



# FIRE SAFETY, PROCEDURES AND FIRE RISK ASSESSMENT POLICY

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*This policy is applicable to all staff and parents of pupils within the school, including the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the school's website.*

*The policy is closely linked to the Health and Safety Policy and will have regard to 'The Regulatory Reform (Fire Safety) Order 2005 (FSO).*

## **PART 1: FIRE SAFETY**

### **INTRODUCTION**

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school by ensuring that staff, pupils and visitors do not add to the fire risk and are able to safely evacuate from the buildings if a fire breaks out. The Fire Safety, Procedures and Risk Assessment Policy is designed to help the school community respond calmly and effectively during a fire emergency. MKPS now uses 'Smart Log' to monitor and record all Health and Safety matters.

### **RESPONSIBILITIES OF THE HEAD**

The Head is responsible for ensuring that fire risks are assessed according to current legislation and that the school site is maintained in an adequate state and that all measures are carried out to prevent the risk of fire.

The Head is responsible for ensuring that:

- The Fire Safety, Procedures and Fire Risk Assessment Policy is kept under regular review by the Senior Management Team.
- Fire safety procedures are promulgated to the entire school community.
- Fire risk assessments are regularly reviewed and updated.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

### **RESPONSIBILITIES OF THE SITE AND H&S MANAGER**

The Site and H&S Manager is responsible for ensuring that:

- Fire safety procedures and fire risk assessments are produced, reviewed as necessary, and kept up to date, including the elimination or reduction of risks from dangerous substances.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- All new members of staff are trained and inducted in Fire Evacuation Procedures and training records are kept in the Fire Safety File and in the Training Register.
- Procedures for emergency evacuations are regularly tested and inspection of escape routes are kept.
- Fire prevention measures are meticulously followed.
- Fire drills are practiced every term and recorded in the Fire Safety File
- Certificates for any installation, maintenance, fire-fighting systems and equipment are recorded and kept in the Fire Safety File.
- Any recommendations from the Fire and Rescue Service (FRS) or any other fire expert are acted upon promptly, unless the recommendations suggest a lower priority.



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## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All new staff are given a briefing on the school's Fire Evacuation Procedures on joining the school. They are shown the fire action notices, where emergency exits and escape routes are located and the outside assembly point. Staff are informed on what to do when they hear the fire alarm, which is a continuous bell. All new staff are shown how to activate the fire alarms if they see or smell a fire.

Staff are informed that:

- The priority is the safe evacuation of everyone in the school.
- No one should attempt to fight a fire at the expense of his or her own, or anyone else's safety.

Fire safety training is provided during staff induction and annual INSET training days. Staff are provided with regular refresher training. Various staff are trained in the operation of fire extinguishers. No one should attempt to use a fire extinguisher before they have been trained in its use.

### SUMMONING THE FIRE AND EMERGENCY SERVICES

The school office is manned between 7:30am and 6:00pm during weekdays throughout the year with the exception of school closedowns. The master panel is located by the school's front door. The master panel shows the location of all the alarm call points on the networked alarm system in the school buildings. A fire zone map is located by the master panel.

The school office is given advance warning of fire drill. If the alarm goes off for any other reason, the school operates a monitored alarm system and the Fire Brigade are automatically notified.

### VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation procedures and are shown the way to the assembly point.

When large numbers of visitors are at the school for an event, a brief announcement is made at the start of the event to advise them of the location of the emergency exits that they should use in the event of the alarm sounding.

### DISABLED STAFF, PUPILS OR VISITORS

The school will have one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff. When a new pupil or member of staff joins the school, a Personal Emergency Evacuation Plan (PEEP) is completed with them if required. This is also extended to persons, as required, for example, those with a broken limb. The support requirements will then be communicated to Heads of Department/room leaders so they are aware of special assistance that may be required. The completed PEEP is then retained in the Fire Safety File.



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When a PEEP is required, the location of the designated safe refuge points will be discussed with the person(s) involved. When the fire alarm is sounded, it is the responsibility of the carer of the disabled person/person with impairment to take him/her to the refuge point and to wait for rescue by the Fire and Rescue Services (FRS). The teacher, responsible for the disabled person/person with impairment will ensure that the name of the disabled person and his/her carer, together with the location of their safe refuge point, are passed to the Site and H&S Manager as soon as they reach the assembly point.

It is the responsibility of the Site and H&S Manager or the Head to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Visitors are provided with basic instructions on emergency evacuation of the building.

### **RESPONSIBILITIES OF STAFF**

All employees are required to take reasonable care in carrying out their duties. Nursery and teaching staff are responsible for escorting their pupils and any parents/visitors in their area, safely out of the building. Nursery and teaching staff will conduct a head count on arrival at the assembly point and ensure that the names of anyone who is unaccounted for (and, if possible, their likely location) is passed immediately to the Site and H&S Manager or the Head.

