



Inspiring All to Excellence



Edge Hill Academy

Fire Safety Policy

Document Control

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Aims

It is the overall aim of Edge Hill Academy to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety

The Headteacher is appointed as the Fire Safety Manager for the academy and will have overall responsibility for fire safety. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions in place. They will also ensure that a fire evacuation drill is undertaken in each term, that fire notices are kept up to date and that fire safety equipment is maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every year, or when something changes, e.g., a new extension/change of room use. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire and evacuation procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all Academy Staff

All academy staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see Appendix A).

They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.

They should also ensure that pupils for whom they are responsible are informed of the fire procedure. Children with specific needs will have a Personal Emergency Evacuation Plan (PEEP). These will be kept in classes as well as a copy in the school Risk Assessment File.

Fire Training and Evacuation Drills

Fire Marshal training will be provided at least every two years for designated permanent academy staff. This will ensure that they are aware of fire safety and the academy fire procedure, including training in the practical use of fire extinguishers.

All staff/ people on site whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points.

It is the responsibility for the Fire Safety Manager to ensure this instruction is given in accordance with the checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are maintained by the site supervisor and are available for inspection by any enforcement authority.

Maintenance and records of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract and administered by professional consultants that are used across the Trust. However, the academy site supervisor will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test and records kept
Fire alarm and test	Weekly	Test key operation of different call points each week in rotation. Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases are operated. Reflection of identified strengths and any developmental points.
Fire alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting and test	Monthly	Operation of test switch or circuit breaker and check that light illuminates. Date of test, numbers or locations of lights tested and whether test was satisfactory.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors and test	Weekly	Check that doors are closing fully and, where fitted, latches are operating. List of all doors checked date of check and results.
Corridors, Escape Routes, and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors and test	Weekly	Check that doors are opening freely and that emergency exit fittings are operating. List of all exit doors checked, date of check and results.
Sprinkler System and test	Annually	Check sprinkler heads, flow test, test alarm system, inspect tank, legionella test, etc. To be carried out by accredited engineer.

		Date of test, numbers or locations tested and whether test was satisfactory.
Practice fire evacuation drill	Termly	Date of drill, details of exits obstructed and time to evacuate. Reflection of identified strengths and any developmental points.
Fire safety training	Dated as required	Nature of training, names of those who attended, name of instructor and duration of training.

Notices

All fire exit routes will be clearly signed by clear signs and directional arrows.

Appointment and Duties of Fire Wardens / Marshals

The school has 8 appointed teaching or administrative staff as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B). It is the Fire Wardens responsibility to inform their deputies if they are off site and not able to fulfil their duty.

Appointment and Duties of PEEPs (Personal emergency evacuation plans)

The school will assign a member of staff to oversee the safe evacuation of any pupils who need support to evacuate the building in an emergency. It is the PEEPs responsibility to inform their superiors if they are off site and not able to fulfil their duty.

NB. There are designated areas at the top of the stairs by Year 6 for those unable to safely exit the building, where they can wait safely for up to 30 minutes.

Raising the alarm

In the event of alarm failure, a school hand bell will run continuously in order to raise the alarm.

Calling the Fire Brigade

The Fire Brigade are automatically notified of an alarm through the line connected to the fire alarm e.g., Redcare. But they will also be phoned by the headteacher or deputy to confirm fire.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for meeting or ensuring that one member of staff is available to meet the fire brigade on arrival. On arrival, the fire brigade will be given as much information as possible (especially details of any pupils / staff waiting in any holding areas inside the building). They will be directed to the entrance areas for the building where the alarm panels are located.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the evacuation controller is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of people involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license and these conditions will have to be met.

Review

These procedures will be presented to all staff annually and any new staff who arrive during the school year through induction. The Local Governing Body will review this policy annually and this will be communicated to the Trust Board through the Headteacher's Report (Termly).

EMERGENCY EVACUATION PROCEDURE (Appendix A)

ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g., fire, gas leak, bomb alert.

Up to date fire instruction and action notices are placed at every exit: designated fire exits are clearly marked.

Only attempt to tackle fire extinguishers on small fires if you are trained and confident to do so.

Leave the building immediately out the nearest fire exit and leave all belongings behind.

In the event of a missing person, report immediately to the Head teacher or person in charge.

DO NOT GO BACK IN THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.

ACTION WHEN FIRE ALARM SOUNDS

Role	Action / Responsibility
Class Teachers/TAs	<ol style="list-style-type: none">1. Instruct pupils to remain calm, to leave all personal belongings and to line up in preparation for evacuation.2. Immediately evacuate the building taking all children in your charge through the nearest/most appropriate exit.3. Close the doors and windows on leaving if appropriate.4. Lead all pupils to the designated assembly point (playground) via the assigned route.5. Call the register, which the office staff will distribute (conduct a head count whilst registers are being distributed).6. Fire Wardens hand over information to Fire Safety Manager to indicate they have checked their designated zones and they are clear.7. Notify Fire Safety Manager immediately of any missing children or staff.8. Wait for further instruction.
Office Staff	<ol style="list-style-type: none">1. Print off "Fire Evacuation Report".2. Print off "Todays Register Report" from Integris.3. Pick up master copies of class registers in Fire Evacuation folder.4. Print out visitor signing in register.5. Leave the building through the nearest exit.6. Distribute registers to Class Teachers – ensure all classes are present.7. Check visitors against visitors' sheet.8. Check staff against staff Inventory register.

