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Introduction

[School Name] is committed to providing a safe environment for its staff, pupils, contractors and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of staff, visitors, and contractors have a statutory responsibility in ensuring compliance with the law and complying with fire safety provisions.

Pupils will be made aware of the high standards of behaviour expected of them in relation to all fire safety matters including:

- Behaviour during drills and evacuations
- Behaviour when using any ignition sources
- The misuse or tampering with fire safety equipment

Statement of intent

Fire is a potential hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of persons on or near the site; damage to or loss of property; and severe interruption to normal business activities or opportunities.

Managing the risk of fire requires the implementation of fire safety precautions based on a combination of:

- Assessment of the inherent fire risks posed by the building (what source of fuel, ignition and oxygen are there? What mitigating factors might increase the risk?)
- Appropriate prevention and protection measures depending upon building use and occupancy. (Some controls may not be practicable such as removing ignition sources from labs and kitchens, or some pupils may not be able to comprehend and respond appropriately to information about risk)
- The legal obligations held by employers, occupiers, owners and responsible persons (The Regulatory Reform Order 2005, The Health and Safety at Work etc. Act 1974 etc.)

This fire safety management and fire emergency plan applies to all premises, which are to any extent under the control of the school. Its requirements extend to all persons at those premises including staff, pupils, visitors and contractors whether permanently or temporarily engaged. It is understood that some pupils will not have capacity to understand the risk posed by fire and respond appropriately, and in these situations class teachers and support staff will actively maintain a safe environment and minimise avoidable fire risks.

Where premises are jointly occupied or control of premises is shared with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.

This fire safety management and fire emergency plan also applies to all workers not employed by the school, but carrying out work on their behalf or carrying out work on the site, including temporary staff, contractors, inspectors and peripatetic staff.

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The school will, as far as is reasonably practicable, and in accordance with legal obligations and standards:

- Maintain passive and active fire prevention and protection measures in the school and where necessary, following advice from a competent person, provide additional measures to ensure safety;
- Provide relevant information to staff and others, through the provision of emergency instructions or fire safety plans and make staff aware of the risks identified by relevant risk assessments;
- Provide a programme of relevant fire safety training;
- Employ a competent fire risk assessor to carry out and regularly review a fire risk assessment;
- Have in place a programme of works to improve or maintain the existing fire safety specifications, influenced by the fire risk assessment;
- Identify the key roles played by staff during an emergency such as class teachers, fire wardens and SLT, including the person responsible for collating relevant information for communication to the emergency services
- Complete and regularly review COSHH risk assessments, and where necessary make the emergency services aware of the location and quantity of flammable/explosive/oxidising or otherwise reactive substances that could pose additional risk during a fire.

Communication

All employees will receive appropriate fire safety training including a full explanation of the evacuation procedures. Pupils will be involved in termly drills to ensure they are aware of actions to take during an evacuation.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. More frequent reviews will occur if there are changes to the premises or activities being carried out.
- The fire evacuation procedures will be practised at least termly.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire wardens.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm, what to do in an event of fire, escape routes etc.
- All escape routes will be clearly sign posted and kept free of obstructions at all times.

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- All fire related equipment will be regularly serviced and maintained.
- Fire detection and fire warning will be tested weekly. Full checks and tests of system by competent service engineers will be completed every six months.
- Emergency lighting equipment will be tested monthly and full checks and tests of lighting systems by competent engineers will be completed annually.
- Any other safety system will be checked regularly to ensure correct operation, where necessary, e.g. fire extinguishers.
- The competent person will maintain fire safety provisions at suitable intervals, and ensure maintenance is recorded.

The Head

- Ensure that a fire risk assessment has been carried out and is reviewed at least annually or following significant changes to the premises, equipment, work activities or relevant staff.
- Ensure, in line with the outcome of the fire risk assessment, that the optimum number and type of fire extinguishers are installed in appropriate locations.
- Ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained.
- Ensure that a robust and effective emergency plan is in place to safely evacuate all persons likely to be occupying the building. This emergency plan must take into account people with mobility, sensory and/or learning impairments, including those with temporary impairments, which may affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation.
- Arrange for the emergency plan to be issued to staff, visitors, etc. to inform them what to do in the event of fire.
- Arrange for a competent 'responsible person' (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf.
- Ensure that there is no doubt about the provision of new or replacement fire extinguishers.
- Ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.
- Ensure that a copy of the current fire risk assessment for their premises is readily accessible, and its provisions complied with.
- Ensure that effective arrangements are in place for contacting the emergency services;
- Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc.
- Confirm that their termly premises fire safety inspections address fire safety arrangements.
- Liaise with local trade union safety representatives, where appointed, on all aspects of the above arrangements.

