



## **Fire Safety Policy**

**Policy written July 2018 – Review date July 2024**

### **1 Statement**

- 1.1 The safety of all children, visitors and staff at Bradford Christian School is paramount. The Head Teacher as the responsible person on site will ensure that general fire precautions are in place to protect children, visitors and staff.
- 1.2 The head teacher will nominate appropriate staff to ensure that fire safety procedures are in place and regularly checked and that there are plans for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.
- 1.3 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.

### **2.0 Fire Risk Assessment**

- 2.1 The Headteacher and Governors will require the appointed Health and Safety Advisor and School Business Manager to complete a suitable and sufficient fire risk assessment to identify the general fire precautions required for the school.
- 2.2 The Fire Risk Assessment will be completed on an annual basis or when there have been significant changes to the premises.
- 2.3 The Fire Risk Assessment will apply the principles of prevention and record significant findings setting out appropriate fire safety arrangements for planning, organisation, control, monitoring, review and eliminating or reducing the risk from dangerous substances. The results of that assessment will be recorded and stored in the school fire log book.

### **3.0 Fire Fighting Resources**

- 3.1 The Head Teacher is responsible for ensuring that the premises is provided with
  - Appropriate Firefighting equipment
  - Appropriate Fire detectors and alarms
  - Trained and equipped competent persons to implement firefighting measures.
- 3.2 The school is equipped with a number of different fire extinguishers. These are identified on the fire plan in Appendix 1.
- 3.3 In the event of a fire, as a priority, all members of staff are to ensure the quick and safe evacuation of all personnel, students and visitors from the school building. Staff must activate the fire alarm using an alarm call point identified on the fire plan at Appendix 4 before making any attempt to extinguish a fire.
- 3.4 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 is safe to do so and they feel confident to do it.

### **4.0 Staff Responsibility and Training**

- 4.1 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, 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 (Appendix 3)
  - The practical use and location of portable fire-fighting equipment
  - The assembly points in the playground and assembly procedures
  - The procedure for re-entry to the building
  - Good housekeeping practices
- 4.2 Refresher training will be given to staff as required 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.
- 4.3 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. However the following staff will have overall responsibility for ensuring the clearing of their areas of the building:
- |             |  |
|-------------|--|
| EYFS –      | Mrs Hutton and Mrs Kirkby                    |
| Primary –   | Mrs <b>Hoskins</b> with Mrs Garcia as deputy |
| Middle –    | Mr Moon with Mrs March as deputy             |
| Upper –     | Mr Prothero and Mr Walker                    |
| <b>AP</b> – | Mrs Horton and Mrs Garratt                   |
| Reception – | Mr McGrail and Mrs Pickles                   |
- 4.4 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 or by staff in the event of an evacuation.
- 4.5 In the event of an evacuation the Head teacher will take the lead in managing the evacuation and will collate the returns from classes to ensure everyone is out of the building and coordinate the return to classes once the all clear has been given.
- 4.6 In the event of an unplanned evacuation, Mr Walker will establish the cause of the alarm activation and reset the alarms if a false activation and inform the headteacher that the building is clear. In the event of a fire being identified he will coordinate with the fire brigade.
- 4.7 In the event of an unplanned sounding of the main school alarm, office staff will inform the DSP building that they need to sound their alarm; and in the event of an unplanned sounding of the DSP building alarm, Mrs Garratt will inform the main school office that they need to sound their alarm.
- 5.0 **Inspection Procedures/Good Housekeeping practices**
- 5.1 The head teacher is responsible for ensuring that fire routes and emergency exits are kept clear and ready for use. Inspections of exit routes will be carried out monthly, checking that the exit routes are free from obstruction and are left unlocked.
- 5.2 It is important that fire equipment is fit for its purpose and is properly maintained and tested.
- 5.3 **Firefighting equipment** will be visually inspected monthly by a designated competent person and the results of the tour recorded in the fire log book. The visual inspection will ensure that:
1. All firefighting equipment is in the correct location and has not been tampered with.
  2. That the security tags are all in place
  3. That where pressure gauges are visible on the extinguisher that they have not dropped below the recommended level.
- Any issues identified will be raised by the School Business Manager with the appropriate contractor and the defects resolved as quickly as possible.
  - 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.
- 5.4 **The Fire Alarm System** will be tested every week using 2 different call points each time. Week 1 the test will be in the **AP** on a Wednesday at 8.00 and Week 2 the test will be in main school on a Wednesday at 8.00 and will be recorded in the fire log book.
- The fire alarm system will be tested on an annual basis by an external contractor and the results of that inspection will be held in the school fire log book.