	<p>9. Notify the Fire Safety Manager immediately of any missing children/ classes/staff/visitors.</p> <p>10. Wait for further instruction.</p>
Fire Wardens / Marshals	<p>1. Upon exiting the building, thoroughly check the areas as you move through, ensuring all fire doors are closed.</p> <p>2. Any checks on toilet areas should include a check on individual cubicles</p> <p>3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one.</p> <p>4. Never open a door if you suspect there may be a fire behind it.</p> <p>5. Once zone checked and cleared inform fire safety manager at assembly point. (If not checked or cleared, please inform immediately).</p>
Kitchen Staff	<p>1. Switch off power and gas.</p> <p>2. Evacuate the building through the assigned exit.</p> <p>3. Go to the designated assembly point via the quickest/safest route.</p>
Visitors	<p>1. Evacuate the building through the assigned exit as listed.</p> <p>2. Go to the designated assembly point via the quickest route.</p>

Designated Fire Assembly Points Assembly Point: Playground

All children, staff and visitors should make their way immediately to the Assembly Point in the case of an emergency.

When assembled here, staff will conduct a head count.

Administration staff bring out the pupil, staff and visitor registers, late reports, and any visitor signing in sheets and names will be cross-referenced to ensure no one is missing.

Fire Wardens will hand over information to Fire Safety Manager (Headteacher) to indicate whether a zone has been checked and cleared. If for safety reasons a zone has not been completely checked and cleared, the Fire Warden must inform the Fire Safety Manager immediately.

If unable to gain access to the Assembly Point, there will be a full site evacuation.

If this scenario arises, Fire Wardens, having checked their zones, should make their way to the emergency evacuation centre as guided by the Fire Safety Manager.

All remaining staff, children and visitors should make their way to our emergency evacuation centre which is: **The concreted area outside the school gate.**

The Office Manager will remain at site (if safe) to meet the Fire Brigade. The Fire Safety Manager will take charge at the emergency evacuation centre.

Roles and Responsibilities in case of Emergency Evacuation (Appendix B)

(To be completed annually as staff are employed)

(Fire Marshals: Simon Russell, Jane Foster, Louise Lloyd, Sue Stokes, Hefin Richards, Jade Barrett, Becky Collyer and Jess O'Neill)

Role / Responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Fire discovered by individual – break glass	Person discovering the fire		
Print off relevant inventory reports and take registers for pupils, staff and visitors/ contractors Distribute registers to Teachers at assembly point.	Sue Stokes	Ros Jarvis	Alison Vernon
Fire Safety Manager Check with class teachers for missing children Check with office staff that visitors/contractors are all accounted for Meet the fire brigade Report any missing children/staff/visitors so that a search can be initiated	Simon Russell	Jane Foster	Sue Stokes
Fire Warden 1 Zone 1: Offices, Toilets, Hall, Dining Room, Kitchen, Staff room Report to Fire Safety Manager	Jane Foster	Sue Stokes	Simon Russell
Fire Warden 2 Zone 2: Year 3 cloaks, lift space, boys toilets, Quiet rooms Report to Fire Safety Manager	Jess O'Neill	Wendy Grimley	Louise Lloyd
Fire Warden 3 Zone 3: Year 4 and 5 cloaks, Girls' toilets, library Report to Fire Safety Manager	Jade Barrett	Jemma Butler	Rachel Robinson / Rachel Sprenglewski
Fire Warden 4 Zone 4: Outside stairwells, Year 6 upstairs cloaks, lift space Report to Fire Safety Manager	Louise Lloyd	Becky Collyer	Catherine Holling
Fire Warden 5 Zone 5: Year 5 stairwell, corridor, boys toilet (re-check) Report to Fire Safety Manager	Becky Collyer	Sarah Springall	Dena Gibson
Lunchtime Staff			
All lunchtime staff must ensure children move to the relevant assembly point in an orderly fashion. Children should be lined up in classes initially and then walked quietly via the safest route. Children in the dining hall must exit through the playground door to the Assembly Point. Fire wardens, allocated to zones, will check the internal areas if safe to do so.			
Meeting the Fire Brigade	Simon Russell	Jane Foster	Sue Stokes
School / Car park Gates to be secured after drill	Hefin Richards		

Site Manager will do a site walk after fire drills to ensure the site is secure before returning to the building

PEEPs

*List here which staff member PEEP (Personal emergency evacuation plans) are assigned to.
Currently - none*

Checklist for First Day Fire Safety Instruction (Appendix C)

Take the new starter through the safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular, leaving the building with any pupils which the member of staff is responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained; if it is safe to do so; the alarm has been raised first and after an evacuation has been started.