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Employees

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to comply fully with any fire safety procedures that may be introduced to protect the safety and well-being of everyone on site.

Employees must:

- report to their manager or supervisor any concerns about fire safety;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained;
- ensure that those under their supervision (i.e. pupils) are evacuated in a timely and safe manner, and that any additional processes in place to support persons evacuating are followed;
- comply with the no smoking legislation and local no smoking policies.

Lead Fire Warden/Fire Coordinator

If a fire is discovered, the Lead Fire Warden/Coordinator makes themselves conspicuous by wearing the Fire Warden High Visibility Vest. They are expected to take control of the situation and do the following.

- Only if the Fire Alarm fitted is an 'Addressable' system - Attend the Fire Alarm Panel and check where the system is saying the fire is located - send a Marshall to that zone and confirm location of fire or if it is a false alarm. Remember – Staff should always check for signs of fire, smoke, heat before entering a closed room.

In all circumstances, the Lead Fire Co-ordinator shall:

- Contact the emergency services by dialling 999 [include here if there is a number required to dial out] and request the fire service, making sure to pass on the following information;
 - Who is calling
 - What has happened
 - How many persons are involved
 - Full address including postcode and the location within the building.
- take ownership of the Emergency 'Grab Bag' and hand relevant content to the attending Emergency Services;
- ensure that designated 'Buddies' fulfil any PEEPs arrangements so that persons who are pregnant or have a disability are assisted to safety;
- encourage staff around them to evacuate and proceed to the assembly point;
- receive verbal feedback from the Fire Wardens nothing their areas as confirmed clear/not clear' and feed that back to the attending emergency services;
- instruct Fire Wardens to monitor designated emergency exit doors to prevent re-entry entry of people; and

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- act as the authorised liaison between the school and the attending emergency services noting any instructions given and or information requests received.

Give the authorisation to re-enter the building once the 'all clear' has been received from the attending emergency services or assist senior management with the Business Continuity Plan should a full and continued evacuation be put in place.

Fire Wardens and Class Teachers

If a fire is discovered, the Warden or Class Teacher is expected to do the following.

- Evacuate people from your designated area or classroom, including cloakrooms and toilets, as quickly and orderly as possible using the nearest available exit.

Fire Wardens should also complete the following actions:

- Sweep toilet areas and storerooms in their zone to ensure everyone has exited.
- Ensure that persons who are pregnant or have a disability are assisted to safety.
- Shut down electrical equipment and make sure machinery has been made safe*
- Ensure that security measures, such as closing fire-resistant safes are carried out. *
- Close all windows *
- Report to the Lead Fire Coordinator the status of your area i.e. clear/not Clear, noting any persons refusing to evacuate.

When instructed by the Fire Coordinator the Fire Wardens monitor designated fire exits from a safe distance and prevent people from re-entering or entering the building until the Lead Fire Warden/Coordinator has communicated an 'all clear' instruction.

*where it is safe to do so without putting their own safety at risk or causing unreasonable delay to their escape.

Monitoring

The following Key Performance Indicators (KPI's) will be used to monitor the effectiveness of the Fire Safety Management Plan, and will be reviewed by the SLT and Board of Governors regularly:

- Number of fires recorded annually/number of fire related incidents.
- Achieving set schedules and timeframes (evacuation drills and building audits).
- Measuring the number of Fire Service call outs against cause.
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- Quarterly/biannual/annual premises inspection and meetings to ensure actions and progress are made.
- Details of any issues highlighted during evacuations such as obstructed exits or dangerous escape routes.

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Review

A review of this document and the procedures in place within it will take place at least annually or following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

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Appendix A: Fire Emergency Plan

An emergency fire plan must be completed which contains the following information, and is made available to all staff. The information must be specific to the school.

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

Training and Training Provision

The School will identify any training needed and how it will be provided. This will include the following:

- Staff identified as trained in the use of fire equipment.
- Staff identified as trained in the use of the fire panel.
- Staff identified as trained for fire warden duties.
- Staff identified to register visitors at the assembly point(s).
- Staff identified as having duties specific to the type of evacuation.
- Method of ensuring everyone understands how to operate the fire alarm.
- Method of ensuring everyone has sufficient instruction and training for fire evacuation.
- Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation.

