



Fire Safety Policy

Aims

The aim of this policy is to:

- safeguard everyone at the Unicorn or visiting from death or injury in the event of fire by the effective management of fire safety;
- minimise the risk of fire and to limit fire spread;
- minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Legal requirements

The Regulatory Reform (Fire Safety) Order 2005

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 eg The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc.

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.

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.

Responsibilities

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:

1. Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;

2. The Head Teacher has ultimate responsibility for the implementation and management of this policy
3. 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.

The employer must

- carry out a fire safety risk assessment on the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- 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;
- ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The school uses the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by Pyrotec every quarter.

The fire alarm sounders and call points are tested on a weekly basis by the Caretaker.

The fire doors and emergency exits and extinguishers are checked weekly by the caretaker.

The school emergency lighting is checked annually by the school electrician.

Notices and Signage are updated as and when required and checked annually by RES Fire and Protection.

Fire fighting equipment is checked weekly by caretaking and extinguishers are replenished or replaced annually by RES Fire and Protection.

A Fire Log Book which contains records of fire safety issues is maintained by the Caretaker.

These issues include:

- fire drills (stored electronically by the Head);

The inspection and testing of:

- fire detection and alarm systems;
- emergency lighting systems;
- Fire doors
- fire fighting equipment;
- staff training records.

Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment. These assessments are kept electronically in the Health & Safety folder.

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.

The fire risk assessment will be reviewed and amended yearly if it is either no longer valid or if any changes are planned, such as:

- Refurbishment, etc. which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any structural changes (alterations to the layout of the premises, erection of partitions, change to work processes or work equipment which may introduce new fire hazards);
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

The School carries out regular fire drills and will contact the emergency services when necessary.

The following help to minimize risk:

- Clear emergency routes
- Signs and notices appropriately
- Emergency lighting is fitted
- Fire detectors
- Fire alarm system is appropriate for the use of buildings and are maintained by a 'competent person'
- Fire extinguishers are sited as appropriate and are maintained annually by RES
- Electrical equipment and wiring is tested and checked
- Regularly (PAT testing)
- The School provides staff and others working on the school site with fire safety information via the staff online policies, regular update training and fire notices.

Fire Procedures

Fire Alarm

The school is equipped with an electronic fire alarm, activated by points located around the school building.

Visitors

Visitor lanyards show fire evacuation procedures on the rear. The visitor signing in process via iPad gives an overview of the fire evacuation procedures.

Fire evacuation procedures

IF the fire alarm sounds, do not try to fight a fire but evacuate.

It is important to note that FIRE EXITS SHOULD BE UNOBSTRUCTED AT ALL TIMES.

All staff must evacuate pupils by the nearest available exit and take their children to the fire assembly point on the front lawn; any pupils in Stable Cottage will walk in single file, out of the back gate and round the front of the school, to join the other pupils on the front lawn.

The school administration is responsible for taking the class registers and the Visitor Management iPad to the fire assembly point. It is the job of the reception or anybody in it

to call 999 in the case of a fire, and to override the automatic gate for easy access of emergency vehicles

All classrooms teachers and 1:1 teachers should know their clear evacuation routes.

The school undertakes a minimum of one practice fire evacuation each term. These are timed, evaluated and recorded in the fire register. Evacuation should be completed in a maximum of 2.5 minutes. Records are kept of people who were not present during a drill, to ensure that they can be present for future drills.

The following procedures should be carried out in the event of an evacuation whilst class based:

- Staff and Pupils should evacuate via their nearest exit and join their class immediately at the fire assembly point at the street side of the front lawn. All other staff should stand as near as possible to this point
- Pupils should walk out of the school building in a quiet, orderly manner following the direction of the adult supervising the class. No one is to be allowed to collect belongings.
- Pupils should line up in silence – in class groups to enable a roll call to be made.

The following procedures should be carried out in the event of an evacuation whilst in the hall:

- Staff and Pupils should generally evacuate via the fire door at the far side of the hall (facing the sports pitch).
- Pupils should walk out of the building using the side path if safe to do so or the roadway if not in a quiet, orderly manner and assemble on the front at the assembly point.
- During an after-school event staff and pupils should walk out of the building in a quiet, orderly manner and assemble at the front.
- Pupils should line up in silence – in class groups to enable a roll call to be made.
- In the event that parents are present, instruction will be given by the teachers as to which fire door they should exit from. These exits will generally be either via: the hall fire door, or out of the front door
- Parents should not stop to collect their child but assemble outside the front entrance.
- The adult supervising the class group in the hall is responsible for knowing exactly who and how many pupils are in the group and for calling the roll call in the event

of a fire therefore a child visiting the toilet must request permission from the supervising adult and the adult must be aware of their absence and return.

Guidelines for minimising fire risk during school events.

These guidelines are aimed at increasing the safety and minimising the risks to individuals attending events held in the school hall, e.g Easter and Christmas fayres, performances, parent socials, parties, external letting, etc.

The recommended evacuation time in the event of fire is 2.5 minutes and the following calculations have been made to identify the maximum number of individuals allowed in the main hall during any organised event.

Occupancy numbers are calculated by the number of exits available. One single door unit of exit width is required for individuals to pass through safely in single file (double doors constitute 2 units) with 40 individuals per unit per minute. There must be three points of exit during any event and two points are essential as it must be assumed that one point of exit may lead to the source of the fire. However, to access the double doors a bottle neck could form in the corridor so it will be counted as a single exit.

Calculations for occupancy numbers are based on the use of two fire doors at opposite sides of the hall The following formula has been used to calculate the maximum number of occupants at any event:

Rate and Flow = 40 persons per minute per single unit.

2 points of exit = 2 units x 40 persons x 2.5 minutes (evac. time) =

The maximum number of occupants in the school hall must therefore not exceed 200, which is beyond the capacity of the hall.

Fire management of events

EXITS: All exits must have a lit 'Exit' or 'Fire Exit' sign.

All corridors should be kept clear and unobstructed and all exits must be available for use and not locked except by means of escape using a panic bar which should be clearly indicated by the words 'PUSH BAR TO OPEN'.

SEATING: One sq. metre (per person) of seating will be allowed by using chairs together in groups of not less than 4 and not more than 12, along with a small number of benches.

GANGWAYS: Adequate gangways not less than 42” wide will be provided leading to the exit doors and kept free from obstruction. No seat is to be more than 12 feet from any gangway. Standing will not be permitted by any visitors in any part of the hall.

SAFETY ADVICE: Before any event commences visitors will be briefed by the Head Teacher or his representative of the schools fire evacuation procedures and which exits to use in the event of a fire.

FIRE DRILL: Members of the public are to be made aware that should the fire alarm sound during any event, the building should be immediately evacuated as it will not be a drill. The procedure’s likely course of action will be decided upon by the Head and staff prior to the event.

SMOKING: The school is officially a no smoking site; therefore no smoking is allowed within school premises

FIRE ASSEMBLY POINT: Should it be necessary to evacuate during an event, the designated Fire Assembly Point will be the front lawn, where a roll call of all children will take place. The leader of the event will make a fire safety announcement at the start of the event.

ROLL CALL: A register of school children actually taking part/present should be taken before the start of any event and handed to the officiating staff. In the event of evacuation a roll call should be made at the assembly point to determine any missing children.

MISSING PUPILS: If a pupil is absent from the roll call and not in the class line supervising adults **must not** re-enter the building but must report the missing pupil immediately to the marshal staff

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