

# 1. FIRE SAFETY POLICY

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The Proprietor ensures that the school complies with the Regulatory Reform (Fire Safety) Order 2005 and that fire precautions in place will ensure as far as reasonably practicable the safety of staff and pupils or anyone else legally on the premises.

## PART 1: FIRE SAFETY

### INTRODUCTION

Cameron Vale School's priority is to minimise the risk to life and to reduce injury by ensuring that staff, pupils and visitors evacuate safely if a fire breaks out and do not act in a way which creates greater risk. The fire safety policy, procedures and risk assessments at Cameron Vale are designed to help the school community respond calmly and effectively if fire breaks out in any of the school buildings.

### ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The Head is the designated School Fire Safety Officer, who is responsible for ensuring that:

1. Fire risk assessments are reviewed and updated regularly.
2. The school has a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers and that the maintenance is by a 'competent person' (ISO9001 certified or BAFE approved)
3. Everyone in the school (including visitors and contractors) are shown clear written instructions on where they should go in the event of fire.
4. Regular training (at least annually) is given to all staff in fire prevention and evacuation procedures and records kept
5. Regular fire drills (at least termly) are held and records kept
6. Records are kept of the inspection of escape routes
7. Fire prevention measures are meticulously followed.
8. The fire safety policy is kept under regular review by Proprietor (Principal) and the SLT.
9. The fire safety policy is published to the entire school community.
10. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

### EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are made aware of the posters throughout the school in each Classroom and on each floor:

### ACTION TO BE TAKEN IN THE EVENT OF FIRE

The fire alarm is a continuous sounding electric bell.

### STAFF

1. If you discover a fire, activate the alarm by breaking the glass at the nearest alarm point (this can also be done using the key in the alarm point on the ground floor).
2. Activating a fire alarm will send an alert to the Fire Brigade automatically.
3. Stop whatever you and the children are doing and take the quickest route to the fire assembly point which is outside the front door, turn right, walk down to near the end of the road, near 14 The Vale, on the pavement:

- Lower School create 3 rows on the pavement with Reception closest to the railings
  - Upper School create 3 rows behind the Lower School with Class 3 closest to the railings
4. Remind the children of the need for silence, speed and single file.
  5. If safe to do so, unplug any electrical appliance you may be using and make sure the lead will not cause a hazard across the floor or doorway.
  6. See all the children out of the room and close the door after you. Move rapidly to the front of the line and lead the children out of the building. If necessary, issue alternative instructions should the escape route be blocked. Take children to the Assembly Point where they line up.  
Alternative route to the assembly point is up the stairs to the top of the building, unlock emergency door, through 6 The Vale to 8 The Vale, down the stairs and out into the pavement.
  7. The School Secretary will bring the Register print outs from the school office.
  8. Your own safety and that of your colleagues and the children is of overriding importance. No action is to be taken which might prejudice your own or anyone else's safety.
  9. Do not stop to collect any personal belongings. The designated Fire Officer is Bridget Saul and in her absence this role will be assumed by Suzanne Haigh (Deputy Head).
  10. Once the building has been evacuated, no-one is to re-enter until the 'all clear' has been given by the Fire Officer attending.

*N.B. Any child not in the classroom at the time of the fire bell (e.g. in the toilet) should join the first available line of children out of the building and then join the correct class once outside.*

## INSTRUCTIONS TO PUPILS

If the fire bell rings staff should give the following instructions to pupils

1. Remain calm.
2. Immediately stop whatever you are doing and stay in silence.
3. Listen very carefully to the instructions given by the teacher.
4. Lead out of the classroom SILENTLY in single file to the Assembly Point (outside the front door on the pavement)
5. At the Assembly Point line up in silence and respond when the register is called.
6. Your own safety and that of other people is extremely important. You must do exactly as you are asked and follow instructions when they are given. Do not stop to collect any personal belongings. The designated Fire Officer is the Head and in their absence this role will be assumed by one of the Deputy Head, Suzanne Haigh
7. Once outside the building, no-one is to re-enter until asked to do so by the teacher in charge of the class.
8. Any child not in the classroom at the time of the fire bell (i.e. in the loo) should join the first available line of children out of the building and then join the correct class once outside.

## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All new staff (teaching and non-teaching) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at school. They are shown where the emergency exits and escape routes are located, and shown the outside assembly point.

Fire action notices are displayed on the walls of all rooms and in all corridors; everyone is made aware of them and the procedures on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, takes priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

## TRAINING

Fire awareness INSET training, including the basic use of fire extinguishers, is given to all staff during their first term (DVD). Regular refresher training is also held. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

## SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 4.30pm during most half terms and parts of the holiday, apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the school entrance hall.

The School Office is always given advance warning of fire drills and will ensure the Fire Brigade is not called when a drill takes place. If the alarm goes off for any other reason, the fire alarm system will call the Fire and Emergency Service automatically.

## VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in the visitors book in the entrance hall, where they are issued with a visitor's badge, which should be worn at all times when they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits they should use in the event of the alarms sounding.

## RESPONSIBILITIES OF TEACHING STAFF

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 the Head (or in their absence, the Deputy Head Teacher). It is the responsibility of the School Fire Safety Officer to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

On no account should anyone return to a burning building.

## FIRE PRACTICES

Fire practices are held twice a term at Cameron Vale. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Safety Officer helps to ensure that the school can be evacuated safely and quickly in the event of a fire.

## FIRE PREVENTION MEASURES

The following fire prevention measures are in place:

### *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.

- Fire extinguishers (of the appropriate type) are located throughout the school in accordance with the recommendations of the school's professional advisors.
- Smoke/heat detectors are located throughout the building. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated, by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in, or leading onto, escape routes.
- The master panel for the alarm system is located in the school entrance hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. Hugh Freeland, the Health and Safety Officer, is responsible for unlocking the building in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects) is the responsibility of Olivia Reeve-Tucker (with the help of The Health and Safety Officer) who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Regular checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
  - Records of all tests are kept in the Fire File in the School Office

#### *Electrical Safety*

- The School has current electrical test certificates. 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).
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Fire File in the School Office and also in the Health and Safety log in the School Policy Handbook in the Staffroom
- The teachers check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

#### *Lightning Protection*

- All lightning protection and earthing conform to BS 6651-1999. It is tested regularly by a specialist contractor. Records of all tests are kept in the Health and Safety log in the School Policy Handbook in the Staffroom

#### *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 in the log in the School Office
- All kitchen equipment is switched off at the end of service.

#### *Safe Storage*

- We ensure that flammable materials used in teaching or for maintenance are locked in a safe designated place.

#### *Rubbish and Combustible Materials*

- Flammable rubbish is stored outside of the building

- Any combustible materials used in teaching, maintenance and grounds are stored in locked cupboards

## LETTING OR HIRING THE SCHOOL

The standard contractual terms that used for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures.

## PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). 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 arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Risk assessments are used for classrooms; but individual ones are needed for corridors, stairs etc.

Cameron Vale School has a professional fire risk assessment, which is updated every 3 years, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the school's fire risk assessments can be found in the Risk Assessment File in the School Office for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their staff read the sections that are relevant to them.