It is the responsibility of the Site and H&S Manager or the Head to ensure that this information is passed as soon as possible to the Fire and Emergency Services.

***No one is allowed to return to the building until given permission by the Fire and Emergency Services.***

### **FIRE DRILLS**

The school will hold one fire drill every term. Each fire drill is logged in the Fire Safety File on Smart Log. The Senior Management Team will review the effectiveness of the fire drill and, if required, will alter procedures.

### **FIRE PREVENTION MEASURES**

The school has the following fire prevention measures in place:

#### **1. Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of the building.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- All stairs, corridors and emergency exits are illuminated by emergency lighting.
- Automatic fire door closers, which are activated by the fire alarms, are fitted on various doors in/or leading to escape routes.
- The master panel for the alarm system is located in the entrance hallway.
- Alarms sound in all parts of the building.
- Fire routes and exits will be kept clear at all times.



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- Designated members of staff are responsible for unlocking the buildings in the morning and they will check that escape routes are not obstructed.
- The Site and H&S Manager will routinely check that the emergency lights work and reports defects to the Maintenance Team.
- The Site and H&S Manager is responsible for testing all fire alarms weekly and recording all tests and defects.

The Site and H&S Manager is responsible for arranging:

- Monthly checks of fire doors, automatic door closures and emergency lights.
- Six monthly professional checks on fire detection and warning equipment.
- Six monthly service of alarms and smoke detectors
- Annual service of emergency lights.
- Annual service of fire extinguishers.

Records of all tests are kept in the Fire Safety File. All tests will be conducted by a 'competent person' or organisation and will be ISO9001 or BAFE approved.

### 2. Electrical Safety

- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Annual portable appliance testing takes place. A qualified electrician undertakes this testing.
- Records of all tests are kept in the school's Maintenance File.
- Departmental staff check that all Scientific and Design and Technology equipment is switched off at the end of the school day.
- The Catering Team check that all electrical appliances are switched off at the end of service.
- The ICT Systems Technician is responsible for checking and switching off all computers, projectors, printers and electronic whiteboards are switched off during holidays and weekends.
- Teachers and staff are responsible for checking and switching off all computers, printer, electronic whiteboards and other electrical equipment and during holidays and weekends.

### 3. Electrical Protection

- All earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept by the Site and H&S Manager.

### 4. Gas Safety

- All gas appliances, boilers, kitchen equipment etc., are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Maintenance Department.

### 5. Safe Storage

- The school will ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flameproof containers at the end of every day.



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### **6. Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flameproof cupboards.

### **7. No Smoking**

- The school operates a No Smoking Policy.

### **PART 3: FIRE RISK ASSESSMENT**

The school's Fire Risk Assessment is located in the Fire Safety File. It identifies the risks associated with the following, the level of risk and actions to be taken:

- The potential sources of ignition of a fire.
- Combustible materials.
- The people who may be placed at risk by the hazard.
- Structural features of the school.
- Monitoring of changes in the school in relation to new equipment, processes or changes in personnel.
- Fire detection and warning systems.
- Means of escape from the building in the event of a fire.
- Provision of fire-fighting equipment.
- Fire Emergency Plan and Training.
- Maintenance and testing of fire safety equipment.

All fire risk assessments are stored in the Fire Safety File and on Smart Log. The risk assessment documents are reviewed annually and more frequently if changes are required as a result of alteration to the building and/or regulatory change.

The Fire Risk Assessment (FRA) will be undertaken every 3 years and the school shall ensure that a responsible person will action this.

### **PART 4: FIRE SAFETY – PLAY SCHEME**

#### **Responsibilities of Staff:**

All employees are required to take reasonable care when carrying out their duties. Due to reduced staffing and fewer number of pupils during play scheme, nursery staff and the teaching staff on duty are responsible for their register. The register must be taken with you when exiting the building in the case of an emergency. You will also be responsible for escorting the pupils in your care, and any parents/visitors in your area, safely out of the building. Nursery and teaching staff will conduct a head count upon arrival at the assembly point, check the register and ensure that the names of anyone who is unaccounted for (and, if possible, their likely location) is communicated immediately to the Site and H&S Manager or the Head.

It is the responsibility of the Site and H&S Manager or the Head to ensure that this information is passed as soon as possible to the Fire and Emergency Services.



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No one will be permitted to return to the building until permission is given by the Fire and Emergency Services.

### **Fire Drills:**

In addition to termly fire drills, the school will hold an extra fire drill a year during play scheme. Each fire drill is logged in the Fire Safety File on Smart Log. The Senior Management Team will review the effectiveness of the fire drill and, if required, will alter procedures as necessary.

**The Fire Safety, Procedures and Fire Risk Assessment Policy has been reviewed in September 2025 and will be reviewed in or before September 2026.**