

Holme Grange School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

Holme Grange School

Whole School Policy Including EYFS



Fire Risk Prevention Policy

Date:	Amendment:	Reviewed by:	Authorised by:
Sep 2023	Next Review		
Sep 2021	Reviewed & Revised	RC Plumpton	
Sep 2019	Reviewed & Revised	RC Plumpton	SMT – 08/10/2019
Sep 2017	Reviewed & Revised	D Hayes	
Sep 2016	Original Version	C Plumpton	

1. FIRE SAFETY

1.1 INTRODUCTION

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

1.2 ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The Head of Estates is the designated School Fire Officer, who is responsible for ensuring the following:

- The Fire Safety policy is kept under regular review by the Governors and the Senior Management Team (SMT).
- The Fire Safety policy is disseminated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instruction displayed around the school, on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.

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- Fire risk assessment 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.

1.3 EMERGENCY EVACUATION PLAN

All new staff and pupils, all contractors and visitors are shown the following notice:

ON DISCOVERING A FIRE

1. Immediately operate nearest alarm call point.
2. Dial 9-999 to call the fire brigade.
3. If possible, tackle the fire using the appliances. (**DO NOT** endanger yourself or others in doing so).

ON HEARING ALARM OF FIRE

4. Leave the building by nearest available exit
5. Close all doors and windows behind you (**DO NOT** endanger yourself or others in doing so)
6. Report to person in charge of assembly point
7. Do not take risks
Do not stop to collect personal belongings.
Do not re-enter the building for any reason unless authorised to do so.

2. FIRE SAFETY PROCEDURES

2.1 BRIEFING NEW STAFF AND PUPILS

All new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Holme Grange School. We show them 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.

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. Holme Grange offers fire awareness training, including the basic use of fire extinguishers, to all staff on a regular basis. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

2.2 SUMMONING THE FIRE BRIGADE

The School Office is manned between 8:15am and 6:00pm during term-time and the Bursary covers during the School holidays. The master fire panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the entrance hall way to the Scott Wing. The School Office is always given advance warning of a fire practices. If the alarm



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goes off for any other reason, the staff must ascertain the location of the fire detection unit and the Headteacher and or Head of Estates takes the decision to summon the Fire and Emergency Service at once.

The Headteacher lives on site and has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed.

2.3 VISITOR AND CONTRACTORS

All visitors and contractors are required to sign in at reception, 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 (See 1.3) and advised of the location for 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.

2.4 DISABLED STAFF, PUPILS OR VISITORS

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

2.5 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 Headteacher or Head of Estates as soon as he or she reaches the assembly point.

ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING

2.6 FIRE PRACTICES

Holme Grange School holds one fire practise every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff in every building helps ensure that the school can be safely evacuated in the event of a fire.

2.7 FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Holme Grange School;

2.7.1 ESCAPE ROUTES AND EMERGENCY EXITS

- There are at least two escapes 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), are located in every building in accordance with the recommendations of our professional advisors – R.E.S
- Manual call point (MCP) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors – Churches Fire.
- All stairs, passages and emergency exits are illuminated by emergency lighting.

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- Door guard fire door retainers (where fitted) are active by the fire alarms, located on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the Scott wing entrance hall and shows the location of a fire.
- Keeping fire routes and exits clear at all times. The Maintenance team are responsible for unlocking the buildings in the morning and locking in the evening, before locking any building they are to ensure each building isn't occupied. When carrying out their checks they also ensure that escape routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects in the register provided). This is the responsibility of the Maintenance Manager. The Head of Estates arranges for an ISO 9001 certified /BAFE approved contractor to carry out:
 - Six monthly professional checks 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 Log which is held in the Estates Office.
- Plans showing the location of gas and electricity shut off points are in the Fire Log which is held in the Estates Office. Electricity to the site shuts off from the sub- sub-station (brick building) opposite the Sports hall. The kitchen has a gas safety deadlock system with panic shut-off buttons at each exit door. The Science laboratories have gas safety cut-off adjacent to the entrance door of each classroom on the wall. The swimming pool is currently a designated source of water, in the absence of a fire hydrant. Fire hydrants are currently located at the very front of school opposite the pheasant farm and the rear of school back gate.

2.7.2 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 which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place annually by a contractor
- Records of all tests are kept in the Estates Office or R:\10 Admin\Estate\Compliance Checklist\Electrical Fixed Wiring (5 Years)\2018
- The science teachers checks that all scientific equipment is switched off at the end of the school day.

2.7.3 LIGHTING PROTECTION

- All lighting protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records are kept in the Estates Office or R:\10 Admin\Estate\Compliance Checklist\Lighting Conductors\2021

2.7.3 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 Estates Office.
- A Landlord's gas safety certificate is held for the Lawnside House – the School domestic accommodation in the Estates Office or R:\10 Admin\Estate\Compliance Checklist\Gas Safety Appliances, Installations & Pipe Work.



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- All kitchen equipment is switched off at the end service. There is a gas safety deadlock system with panic shut – off buttons at each exit door in the case of an emergency.
- The science laboratories are checked regularly by the science teachers to ensure that the central gas supply is turned off using the control shut-off valve by the classroom entrance.

2.7.4 SAFE STORAGE

- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Rubbish and Combustible Materials
- Flammable rubbish is stored in the secured rubbish compound, outside the kitchen.
- Combustible materials used in teaching, catering, maintenance, grounds maintenance are stored in flame proof cupboards.

2.7.5 LETTING OR HIRING THE SCHOOL SITE

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that (he/she) has read and understood the school's fire safety policy and procedures.

3. FIRE RISK ASSESSMENT

The schools Fire Risk Assessment (FRA) meets the requirements of the Regulatory reform (Fire Safety) Order 2005 specifically identifying;

- The Hazard
- 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. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Holme Grange School has professional fire risk assessment which is updated biannually if there are significant changes made to the interior of the building or new buildings are added the fire risk assessment will be assessed and changed.

