

# The Heights Primary School Policy for **FIRE RISK AND SAFETY POLICY**

Version 1.5

**Responsible officer:** Headteacher

Date of last review: January 2024

Date of next review: January 2026



## 1. Introduction

Our priority is to minimize 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 The Heights Primary are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

## 2. Role of the School Fire Safety Manager

Stuart Guntzenbach is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The Fire Risk and Safety Policy is kept under regular review by Local Advisory Board Members and the Senior Leadership team (SLT).
- The Fire Risk and Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of a fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire Risk Assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.

## 3. Emergency Evacuation Notice

There is a copy of the fire evacuation notice in every classroom and a copies are available from the Site Manager. Any periodic updates are given to all staff.

## 4. Staff and Pupil Induction

All our new staff are given training via the National College online training portal – fire extinguishers are included in this training. In addition each September, when Fire Extinguishers are serviced all staff are invited to Fire Awareness and Extinguisher Training.

All pupils are given a briefing on the school's emergency evacuation procedures. 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.

## 5. Summoning the Fire Brigade

The school fire alarm is monitored 24/7 by GE Fire. GE Fire maintain a list of school contacts who will be notified if the Fire Alarm is activated at any time. In the first instance a school contact will be called (Site Manager, Headteacher, Deputy Headteacher, Office Manager), following which, if necessary the fire brigade will be automatically called.

GE Fire are made aware of evacuation and fire alarm tests – this is the responsibility of the Site Manager.

## **6. Visitors and Contractors**

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which should be worn during the whole time that they are on School property. Printed on each visitor's badge are instructions relating to health and safety.

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

## **7. Staff, Pupils or Visitors with Disabilities or Specific Needs**

Personal Emergency Evacuation Plans (PEEPs) are created for all pupils, staff and regular visitors with specific needs. Staff will receive fire safety awareness training.

## **8. 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 register of their class 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 Headteacher, Karen Edwards or the Office Manager. It is the responsibility of the Headteacher / SLT to ensure that this information is passed to the Fire and Emergency Service as soon as they arrive.

**On no account should anyone return to a burning or smoke-filled building.**

## **9. Responsibilities of Fire Wardens**

The Fire Wardens for our school are the Site Manager, Headteacher, Deputy Headteacher and the Office Manager. The Fire Warden is responsible for checking that each building is cleared following an evacuation and Class Teachers take responsibility for the pupils at the fire assembly point. Once the building has been checked the Headteacher assumes responsibility for the safe re-entry into the school.

## **10. Fire Practices**

We will hold one fire practice at least every 6 week term and this is recorded in the Fire Safety folder. Any actions required as a result of the fire practice are discussed with all staff and a copy passed to the members of the Premises and Finance Committee.

## **11. Fire Prevention Measures**

We have the following fire prevention measures in place at The Heights:

### **11.1 Building specifics**

- Emergency exits from all ground floor classrooms. Emergency egress via two staircases from the first floor. Emergency exits from the Kitchen and Hall/Activity Studio, Emergency exit designated for Office Staff..
- Fire notices and evacuation signs are displayed in every room and corridor.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors have been located in the building in accordance with the recommendations of the Fire Advisor appointed by the school building's construction contractor (Kier). They can be activated manually by breaking a glass panel, and are automatically activated when the smoke/heat builds up to a critical level.
- All passages and emergency exits are illuminated by emergency lighting.
- The master panel is in the foyer opposite the front door and is fitted with an uninterrupted power supply.
- Alarms sound in all parts of the building.
- The Site Manager is responsible for the service of alarms, smoke detectors and emergency lights.

### 11.2 Checks and tests

- Keeping fire routes and exits clear at all times. When the Headteacher unlocks the buildings in the morning, she is responsible for opening and safely storing padlocks and security devices from all emergency exits, checking that escape routes are not obstructed and that emergency lighting works and for reporting any defects found.
- The Site Manager is responsible for performing the following tests and checks and recording all tests and defects in the fire log book.
  - Testing all fire alarms weekly.
  - Checks of fire doors and emergency lights
  - Checks on fire detection and warning equipment

### Amendments:

Version	Date	Updated/reviewed
1.1	November 2014	First version finalised
1.2	January 2017	Revised version drafted
1.3	November 2019	Updated with new information regarding KS2 block.
1.4	June 2022	Updated for permanent building
1.5	January 2024	Reviewed and updated