



**THE CEDARS  
SCHOOL**

## **Fire Safety Policy**

### **Introduction**

Our priority is to minimise 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 building if a fire breaks out. The fire safety policy, procedures and risk assessments at The Cedars School are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building. All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.

A Health & Safety Committee meets once a term in order to discuss all matters of health, safety & welfare. Part of their duties include looking after the following regarding fire safety:

- The Fire Safety & Procedures Policy is kept under regular review by the SMT and governing body
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Ensure the announcement of fire safety procedures at the start of special school functions & events
- Ensure that appropriate records are kept of fire drills, firefighting equipment & escape route checks
- Appropriate fire awareness training is given to staff
- Procedures for emergency evacuation are regularly tested
- The Fire Risk Assessment is regularly reviewed and updated
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired

As the designated Health & Safety Officer, Mrs Williams ensures that records are kept of the following: (i) Fire Risk Assessment and its review; (ii) Fire Safety Policy; (iii) Fire Procedures and Arrangements; (iv) Training Records; (v) Fire Practice Drills; (vi) Certificates for the maintenance of fire-fighting systems and equipment.

### **Briefing of staff and pupils**

All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at The Cedars.

For staff this is covered as part of the induction procedures by a senior member of staff, and for pupils this is covered by form teachers.

All staff receive a copy of the Staff Handbook on or before their first day at school. This Handbook contains details of the school's Fire Safety procedures and arrangements, and the FEPP (Fire Emergency Evacuation Procedures) as per Appendix I. These matters are discussed and reviewed annually during the Autumn term staff INSET.

We offer fire awareness training, including the basic use of fire extinguishers, at regular intervals (including refresher training). Designated Fire Wardens attend additional professional training in order to fulfil their roles.

## **Fire Safety 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. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.

Fire notices are clearly displayed in various rooms and public places throughout the building. If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is the playground.

Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked regularly by the caretaker to ensure they are kept clear.

Suitable firefighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and weekly testing. The firefighting equipment and fire alarm system are regularly tested by specialist contractors.

Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire drills are held by the Health & Safety Officer.

The school office is manned between 8am and 5pm during weekdays (during term time) and at other times during the holidays. The fire alarm panel is situated in the front lobby area, and a plan of all the call points is displayed there. Office staff are responsible for summoning the fire brigade.

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 on school property. A summary of the FEPP is printed on the badge. All members of staff are responsible for ensuring that anyone in their classroom or office are able to exit the building safely.

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 head count 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 a senior member of staff or Health & Safety Officer.

Fire Wardens have been appointed to ensure that the Fire Safety Procedures are correctly carried out for their particular area of responsibility, and they also ensure that any disabled people or those who need help are assisted in leaving the building safely. The nominated people are Mr Teague and Mr Strinati.

## **Fire Prevention**

The following fire prevention measures are in place at The Cedars School:

- There are 8 escape routes from the main school building
- Fire notices are clearly displayed in various rooms, corridor areas and stairwells
- Fire safety documents are available in the school office should they be required by the Fire Brigade.
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade. Smoke detectors are automatic and situated in every room and corridor throughout the school.
- Call points are activated by breaking the glass (or by using the break glass key during fire drills)

- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
- Flammable materials are locked in a flame-proof cabinet in the Science Lab
- When letting or hiring the school, the hirer certifies that they have read and understood the school's FEPP.

## Fire Risk Assessment

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies:

- The hazards
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The management of fire safety procedures
- The action plan

The original Fire Risk Assessment at The Cedars School was carried out by a specialist company in May 2013, and it is reviewed regularly by members of the Health & Safety Committee. A professional review will be carried out at least every 4-5 years.

Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All of the Senior Management Team are responsible for ensuring that they are aware of any specific risks which are relevant to their subject area.

## Monitoring and review

It is the responsibility of the Head to monitor and evaluate the effectiveness of this policy. This policy will be reviewed at least once every two years.

<b>This policy will be reviewed at least once every two years</b>	
Title	Fire Safety Policy
Version	3
Date of Review	Autumn 2018
Author	Robert Teague, Headmaster
Approved by SMT	Yes
Approval required by PACT or sub-committee	Yes
Latest Review (state whether changes were made)	Yes
Next Review Date	Autumn 2020

# The Cedars School

## Fire Emergency Evacuation Plan (FEEP)

### Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by **all staff** in the event of fire, and the arrangements for calling the fire brigade.

The following items have been considered:

- Action on discovering a fire
- Action on hearing the fire alarm
- Calling the fire brigade
- Identification of key escape routes
- Fire Wardens/Marshals
- Place of assembly
- Registers
- Records
- Firefighting equipment
- Training
- Liaison with emergency services

### Action on discovering a fire

Should any staff member notice the outbreak of a fire, **they will immediately sound the fire alarm** by breaking the glass at any call point.

### Action on hearing the fire alarm

Staff should act in accordance with the FEEP, a summary of which (entitled FIRE SAFETY DOCUMENTS) can be found in the Main School Office.