- 5.5 **The Fire Detection Equipment** – smoke alarms will be tested on an annual basis by an external contractor and the results of that inspection will be held in the school fire log book.
- 5.6 **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 Health and Safety Advisor or other competent person, on a monthly basis and a record maintained in the fire log book.
- The emergency lighting will be tested on an annual basis by an external contractor and the results of that inspection will be held in the school fire log book
- 5.7 **Fire Exits:** All exits will be designated with an 'Exit' or 'Fire Exit' sign. Staff must ensure that all corridors are kept clear and unobstructed and all exits are available for use and not locked. Fire doors will not be wedged open at any time.
- Fire routes and exits will be checked on a monthly basis during the completion of the fire extinguisher test and compliance recorded on that sheet.
- 5.8 **Fire Evacuation** exercises will take place at least once a term (minimum of 3 times in the year) 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.
- 5.9 **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.
- 6.0 **Fire Evacuation Procedures**
- 6.1 A fire action notice (APPENDIX 2) will be displayed in every occupied room.
- 6.2 A Fire Evacuation Plan (APPENDIX 3) depicted by an outline drawing of the building will also be displayed in every occupied room.
- 6.3 The following sequence of actions should take place when a fire is detected by a member of staff.
- Alarm
  - Evacuation of premises
  - Report to the assembly point
  - Call the fire brigade then inform the School Business Manager
  - Fight the fire if appropriate and able to do so.
- 6.4 **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.
- 6.5 **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.
- 6.6 **Calling the fire brigade** – All outbreaks of fire are to be reported to the fire brigade. Mr Walker is to ascertain whether the activation is as a result of a fire or as a result of accidental activation and call the fire brigade as required. If the fire brigade have been called to attend, Mr Walker to meet the fire services on their arrival and update them with any missing persons and if known the location of the fire.
- 6.7 **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 office staff will bring out the visitor and staff lists and ensure that all are present.
- 6.8 **Checking the registers** – The member of staff in charge of the class will immediately call the register and report them all present to the head teacher. The head teacher will gather all the data and report either that the evacuation is complete or identify those missing.
- 6.9 **Duties and Identities of employees with specific responsibilities** – (In the event of absence these duties will be covered by another member of staff)
- **Office staff** - If the alarm is activated in the main school building the office staff should ensure that the alarm is activated in the portacabins through use of the phone. 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 head teacher.

- **Support staff** – Should check communal areas of the building as they leave to ensure that no one is left in the building.
- **Head teacher or other SLT member if she is absent** will liaise with the class teachers/teaching assistants/school secretary to confirm that registers are complete and establish if any persons are missing.

6.10 **Procedures for liaison with the fire brigade** -Mr Walker 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.

6.11 **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 e.g. 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 one child within BCS requiring a PEEP)

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

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

7.1 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.

7.2 The recommended evacuation time in the event of fire is 2.5 minutes.

7.3 **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 knows the fire procedures. Thank you."***

8.0 **Review**


8.1 This policy was last reviewed in July 2023 and will be reviewed annually. SLT have been involved in agreeing and ratifying this policy.

8.2 This policy should be read in conjunction with the following school policies:-

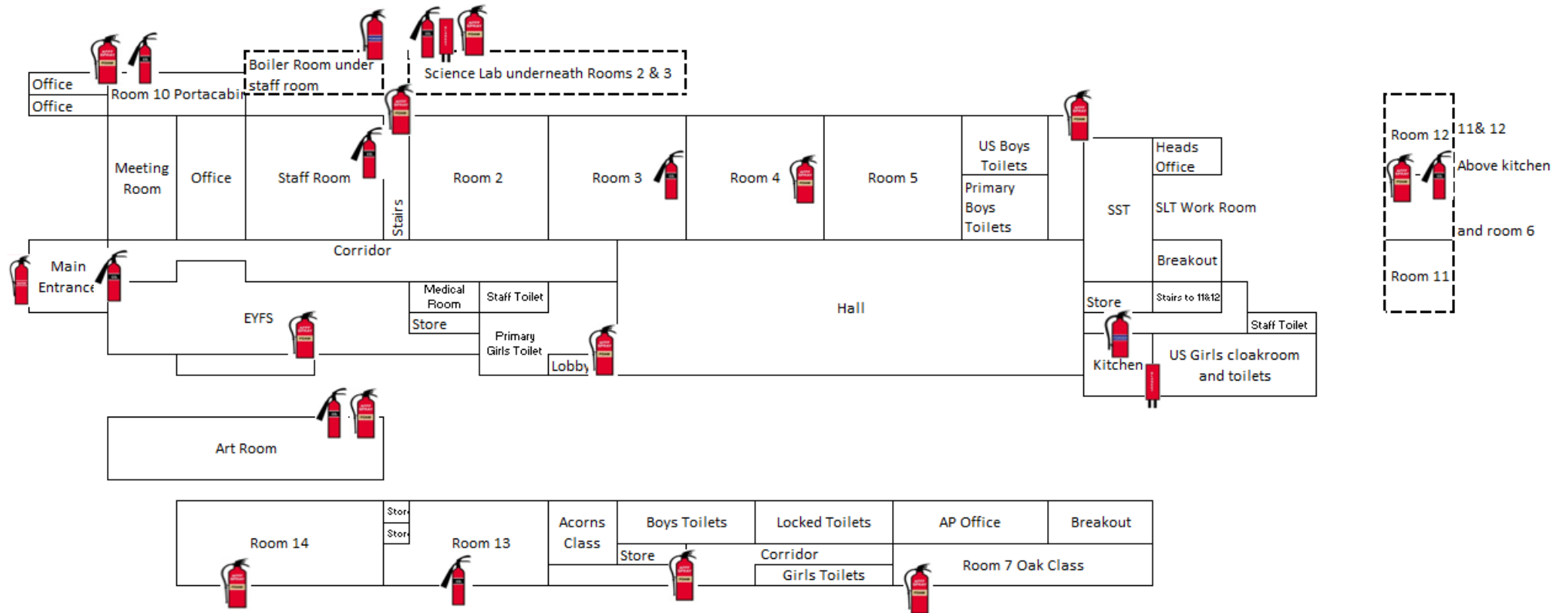
- Building Risk Assessment
- Fire Risk Assessment
- Health and Safety Policy