Information Distribution

The method(s) of informing personnel (incl. visitors / contractors) of escape routes:

- Verbal instruction
- Written communication (pre-visit communications, leaflets, information on visitor ID etc.)
- Training/induction for anyone on site for long periods or working unsupervised
- Emergency exit/route signage
- Fire action notices
- Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to routes that lead past potential arson attack areas, such as near rubbish skips.)
- The emergency plan

What Should People/Staff Do If They Discover a Fire?

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- DO NOT USE THE LIFT (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings).
- Trained personnel to tackle the fire only where appropriate and safe to.
- Where appropriate close windows and doors on the way out.

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- If they have responsibilities for assisting persons with Personal Emergency Evacuation Plans, respond as required following the actions as identified in the plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so by the Fire Service's incident commander.

What People/Staff Should Do If They Hear the Fire Alarm?

If you are in control of a class or group of pupils, ensure their safe evacuation to your identified assembly point.

If you also have responsibilities for assisting persons with Personal Emergency Evacuation Plans, respond as identified in the plan. If not then:

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire-fighting equipment unless you have been trained.
- Do pass any information to the 'responsible person' at the assembly point.
- Remain at the assembly place until instructed to move by a fire officer or manager.
- Return to the building only when authorised to do so by the Fire Service's incident commander.

Contacting the Emergency Services

The individual building Fire Emergency Plan will include:

- Who will contact the emergency services?
- What are the means of calling the emergency services? For example by mobile telephone or landline
- Include a method in the event of a power failure.

Identify Processes, Machines or Power That Must Be Shut Down

This section should include persons responsible for the following, and what action needs taking where appropriate (i.e. science technicians to shut of gas to taps, kitchen manager to hit emergency shutoff to kitchens etc.):

- Staff responsible for ensuring any hot work equipment is turned off
- Science labs
- Technology departments
- Welding
- Cookery
- Kitchen

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Specific Arrangements for Any High-Risk Areas

As above for specified areas i.e. in the event of an alarm sounding, cleaning cupboards currently in use should be closed and locked, where it is safe to do so. Emergency services will be made aware of the location of shutoff points for LPG, Gas, Solar, Electricity etc.

Areas that may require specific action to be taken in the event of a fire might include:

- Boiler room
- Chemical storage areas
- Gas storage
- Generators
- Work processes

Emergency Services Liaison Procedures

- An identified Person will liaise with the emergency services on arrival.
- They will share appropriate information with the fire service, along with keys etc. required to access the necessary services/areas etc. This should be contained in the emergency grab bag
- The procedures will detail how the person, identified above, will direct the emergency services to the emergency, i.e. will they meet them at the gate or at a pre-determined place?
- How will the emergency services be able to identify this person? E.g. Hi-Viz vest, armband etc.
- If anyone is missing and where they were last seen

Specific Information for the Emergency Services

The emergency services will be given specific information such as:

- Type of emergency
- Location of the fire/incident
- Missing persons
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

Accounting for Personnel Procedure

- How people, including staff, pupils, visitors and contractors, will be accounted for.
- How will the Emergency Team be informed?
- Who will ensure that all personnel are accounted for?
- How will this be managed, if there is more than one assembly area?
- What is the procedure if someone is missing?

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- How are the emergency services informed? (Note: Only Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing).

Building Schematic

This plan should include a schematic plan of the building, including the following information and appropriate key:

- Fire escape routes
- Manual call points
- Fire and smoke detectors
- Fire doors
- Fire extinguishers
- Service shutoffs (gas, electric, solar, LPG etc.)
- Flammable stores
- Alarm panel
- Refuge points
- Accessible toilets
- Assembly points

Assembly Points

The emergency evacuation plan gives the locations of assembly points, including:

- The point where visitors/contractors must assemble.
- Identify how each assembly area is recognised.
- Identify who should be in each assembly area e.g. groups or departments or sections.
- Identify the locations of any designated 'safe refuges'.

Identify Persons Especially at Risk (Personal Emergency & Evacuation Plan - PEEPS)

- Identify lone workers, contractors and the areas where they may be at risk
- Include methods of escape and identify how they will be located
- Identify anyone who may need physical assistance in evacuating the building, or may not realise they need to evacuate, and how they will be assisted, and record this in a Personal Emergency Evacuation Plan

The safe and effective evacuation of people with disabilities needs careful thought. Management procedures must be in place, which take account of the various scenarios that may arise. For example, the procedures adopted for people with a disability employed in the building will be different to those for pupils with significant needs who may need evacuating in achiever beds, with oxygen etc.

