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**Violet Way Academy**

# **Fire Safety Policy**

## Document Control

Policy Title	Fire Safety Policy
Effective Date	Autumn 2022
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Policy Owner	Violet Way Academy
Policy Approver	Local Governing Body

## Version Control

Version	Date	Amended by	Comments
V2	30.08.2022	Michelle Kee	See comments below

Section	Changes Made
Appendix B and C	Updated information
Maintenance section	Updated information

## **Aims**

It is the overall aim of Violet Way 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 in the academy. 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 maintained. They will also ensure that a fire evacuation drill is undertaken early 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 use of room. 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 (Appendix B).

## **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 (Appendix A and Appendix B).

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 – Appendix C). These will be kept in classes and the SENDCO will hold a copy.

## **Fire Training and Evacuation Drills**

Fire Marshal training will be provided at least every two years for all permanent full-time academy staff with Fire Marshal responsibilities to 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 E. The Fire Safety Manager will also ensure that all fire safety records are maintained by the site manager and are available for inspection by any enforcement authority.

## Maintenance 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 caretaker will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire alarm	Weekly	Test key operation of different call point each week in rotation.
Fire alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly by Site manager and 6-monthly by external contractor	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly visual checks Chubb Annually	Check that seals are intact; equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.] Check that doors are opening freely and that emergency exit fittings are operating

## Records

The following records will be kept by the school:

Record Type	Information to be Recorded
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated. Reflection of identified strengths and any developmental points.
Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.

Practice fire evacuation drill	Date of drill, details of exits obstructed and time to evacuate. Reflection of identified strengths and any developmental points.
Fire safety training	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 Marshals

The school will appoint a number of teaching or administrative staff as fire marshals. 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 C). It is the Fire Marshals' responsibility to inform the Fire Safety Manager when they are off site and would not be able to fulfil their duty.

## Appointment and Duties of Support Staff for PEEPs (Personal Emergency Evacuation Plan)

Risk assessments and procedures are undertaken and updated to take into account any person with special needs or requirements. Evacuation procedures relating to special needs are detailed in pupils' own risk assessments.

A Personal Emergency Evacuation Plan PEEP (Appendix D) - will be completed for pupils with special needs or requirements, for example, SEND, medical or injury, which means they require support during evacuation. The SENDCO The evacuation procedure for pupils with a PEEP and their supporting member of staff is as follows:

- a) It is important that pupils are evacuated to safety, do not stop to collect your belongings, go straight to the assembly point.
- b) The Support member of staff must ensure that the priority is for the child in their care.
- c) Any further details will be evaluated and reviewed with the Headteacher, SENCO and the support assistant. This may alter dependent on the severity of the needs, in this case an individual risk assessment will be done for the duration of the normal day with attention made to evacuation.

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 responsibility of the support member of staff (recorded on a child's PEEP) to inform their line manager or SLT if they are off site and not able to fulfil their duty.

## Raising the alarm

There are fire call points around school that can be used to set off the fire alarm. The fire alarm is a continuous siren (nee naw, nee naw). Automatic smoke detectors will also set the fire alarm off. In the event of alarm failure, a school bell will ring continuously in order to raise the alarm.

## Calling the Fire Brigade

The Fire Safety Manager will call the Fire Brigade on 999 if smoke or fire is detected / reported. If smoke or fire has not been detected / reported then the Fire Safety Manager and a Fire Marshal will return to the building to check the fire alarm panel and the cause of the alarm sounding.

### **Meeting the Fire Brigade**

The Fire Safety Manager is responsible for meeting or ensuring the 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 that are known to be in the building). They will be directed to the main entrance area 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 Fire Safety Manager 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 persons 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.

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 to the assembly point, and leave all belongings behind. Up to date fire routine notices are placed at every exit: designated fire exits are clearly marked

### **ASSEMBLY POINT:**

**PLAYGROUND for EYFS and KS1**  
**NURSERY PLAYGROUND for OPOJ Nursery pupils**  
**SPORTS COURT for Care club / children in dinner hall**

In the event of a missing person, report immediately to the Headteacher/Fire Safety Manager.

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

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers/TAs	<ol style="list-style-type: none"><li>1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest/most appropriate exit</li><li>2. Immediately evacuate the building taking all children in your charge through the nearest/most appropriate exit</li><li>3. Close the doors and windows on leaving if appropriate</li><li>4. Lead all pupils to the designated <b>ASSEMBLY POINT</b> via the quickest/safest route and line up</li><li>5. Call the register, which the office staff will distribute (conduct a head count whilst registers are being distributed)</li><li>6. Notify Fire Safety Manager (Headteacher) immediately of any missing children or staff.</li><li>7. Wait for further instruction</li></ol>
Office Staff	<ol style="list-style-type: none"><li>1. Print off "Fire Evacuation Report" from Inventory</li><li>2. Print off "Today's Register Report" from Integris.</li><li>3. Pick up master paper copies of class registers in Fire Evacuation folder</li><li>4. Print out visitor signing in register</li><li>5. Leave the building through the nearest exit. Fire Marshals to check designated zones when leaving the building and inform the Fire Safety Manager that designated zones have been checked and cleared.</li><li>6. Distribute paper registers to Class Teachers – ensure all classes are present</li><li>7. Check visitors against visitors' sheet</li><li>8. Check staff against staff Inventory register</li><li>9. Notify the Fire Safety Manager (Headteacher) immediately of any missing children/classes/staff/visitors.</li></ol>