8.3 In writing this version of the policy the following have been referenced:

- Regulatory Reform (Fire Safety) Order 2005
- **Fire Safety (England) Regulations 2022**

Formally agreed through SLT compliance:	6 <sup>th</sup> July 2023
Signed Jane Prothero – Head Teacher	
Review Date:	July 2024

# APPENDIX 1





# Fire action

## Any person discovering a fire

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

## On hearing the fire alarm

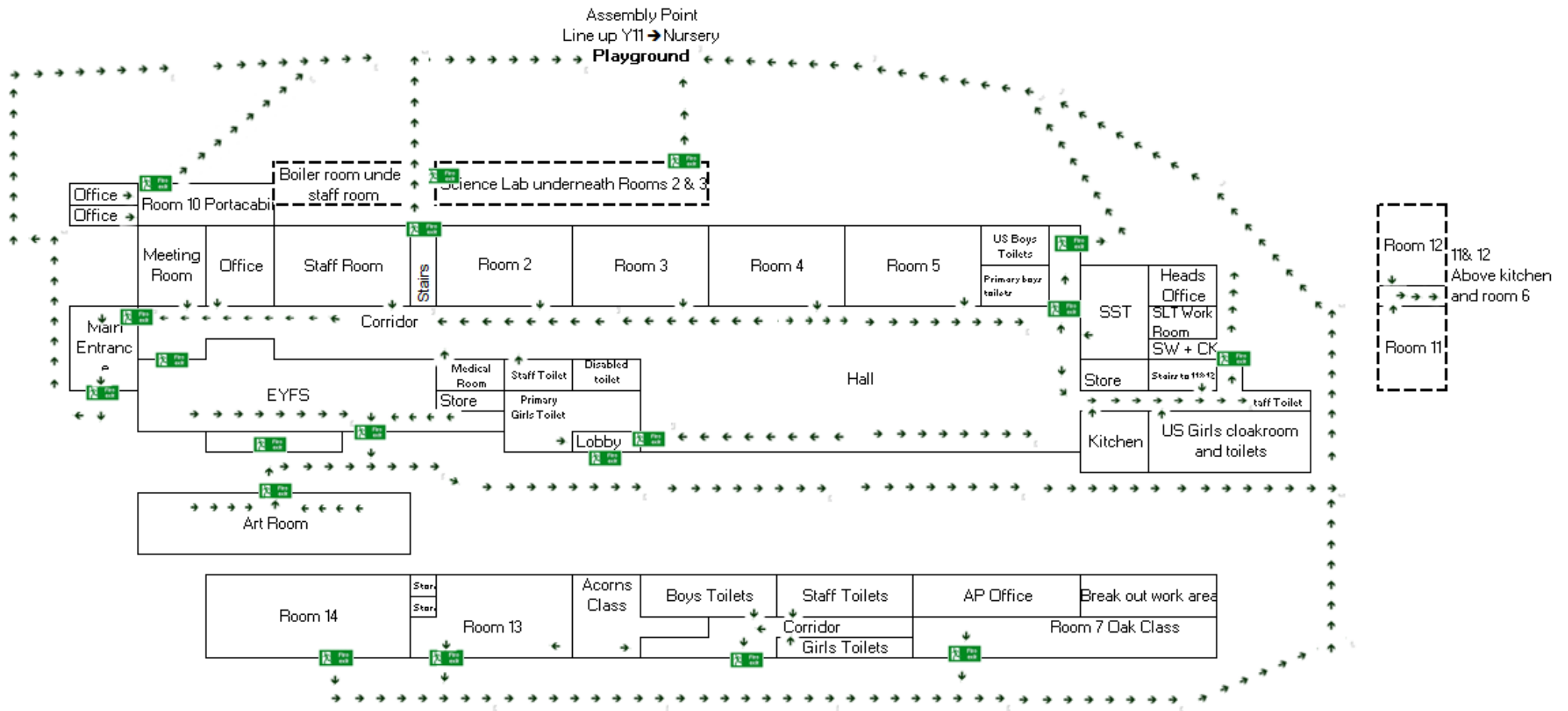
- 4 Leave building by  route.
- 5 Close all doors behind you.
- 6 Report to assembly point.



**Do not take risks**

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

**Do not use lifts.**



Bradford Christian School Plan - Fire Points and emergency lighting