Continuous sounding of school warning system. On hearing the fire alarm;

- a) **When in class: Stop all activity and stand in silence. The order to leave will be given by the teacher. They will inform children of the route to be taken.**
- b) **When not in class: Stop all activity and walk in silence by the shortest route to the place of assembly.**

The following rules are always adhered to:

- **Keep to the left**
- **Do not run but exit the building as quickly as possible**
- **Do not go back into the building for any reason**

### Calling the fire brigade

The **Fire Service should be informed immediately** by a member of the office staff (either using the school phone or with a private mobile phone which is taken outside). Other staff members (including cleaners) should also be conversant with using the school phone system to make emergency calls.

### Identification of key escape routes

The **escape routes are clearly marked** throughout the building, so that even members of the public or persons unfamiliar with the layout of the premises will be able to identify the escape routes. The **main escape routes** on the ground floor are situated at the front entrance, rear of the kitchen, one classroom on the ground floor and the pupil entrance at the front of the building. The central well provides the main circulation space for

the primary means of escape down to the ground floor, and another fire escape is via the Headmaster's study on the first floor. The second floor has one escape route and the lower ground floor has two escape routes.

### **Fire Wardens**

Robert Teague is the Chief Fire Warden. He is responsible for maintaining high standards of fire precautions by ensuring that notices are correctly sited, that the FEPP is properly distributed and understood by all. The Deputy Fire Warden is Stephen Davis. The wardens have been appointed to ensure that:

- The evacuation drill is carried out according to procedures
- All staff know the location of the fire alarm call points and how they function
- Primary and secondary escape routes are used efficiently
- Toilets and rooms/offices are checked prior to leaving the building (PVI is responsible for the Basement Floor, RTE for the Ground Floor, BRI for the First Floor and SDA for the Second Floor).
- Disabled or vulnerable people are helped to leave the building

### **Place of assembly**

Staff should assemble at the pre-determined assembly point, which is the **playground** at the front of the building. It is noted that varying call points, times and escape routes are used during fire drills.

### **Fire Registers**

Fire Registers should be printed by Administration staff no later than 9.45am (after absence emails have been sent to parents) and left with the FEPP in the Front Office in case of emergency. On hearing the alarm, the staff member manning the office will take the registers (with spare pens) to the Fire Assembly Point ready for registration of pupils.

### **Registration of Pupils (roll call)**

#### ***After evacuation from the building:***

- a) Pupils should line up alphabetically and in an orderly manner at the Fire Assembly Point and wait to have their register taken.
- b) Fire Wardens (PVI, BRI, SDA, CAS, CRO, PMO, DHA, LRA & CDO) will ensure the area they are responsible for is clear. PMO, CDO or SBE will alert staff in the PACT office (Farthings). LRA will ensure the PACT office is clear of all personnel.
- c) Form Teachers will collect their register from Administration Staff (SWI, SNO or LSA) and check their Form's Register promptly.
- d) Once complete, registers should be handed back to Administration Staff (SWI, SNO or LSA).
- e) Administration staff (SWI, SNO or LSA) will check the Staff Register and Visitor's Book and ensure all heads are accounted for & confirm this with the Headmaster/Deputy Headmaster. \*
- f) The Caretaker (CRO) will confirm to the Headmaster/Deputy Headmaster whether the building is safe for re-entry. \*
- g) Pupils and staff will remain in the playground until the Headmaster/Deputy Headmaster gives the 'all clear'. \*
- h) Pupils should go straight back to class in an orderly manner.

**\* Should the Headmaster be away/absent, the Deputy Headmaster will lead the drill/alarm.**

### **Records**

A record of all fire drills is kept by the Caretaker/school office staff.

A record of the maintenance of equipment is kept by the school office staff.

Fire escape plans showing exit routes are situated at various points on each floor of the building.

A summary of the FEPP is on the back of the Visitor's badge.

An 'external' version of the FEPP is provided to outside contractors.

### **Firefighting equipment**

**Trained competent staff** should, where possible and only if safe, attack fire with appropriate equipment. However, firefighting is always secondary to life safety.

### **DO NOT PUT ANY PERSONS AT RISK.**

### **Training**

The FEEP should be the subject of frequent training so all staff are familiar with its contents. Staff training should specifically provide information and instruction on the following:

- Fire risks in the premises and how to minimise these
- Fire safety measures in the building
- Action in the event of fire
- Action on hearing the fire alarm signal
- Method of operation of manual call points
- Location and use of fire extinguishers
- Means for summoning the fire and rescue service
- Identity of persons nominated to assist with evacuation
- Identity of persons nominated to use fire extinguishing appliances

Members of the Health & Safety committee periodically train staff at insets or meetings.

### **Liaison with emergency services**

School office staff will periodically make contact with external emergency services to make them familiar with the school's fire action plan, and to seek advice on any improvements which may need to be made.