

# St Andrew's CE Primary School



## Fire Risk Assessment Policy and Procedures

Review Summer 2021

Next review Summer 2022

### **Fire Risk Assessment Policy and Procedures**

At St Andrew's CE Primary School all staff share responsibility to ensure that there are effective systems in place around fire safety in their classrooms and other teaching areas. The Head Teacher and Chair of Governors have overall responsibility. In the absence of the Head Teacher, the responsibility to oversee that appropriate checks, safeguards and fire drill procedures are adhered to is with the Senior Leadership Team.

There are three strands to fire risk assessment.

1. To prevent fires from starting.
2. To ensure that there are effective systems in place to protect people from harm in the event of a fire.
3. To ensure - through the school architect - that the physical structure of the premises is designed to control adequately the spread of smoke and fire.

Senior Leadership - Upper/Younger School, the Head and Health and Safety Officer are responsible for carrying out regular fire risk assessment and presenting a termly report, by the Health and Safety Officer, to the school's Governing Body as a standard agenda item.

All staff should be:

- trained in the different types and uses of fire extinguishers;
- familiar with the whereabouts of alarms and extinguishers;
- aware of fire exits;
- aware of exit procedures for persons with disabilities;
- aware of the procedure for raising the alarm.

### **NB**

Fire alarms will be tested weekly by the Caretaker.

Staff induction will include fire safety procedures.

### **Basic Procedures**

In the first instance, staff should be alerted to the risks of fire:

- storing of paper/cardboard near naked flames;
- electrical equipment overloading;
- electrical equipment near water.

Basic good classroom/office management should safeguard against such accidents.

The Caretaker and Cleaning Staff also have similar responsibilities and so any inflammable substances, cleaning equipment should be stored safely - out of harm's way of pupils and staff. The Caretaker and Cleaning Staff have a duty to report to the Head Teacher their concerns regarding any area of the school where fire risks may be discovered whilst carrying out their daily duties.

All Staff (teaching and support) and Cleaning Staff are also to check daily that multi-purpose adaptors/extension leads are safe; that electrical circuit are not overloaded; that electrical equipment is switched off when not in use and especially at the end of each day.

Please see Appendix 1 – Fire Safety.

- Electrical equipment/fire extinguishers are safety checked annually and a record kept with the Admin staff and Caretaker;

## **Doors**

All external doors, corridor doors and classroom doors should be closed after use. Leadership 'walkabout' will monitor this regularly - Support and Admin Staff will help monitor on a daily basis. Lunch time responsibility is with the Senior Supervisor and her team, in regards to all doors being closed after use.

All fire exit doors and designated fire exit windows must be clear of furniture/storage at all times.

## **Fire Exits**

All classrooms will have two fire exits. In some cases one exit will be a window. Designated fire escape windows will be clearly labelled as will all fire exits. The labels must not be covered by display work.

A notice of exit routes is displayed in each classroom.

Pupils with wheelchair disabilities will be accommodated in downstairs classrooms.

## **Education**

Pupils will:

- be reminded regularly of fire exit procedures;
- learn of the value and dangers of fire as part of their curriculum.

Fire blankets are available throughout the school. These must always be readily available during high risk sessions such as cooking.

## **Alarms**

All staff must be familiar with the location of alarms.

## **Fire Drill**

School users will practise evacuation procedures by means of unannounced fire drills. These will be a minimum of one per term.

Times of escape will be taken by the Caretaker, Head and other designated staff so as to monitor speed of different routes. The Caretaker will keep the log up to date.

Simultaneously - as quickly as possible:

1. Head Teacher (or in his absence Senior Leaders) will take up position at the corner of the Field/Small Playground.
2. Designated members of staff will position themselves at the corner of the Small Playground/Nursery Playground.
3. Persons at 1 and 2 above must be able to see each other. Person at 2 above must be able to see car parks area.
4. Staff will lead pupils out through nearest available designated fire exit - as quickly as possible without running.

## **Fire Assembly Points**

Field, Small Playground, Car Park. All pupils to be lined up and well clear of building.

As soon as the adult responsible for their class/learning group is satisfied that all pupils are present, they will signal by raising a hand.

The Head Teacher and Designated Person will then do similar as soon as all staff have signalled.

**Missing Persons** - In the event of a missing person staff will signal by moving arms across the body continuously. In such an event the Head or Designated Person will hastily take action to double check and, if possible/necessary, will do a sweep of toilets as far as safety will allow.

## **IMPORTANT**

At all times staff/support staff/helpers must be clear as to how many pupils are in their learning group and how many visitors/helpers there are in the area.

Pupils must be aware of the procedures to follow if they are out of the classroom (e.g. on monitor jobs, going to the toilet etc.). It is school policy that pupils should not be out of classrooms except for dealing with registers, carrying out monitor jobs or preparing for assembly. Any child who does happen to be out of the classroom must go to the nearest adult **OR** nearest exit and wait on the Field/Small Playground/Car Park and then join his/her class teacher.