Systems of evacuation that may be implemented include:

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- Progressive Horizontal Evacuation. This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction.
- Evacuation by Lift. This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lifts with special features and are not the same as ordinary lifts in most buildings.
- Evacuation by Stairs. This method involves the use of equipment such as special evacuation chairs, but is usually only possible if people are being evacuated downwards or horizontally.
- Use of Refuges. *BS5588: Part 8 defines refuges as 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)*

A refuge is an area that is separated from the fire using fire-resisting construction, has access via a safe route to a final fire exit, and is clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate.

Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated safely. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Buildings with persons at special risk should have designated responsible persons who:

- are responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety; and
- have had specific training e.g. using the 'evacuation chair'.

Visitors and / or Contractors

In the school, there are occasions where visitors will be present, both in and out of the school day. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities. This could include evening classes, open evenings, school plays etc.

As schools are not generally open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

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Contractors will also be logged in and out of premises and, unless they are to be constantly supervised by staff or nominated personnel, and will be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This will include the following:

- A method of ensuring that all visitors are evacuated and accounted for.
- Methods of control for example: using ushers / fire wardens, registers / head count, buddy system for personnel with disabilities etc.

Staff with Specific Responsibilities

The name (post) and duties of identified personnel in the event of a fire should be listed below.

This will include backup personnel in the event that identified personnel are not available.

Responsibilities

[The below lists are examples of how duties may be delegated in your school. Please amend it to reflect the structure in your organisation.]

The following persons have been identified as having key roles to play in emergencies, managing fire safety and implementing the attached Fire Emergency Plan (Appendix 1).

The Board of Governors:

- Attending regular safety walks in the school
- Providing strategic input to fire safety management
- Ensuring the appropriate allocation of funds for fire safety management

The Head:

- Ensuring an appropriate fire emergency plan is in place
- Implementing this plan
- Ensuring controls are adhered to
- Communicating clearly with Governors and the Local Authority
- Delegating responsibilities to appropriate persons
- Ensuring the appropriate training is provided to staff who require it
- Ensuring there are sufficient fire wardens in place

The School Business Manager:

- Administrating all necessary statutory compliance checks
- Maintaining the fire emergency an management plans
- Support the head in management of fire safety
- Prioritising remedial actions identified in Fire Risk Assessments

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- Ensure the daily maintenance of fire escape routes including removal of obstructions and unlocking doors that form part of escape routes.

Class Teachers:

- Ensuring the safe evacuation of pupils under their care
- Ensuring fire escape routes in their class are maintained
- Reporting issues that cannot be remedied immediately to the appropriate person (caretaker, SBM etc.)

Lead Fire Wardens:

- Take overall control of evacuations
- Ensure fire wardens are aware of their responsibilities
- Contact the emergency services (999) in the event of a fire being discovered
- Act as a point of contact for the emergency services on site
- Take charge of the emergency grab bag and associated
- Ensure PEEPs are in place for all who require them
- Ensure PEEPs are put in to action in an emergency

Fire Wardens:

- Sweep allocated areas and encourage/assist individuals in evacuations
- Conduct regular checks of their allocated areas for hazards
- Additional fire warden responsibilities will be detailed in their training

Contingency Plans

Contingency plans must be place for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.

As part of our emergency plan, we follow good practice to prepare post-incident plans for dealing with situations that might arise such as those involving:

- people with personal belongings (especially valuables) still in the building;
- people wishing to re-join friends;
- getting people away from the building (e.g. to transport);
- inclement weather; or
- buildings that cannot be re-entered / reoccupied.

Re-Entering the Building

- People will be prevented from re-entering the building until told to do so.
- Fire wardens will let people know when they can re-enter the building.
- Note: If the emergency services have been called then the Fire Service Incident Controller is responsible for giving permission for re-entry to the building.

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Contingencies If Not Re-Entering the Building

- Arrangements in place if the building cannot be re-entered?
- Consider weather conditions, time of year, length of time before re-entry is possible etc.
- Will personnel remain in the assembly area or be re-located according to the major incident plan?
- Staff will be identified to monitor/escort the pupils during this time
- Staff identified to ensure that all pupils have arrived at the relocation point are accounted for.
- Method of contacting parents or guardians if the pupils are sent home is understood.
- Procedures to ensure the safety of staffs / service users that cannot be sent home or relocated.