff member, or a member of the administration Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

After 3.15pm if the alarm sounds students and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a senior staff member, or a member of the administration Team will inform the Fire Brigade that there could be students in the building who cannot be accounted for.

At all times there is staff trained in Fire awareness and a Fire Warden on the Premises.

### **Visitors**

All visitors sign in and out of the School Office. This book is used to register visitors at the assembly point. All visitors are given a badge on the back of which are details of the fire procedures and they are informed of the assembly point. Fire evacuation routes are clearly labelled around the school, which visitors should follow.

### **Contractors**

Any contractors working on site must sign in at reception and wear a visitor's badge at all times. The contractor's host must ensure that they are briefed on the school's fire procedure including the no smoking policy. Any 'hot works' must be authorised by the Headteacher before work begins and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

Lioncare House will be made aware of this policy and must ensure it is considered when employing contractors.

## Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained on google drive by the administration team and Lioncare Fire Safety Officer. They are reviewed in consultation with the Headteacher. Record any matters arising. The following records are kept, maintained and reviewed on google drive:

1. the Fire Risk Assessment and its review .
2. the Fire Prevention and Evacuation Plan .
3. training records of Fire Wardens and other staff training .
4. the fire practice drill log .
5. certificates for the installation and maintenance of fire-fighting systems and equipment.
6. A log of each time the fire alarm is activated.

The administration team carries out regular checks, walking the site and weekly workplace inspection are completed and checked by the senior administrator. Regular checks by the administration team include:

1. fire extinguishers are not used to prop open doors, are in their proper locations, available and in good condition
2. fire exits and emergency routes are kept clear
3. checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means, or a door guard is attached. These doors will automatically close when the fire alarm activates
4. required exit bolts, panic bars and other fire door hardware is functioning properly
5. necessary exit signs, exit directional signs and lights are be functional and in good condition
6. proper housekeeping is being implemented by avoiding the accumulation of combustible debris, packing material, paper or other fire breeders.
7. an approved contractor (EE Fire Protection) carries out annual maintenance of fire extinguishers 6 monthly.
8. *AM Fire and Security* service test fire alarms, smoke alarms and emergency lighting six monthly. The administration team test the call points in the building weekly on Thursday at 11.00 and record the results in the logbook.
9. local testing of alarms will occur monthly if no alarms have been sounded within that month. This testing will identify and record any deficiencies, which must be rectified as soon as possible. An announcement will be made prior to the test that occupants of the building are not required to evacuate. if staff cannot hear the alarm clearly from any location they should advise the site team as soon as possible so that steps can be taken to rectify the problem
10. the administration team 'flick tests' the emergency lighting every week during workplace inspection.
11. the administration team checks Fire procedure notices and visitor badges are replaced as required.

### All employees should:

- a. familiarise themselves with the fire procedures and escape routes
- b. report to the administration team any concerns regarding fire safety
- c. ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked
- d. in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk
- e. not attempt to extinguish a fire unless they have been specifically trained to do so
- f. comply with the school no smoking rule
- g. ensure classroom displays and work displayed in hallways should be set up with care; decorations can be a fire risk if hung near sources of heat or light fittings

- h. ensure clothing and costumes used for school events, which can be highly flammable, are never placed close to any heat source, e.g. footlights or other stage lighting
- i. remove from school buildings combustible material such as cardboard boxes and packaging unless they are required for educational purposes. When such materials are not in use they should be kept in a designated storage area. Hallways, stairways, entrances and exits should be kept clear and free of combustible materials. Stairways and hallways should always be kept clear
- j. recycling and rubbish bins and paper should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances
- k. the administration team will ensure the boiler/electric meter rooms must be kept clean, clear and locked
- l. have a responsibility towards ensuring electrical equipment is used with care and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly. All portable mains-powered equipment that enters the school must be checked for electrical safety before use. This includes equipment brought in from home, which must be taken to the maintenance team for checking and labelling. Such equipment must not be used until it has been approved. All existing portable mains-powered equipment has been tested for electrical safety (pat – portable appliance testing).
- m. it is the responsibility of Gaynor May to give the administration team a list of any significant quantities of flammable and / or toxic materials, chemicals, gas cylinders and radioactive substances that are held within the school. In the event of a major fire the fire brigade will require this information.

### **A child-centred community**

**At The Lioncare School some children may intentionally set off the fire alarm. For some this may be with the intention to disrupt or disturb others however adults must also hold in mind that this may be a sensory need for some children in that they create a loud vibration in order to enable them to self regulate. When a child is feeling vulnerable or “falling to pieces” inside emotionally, they may set off the fire alarm to raise the alarm to adults of the panic they might be feeling internally. The emotional and developmental factors that are inherent in this will be reflected in individual children's positive behaviour support plans, safeguarding risk profiles and sensory toolkits.** Considering our children’s vulnerabilities, there is a need to dynamically risk assess the reason for an alarm being activated and judged whether an evacuation poses a higher risk, before announcing an evacuation. This will usually be evident from behaviour and circumstances before the alarm is sounded. If the alarm has been activated by a child not managing then the Head Teacher or most senior adult on site can make the decision for the building to not be evacuated. If there is any doubt or delay in seeking clarification the evacuation must be initiated. Where possible a community meeting should then be held to hold the young person accountable.

### **Risk Assessment on people with disabilities**

We use evidence from fire evacuations to assess if children need a personal evacuation plan. A risk assessment will be carried out on staff depending on their needs and a personal evacuation plan will be completed for students and staff as required.

Staff will be made aware of the procedure to follow for these individuals

### **Fire Training**

All staff received fire awareness training

Admin team receives fire warden training.

Health & Safety (including fire safety) is kept live by regular discussion during team meetings and supervision

All training is recorded

New staff are provided a health and safety induction by the line manager.

All members are advised on taking preventative measures and ensuring a safe environment. Any employees with additional fire safety duties (See roles and responsibilities), will be given training on appointment to their specific duties and refresher training on an annual basis.

### **Fire Drills**

Fire drills are necessary to ensure a safe, orderly, efficient and successful evacuation in the event of an emergency. Drills are an exercise in discipline, not speed. Complete cooperation and understanding are essential. Everyone should remain silent throughout drills.

Fire drills will be both scheduled and unannounced. There will be at least three per academic year.

All fire alarm activations should be treated with importance and the administration team will keep a record of all drills.

*Actions to develop this policy are included in The Lioncare School Building Risk Assessment .*