

Fire Safety Policy

Policy written April 2017 – Review date April 2018

1 Statement

- 1.1 The safety of all children, visitors and staff at Bradford Christian School is paramount. The Head Teacher and nominated staff will ensure that procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.
- 1.2 The aim of this policy is to:
 - Ensure all occupants to the premises are aware of how to evacuate the building and remain safe in the event of a fire
 - Identify procedures for reducing the risk of fires in school
 - Identify procedures for dealing with a fire in school.

2 Staff Responsibility and Training

- 2.1 Information and training will be provided by the school Business Manager to all members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process) on:
 - Raising the alarm
 - Action to be taken on hearing the alarm
 - The exit routes available to staff at various points in the building
 - The practical use and location of portable fire-fighting equipment
 - The assembly points around the building and assembly procedures
 - The procedure for re-entry to the building
 - Good housekeeping practices
- 2.2 Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force. All staff fire training will be recorded in the fire policy handbook.
- 2.3 The safe evacuation of the school is not the responsibility of the fire service, and all staff will effectively be considered 'Fire Marshals' during the course of an evacuation.
- 2.4 The Head Teacher Phill Moon and School Governing Body retain responsibility for Health and Safety within the school. They have delegated responsibility for the management of fire precautions to the school Business Manager, Mrs Zeilah Chadwick.

3 Fire Fighting Resources

- 3.1 The number one priority for all members of staff is to ensure the quick, safe evacuation of all personnel from the school site. Staff should therefore activate the fire alarm before making any attempt to extinguish a fire.
- 3.2 The school is equipped with a number of different fire extinguishers. These are identified on the map in APPENDIX 1.
- 3.3 Only persons who have received training in the use of extinguishers should attempt to use them. The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires (no larger than a waste paper basket) may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

4 Inspection Procedures/Good Housekeeping practices

- 4.1 Inspections of fire safety equipment and exit routes will be carried out monthly in accordance with the 'Fire safety risk assessment tool for educational premises' by the School Business Manager or other designated

responsible person for any defects or shortcomings and the results of the tour recorded in the fire log book. The visual inspection will ensure that:

- All firefighting equipment is in the correct location and has not been tampered with.
- That the security tags are all in place
- That where pressure gauges are visible on the extinguisher that they have not dropped below the recommended level.
- Checking that the exit routes are free from obstruction and are left unlocked.

4.2 Any issues identified will be raised by the School business manager with the appropriate contractor and the defects resolved as quickly as possible.

4.3 On an annual basis all firefighting equipment will be tested by an external contractor and the results of that inspection will be held in the school fire log book and will be recorded on each extinguisher.

4.4 On an annual basis the Headteacher and Governors will require the school business manager and appointed Health and safety expert to complete a fire risk assessment. The results of that assessment will be recorded and stored in the school fire log book.

4.5 An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record will be kept of the results of these tests in the school fire log book identifying areas for improvement and good practice. The results of each evacuation will be sent to all staff to ensure all are aware of areas for improvement.

4.6 **Exits:** All exits must have an 'Exit' or 'Fire Exit' sign. All corridors will be kept clear and unobstructed and all exits will be available for use and not locked. Fire doors will not be wedged open at any time.

4.7 **Emergency Lighting:** A safety lighting system is provided in areas with no natural light and is maintained regularly. Emergency lighting will be tested internally by the School business manager, on a monthly basis and an external professional on an annual basis and a record maintained in the fire manual.

4.8 Visitors will be made aware of school fire procedures as they sign into the building by reading a single A4 instruction sheet as they enter the building.

4.9 **Smoking:** The school is officially a no smoking building. Therefore; smoking is not allowed within school premises and notices to that effect are displayed around school.

5 Fire Evacuation Procedures

5.1 A fire action notice (APPENDIX 2) will be displayed in every occupied room.

5.2 A Fire Evacuation Plan (APPENDIX 3) depicted by an outline drawing of the building will also be displayed in every occupied room.

5.3 The following sequence of actions should take place when a fire is detected.

- Alarm
- Evacuation of premises
- Call the fire brigade
- Report to the assembly point

5.4 **Alarm – ANYONE** discovering a fire should without hesitation activate the nearest fire alarm break glass call point. The location of the alarm activation points in BCS is described in ANNEX 4. Students will be taught to report a fire to a member of staff.

The alarm is tested weekly by the School Business Manager or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the maintenance company to be resolved

5.5 **Evacuation of premises** – On hearing the alarm students will stand and when instructed by the teacher in charge, exit the building, by the nearest available fire exit following the routes indicated on the fire evacuation plan (see APPENDIX 3). Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises. Teaching Staff are to make sure toilets are checked before vacating the premises and move directly to the assembly point. The evacuation

should take place in a quiet and orderly manner so that instructions can be heard. On exiting the designated fire exit the teacher should deactivate the maglock by pressing the green panel next to the door.