Staff to be Designated Fire Marshalls will be updated each September.

The Policy will include the Community Centre - they are to have additional separate drills at out of school times, e.g. evening, early morning. Caretaker to monitor.

First Aid availability to be clear and updated termly.

### **After a Fire Drill**

Staff/pupils will return to their teaching areas, but staff must do a further count to ensure all pupils have returned.

The Caretaker will log the time and any issues arising in the log book.

This policy will be reviewed annually, in the Autumn Term

### **ESCAPE ROUTES (under normal Circumstances)**

<b>ROOMS</b>	<b>EXIT ROUTE</b>	<b>ASSEMBLY POINT</b>
Younger School	Nearest door	Field/Small Playground - whichever is nearest
Upper School	Nearest door/staircase	Car Park/Field - whichever is nearest
Central area - e.g. Hall	Nearest door	Field

## Fire safety

### The law

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to assess the risk of fires and explosions arising from work activities involving dangerous substances, and to eliminate or reduce these risks.

**Most fires are preventable. Those responsible for workplaces and other buildings to which the public have access can avoid them by taking responsibility for and adopting the right behaviours and procedures.**

**This appendix covers general advice on fire safety and also provides guidance on substances that cause fire and explosion.**

### General fire safety hazards

Fires need three things to start – a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches etc.), and anything else that can get very hot or cause sparks
- sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture
- sources of oxygen include the air around us

### What do I have to do?

Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. This shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise.

Based on the findings of the assessment, employers need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire in the workplace, risk assessment should identify what could cause a fire to start, i.e. sources of ignition (heat or sparks) and substances that burn, and the people who may be at risk.

Once you have identified the risks, you can take appropriate action to control them. Consider whether you can avoid them altogether or, if this is not possible, how you can reduce the risks and manage them. Also consider how you will protect people if there is a fire.

- Carry out a fire safety risk assessment
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, e.g. make sure heaters cannot be knocked over
- Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
- Consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells
- Have the correct fire-fighting equipment for putting a fire out quickly
- Keep fire exits and escape routes clearly marked and unobstructed at all times
- Ensure workers receive appropriate training on procedures they need to follow, including fire drills
- Review and update your risk assessment regularly

### Find out more

- The Department for Communities and Local Government (DCLG) website (<https://www.gov.uk/workplace-fire-safety-your-responsibilities>) has advice on the legislation, including premises-specific guidance documents designed to help meet responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

## **The law**

The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales. In the majority of premises, local fire and rescue authorities are responsible for enforcing this fire safety legislation.

## **Dangerous substances that cause fire and explosion**

Work which involves the storage, use or creation of chemicals, vapours, dusts etc. that can readily burn or explode is hazardous. Each year people are injured at work by flammable substances accidentally catching fire or exploding.

This section does not cover explosives – the HSE website has more detailed information on explosives<sup>[5]</sup> and similar substances. It also has information on gas safety.

## **What are the hazards?**

Many substances found in the workplace can cause fires or explosions. These range from the obvious, e.g. flammable chemicals, petrol, cellulose paint thinners and welding gases, to the less obvious – engine oil, grease, packaging materials, dusts from wood, flour and sugar. It is important to be aware of the risks and to control or get rid of them to prevent accidents.

## **What do I have to do?**

To help prevent accidental fires or explosions, you first need to identify:

- what substances, materials, processes etc. have the potential to cause such an event, i.e. substances that burn or can explode and what might set them alight
- the people who may be at risk/harmed

Once you have identified the risks, you should consider what measures are needed to reduce or remove the risk of people being harmed. This will include measures to prevent these incidents happening in the first place, as well as precautions that will protect people from harm if there is a fire or explosion.

## **Key points to remember**

- Think about the risks of fire and explosions from the substances you use or create and consider how you might remove or reduce the risks
- Use supplier safety data sheets as a source of information about which substances might be flammable
- Consider reducing the amount of flammable/explosive substances you store on site
- Keep sources of ignition (e.g. naked flames, sparks) and substances that burn (e.g. vapour, dusts) apart
- Get rid of flammable/explosive substances safely
- Review your risk assessment regularly
- Maintain good housekeeping, e.g. avoid build-up of rubbish, dust or grease that could start a fire or make one worse

You also need to consider the presence of dangerous substances that can result in fires or explosions as part of your fire safety risk assessment. This is required under the Regulatory Reform (Fire Safety) Order 2005 (in England and Wales) and under Part 3 of the Fire (Scotland) Act.

The Fire and Rescue Authorities deal with general fire safety matters in workplaces apart from on construction sites including shipbuilding where these are dealt with by HSE or its agents.

Enforcement responsibility for fire safety where dangerous substances are kept and used generally lies with HSE (or local authorities if they inspect the premises).

## **Find out more**

Guidance on flammable/explosive substances at <http://www.hse.gov.uk/fireandexplosion/>