



# FIRE RISK (PREVENTION) POLICY AND PROCEDURES (inc EYFS)

*Policy updated: October 2023*

*Policy to be reviewed: October 2025*

## **PART 1: FIRE SAFETY**

### **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 through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Wistan's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Operations Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- 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 shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you.
3. Please take mobile phones so that virtual registers can be taken.
4. No one should talk or run. Make your way to the assembly point in the bottom half of the Lower Playground.
5. Do not take anything extra with you, and do not allow the pupils to take anything. Shut doors behind you if possible.
6. The fire alarm monitoring service will notify the fire brigade, we must confirm by phoning 999 ourselves if we have a fire onsite. Any school fire warden or staff member can make this call.
7. The Staff signing in sheet, the Visitor's signing in register, pupils signing in and out sheet and the Authorised Absence register will be taken to the playground, but this is not essential and no staff should go specifically to the office to retrieve them.
8. Take the register of your class as soon as you reach the assembly point.
9. Report anyone who is missing immediately to the School Fire Safety Manager who will inform the Fire Brigade.  
***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
10. Remain at the assembly point with your pupils until the all clear is given.
11. Following the emergency evacuation, the Headteacher or Operations Manager to ensure all external doors/gates are closed and locked as appropriate, and that the key opening access from inside school to the cartway is returned to the pick-up point.

## **PART 2: FIRE SAFETY PROCEDURES**

### **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures during their first week at St Wystan's School. The pupils are shown where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire, and they are shown the emergency exits and escape routes by the Operations Manager.

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.

We offer training, including the basic use of fire extinguishers, to all staff every three years. 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 8.15am and 4pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located opposite the office, and also near the street door entrance for the Fire Services information. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to evacuate the building at once. The Fire and Emergency Service will be automatically called by the monitoring company, but will have to be confirmed by a member of staff calling 999.

The monitoring company will call the school first, contact the fire service next and they will await confirmation before attending, then the keyholders at Repton Security will be contacted if the school is empty. Repton Security will contact a list of staff members (caretaker/headteacher/operations manager and deputy head).

## **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at the School Office, 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 notice 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 that they should use in the event of the alarms sounding.

## **DISABLED STAFF, PUPILS OR VISITORS**

We have a special one to one induction on fire safety for disabled pupils and their carers, and for disabled members of staff.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to escort them to the assembly point. The teacher will ensure that the name of the disabled person and his or her carer are passed to the School Fire Safety Manager as soon as he or she reaches the assembly point. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

## **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 School Fire Safety Manager. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***On no account should anyone return to a burning building.***

Staff regularly complete a Fire Safety Training online and also training on the use of Fire Extinguishers.

## **FIRE PRACTICES**

We attempt to hold one fire practice every term at St Wystan's School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire. These practices are a mix of announced to staff prior to a practice and unannounced, where the time and date are known only to the SLT.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at St Wystan's School:

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings
- 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, 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 opposite the office 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. The Headteacher, caretaker or pre-school care staff are responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:

- The Caretaker carries out a weekly check of fire doors, automatic door closures and a monthly check of 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 and hoses.
- Records of all tests are kept in the School Office in the Fire Logbook
  - Plans showing the location of fire hydrants, gas and electricity shut off points are displayed next to the Fire Alarm panel

### **Fire Wardens (Fire Marshalls)**

Fire Wardens check that their allocated areas have been evacuated, including toilets, and, if it is safe to do so, close windows and check that fire doors are closed:

<b>Name</b>	<b>Area Responsible For</b>
Kara Lebihan	Form 2, Form 1, toilets, kitchen, hall, boiler room
Kes James	Form 6, Form 5, toilets, Form 4
Maddy Whitten	Reception including toilets
Natasha Lomas	Office, Form 3, meeting room, resource room, staff room, medical room, toilets, music room, ICT suite

### **Registering Children into Pre and After School Activities**

All children are registered before and after school activities. Registers are either stored in the room with the member of staff or with club leaders, so that, in the event of a fire or evacuation, it is known who is in attendance.

### **School Holiday Register**

All staff and/or visitors that attend the school during a school holiday, should sign in and out on the staff signing in form or the Visitors Register. This is to ensure that all people are accounted for in the event of a fire.

## **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].
- Regular portable appliance testing takes place. Staff should not be using any electrical equipment brought in from home unless it has been tested and displays the appropriate labels.
- Records of all tests are kept in the School Office.
- All computers, projectors, printers and electronic whiteboards should be switched off every evening and during holidays and weekends.

## **Lightning Protection**

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the School Office.

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

## **Safe Storage**

- We ensure that flammable materials used in teaching are locked in purpose-made, flame-proof containers at the end of every day.

## **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.

## **POLICY DEVELOPMENT AND REVIEW**

This policy document was produced in consultation with the school community, including school staff and Governors.

This document is freely available to the entire school community.

It will be reviewed on an annual basis.

The most recent Fire Risk Assessment was undertaken by a professional body in February 2021 and is available on request.

**Review:**

**This policy will be reviewed on a regulation two year rolling programme.**

Reviewed by	Operations Manager		
Date Reviewed	October 2023		
Date of Next Review	October 2024		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No