- 5.6 **Calling the fire brigade** – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Head Teacher (if absent – the School Business Manager) to make the call before vacating the premises, and to meet the fire services on their arrival.
- 5.7 **Report to assembly point** – The designated assembly point is the top of the large playground. At the assembly point classes will line up in year group order running EYFS at the top of the area to Y11. Form tutors/class teachers will take electronic devices to the assembly point to enable a check of the registers to take place. The school secretary will bring out the visitor and staff lists and ensure that all are present.
- 5.8 **Checking the registers** – The member of staff in charge of the class will immediately call the register and report them all present to the school business manager. The business manager will gather all the data and report either that the evacuation is complete or identify those missing.
- 5.9 **Duties and Identities of employees with specific responsibilities** – (In the event of absence these duties will be covered by another member of staff)
- **Head Teacher** – On hearing the alarm will contact the fire brigade using 999.
 - **School Secretary** - If the alarm is activated in the main school building the school secretary should ensure that the alarm is activated in the portacabins through use of established two-way radio. They should then collect the visitor and staff sign in sheets and keys for the small gate and large car park gate. As they evacuate the building they should unlock the small EYFS gate and the main carpark gate. On arriving at the assembly point they should establish that all visitors and staff are accounted for and inform the business manager.
 - **Support staff** – Should check communal areas of the building as they leave to ensure that no one is left in the building.
 - **School Business Manager**– If the alarm is activated in the portacabins the school business manager should ensure that the alarm is activated in the main building through use of established two-way radio. At the assembly point will then liaise with the class teachers/teaching assistants/school secretary to confirm that registers are complete and establish if any persons are missing.
- 5.10 **Procedures for liaison with the fire brigade** -The school business manager will meet the fire brigade at the gates of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building.
- 5.11 **Evacuation of disabled persons** - student, staff or visitor The School Business manager will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted to the assembly point. Personal Emergency Evacuation Plans will be developed by the School business manager in consultation with individual disabled students and staff when required. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person eg ability to independently reach an escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the student or staff member to the assembly point. (Currently there is no one within BCS requiring a PEEP)
- 5.12 It is important to note that **FIRE EXITS SHOULD BE UNOBSTRUCTED AT ALL TIMES.**

6 **Guidelines for minimising fire risk during school events:**

- 6.1 These guidelines are aimed at increasing the safety and minimising the risks to individuals attending events held in the school hall i.e. Christmas Nativity Performance, Christmas Fair, external letting etc.
- 6.2 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.
- 6.3 **Occupancy numbers:** 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 (80 x double doors) 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. Calculations for occupancy numbers are based on the use of fire doors at both sides of the main hall as well as gangway exits on either side of the staging area. 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.

i.e. $2 \times \text{double fire doors/ points of exit} = 2 \text{ units} \times 40 \text{ persons} \times 2.5 \text{ minutes (evac. time)} = 200$
The maximum number of individuals comfortably allowed in the main hall shall be **200**
With current occupancy rates as they are we must account for parents and other family members being in the hall. To keep this comfortable for all in attendance and for health and safety reasons we will allocate 100 extra seats giving a maximum occupancy of = **300**

- 6.4 **Seating:** One square. metre (per person) of seating will be allowed by using chairs battened together in groups of not less than 4 and not more than 12, along with a small number of benches.
- 6.5 **Gangways:** 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.
- 6.6 **Safety advice:** Before any event commences visitors will be briefed by the Head Teacher or his representative of the school's fire evacuation procedures and which exits to use in the event of a fire.

Suggested Statement from Head Teacher to audience before the commencement of any event.

"Before we begin I would just like to point out a few domestic arrangements in use around the school. We do not have a fire alarm scheduled for this evening so if it goes off it means there is a fire. In the event of a fire please leave your belongings and exit by either the boys' toilet door, the fire exit past the kitchen area or through into the small playground. Please meet at our designated Fire Assembly Point at the top of the playground near the climbing frame.

Please can we ask that you do not collect your children, they will be supervised by a member of staff who know the fire procedures. Thank you."



Fire action

Any person discovering a fire

- 1 Sound the alarm.
- 2 [redacted] to call fire brigade.
- 3 Attack the fire if possible using the appliances provided.

On hearing the fire alarm

- 4 Leave building by [redacted] route.
- 5 Close all doors behind you.
- 6 Report to assembly point.

[redacted]



**Do not take risks
Do not return to the building for any
reason until authorised to do so.**

Do not use lifts.