	10. Wait for further instruction
Fire Marshals: Michelle Kee ( <i>Fire Safety Manager</i> ) Kate Williams Bill Willingham Lucy Evans Shirley-Anne Magill	<ol style="list-style-type: none"> <li>1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed</li> <li>2. Checks on toilet areas should include a check on individual cubicles</li> <li>3. If you encounter any person's 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</li> <li>4. Never open a door if you suspect there may be a fire behind it</li> <li>5. Once zone checked and cleared inform fire safety manager at assembly point</li> </ol>
Kitchen Staff	<ol style="list-style-type: none"> <li>1. Switch off power and gas.</li> <li>2. Evacuate the building through the nearest/most appropriate exit</li> <li>3. Go to the designated assembly point via the quickest/safest route</li> </ol>
Lunchtime Staff	<ol style="list-style-type: none"> <li>1. All lunchtime staff must ensure children move to the relevant assembly point in an orderly fashion.</li> <li>2. Children should be lined up in classes in their usual places initially and then walked quietly via the safest route.</li> <li>3. Children in the dining hall must exit through the gate onto the car park and then round to the Assembly Point.</li> <li>4. Fire Marshals (see above) allocated to zones will check the internal areas if safe to do so.</li> </ol>
Visitors	<ol style="list-style-type: none"> <li>1. Evacuate the building through the nearest/appropriate exit</li> <li>2. Go to the designated assembly point via the quickest route</li> </ol>

### **ASSEMBLY POINT:**

**Main point: SCHOOL PLAYGROUND (by the bandstand) for EYFS and KS1  
NURSERY PLAYGROUND for OPOJ Nursery pupils  
SPORTS COURT for Care club / children in dinner hall**

If we are for any reason unable to gain access to Assembly Point it is highly likely there will be a full site evacuation. If that scenario arises Fire Marshals having checked their zones should make their way to the safest assembly point in the first instance.

If we are unable to access the Assembly Point, all staff, children and visitors will make their way to our emergency evacuation centre which is: Paulet High School (grassy area on the driveway of Paulet High School).

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.









## Appendix B: EMERGENCY EVACUATION PROCEDURE POSTER TO BE DISPLAYED IN SCHOOL AT EVERY EXIT

### EMERGENCY EVACUATION PROCEDURE

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

**The Evacuation Alarm is a CONTINUOUS SIREN**

<b>EMERGENCY EVACUATION</b>	
	Any member of staff discovering a fire should activate the alarm by the nearest available Fire Alarm Point.
	Fire Alarm sound: The setting off of a call point or smoke triggering an automatic smoke detector will set the fire alarm off. <b>This alarm is a continuous ringing siren (nee naw, nee naw, nee naw).</b>
	<p><b>When the alarm sounds evacuate the building via your <u>nearest exit</u> as quickly as possible. <u>Do not stop to take equipment or personal possessions.</u></b></p> <ul style="list-style-type: none"> <li>• Teachers to alert children to <b>evacuate rapidly and in silence</b></li> <li>• Teacher to take the lead – children follow</li> <li>• All use a safe designated route</li> <li>• Fire Marshals to check designated zones (if it is safe to do so) and close doors once all children are out</li> </ul> <p style="text-align: center;"><b>To contact the Fire Brigade Call 999</b></p>
	<p>All occupants should proceed to the designated <b>Assembly Point:</b></p> <p style="text-align: center;"><b>Main: SCHOOL PLAYGROUND (by the bandstand) for EYFS and KS1</b>  <b>NURSERY PLAYGROUND for OPOJ Nursery pupils</b>  <b>SPORTS COURT for Care club / children in dinner hall</b></p> <p>Fire Marshals hand over information to Fire Safety Manager (Headteacher) to indicate they have checked their designated zones and they are clear.</p>
	<b>DO NOT RE-ENTER THE BUILDING</b> until advised to do so by the Fire Safety Manager (Headteacher (Michelle Kee), or other Fire Marshall in her absence).
	Visitors must proceed out of the nearest exit and directly to the Main Assembly Point (or secondary assembly point if closer). Confirm with the Fire Safety Manager that you have evacuated and are safe (Student teachers & work experience remain with class).

## Appendix C: Roles and Responsibilities in case of Emergency Evacuation

*(To be completed annually as staff are employed)*

Role / Responsibility	Person responsible	In case of absence (1)	In case of absence (2)
<p style="text-align: center;"><b>Fire Safety Manager</b></p> <p>Check with class teachers for missing children</p> <p>Check with office staff that visitors/contractors are all accounted for</p> <p>Call 999 if the call of the alarm is smoke or fire</p> <p>Meet the fire brigade (may be delegated to office staff)</p> <p>Report any missing children/staff/visitors so that a search can be initiated</p>	Michelle Kee	Kate Williams	Shirley-Anne Magill
<b>Zones</b> ( <i>vulnerable areas where children don't have direct supervision i.e. toilets &amp; shared and open areas</i> )	<b>Fire Marshals</b> ( <i>assigned to check zones are clear - indicated below</i> )		
Zone 1 OPOJ Nursery	Sue Blackman		
Zone 2 Hall, Reception corridor and toilets Report to Fire Safety Manager	Lucy Evans		
Zone 3 Staff and visitor toilets, Little Office Report to Fire Safety Manager	Michelle Kee		
Zone 4 Dining Hall, Kitchens Report to Fire Safety Manager	Michelle Kee		
Zone 5 Year 1 corridor, including pupil toilets Report to Fire Safety Manager	Kate Williams/Michelle Kee		
Zone 6 Year 2 mobile classrooms, including pupil toilets and shared space Library, Art Room and IT Room, including toilets Report to Fire Safety Manager	Bill Willingham		

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



### **Personal Emergency Evacuation Plan (PEEP)**

#### **INSERT NAME**

Where people with special needs use or work in the premises, a written Personal Emergency Evacuation Plan (PEEP) may be necessary to enable them to leave the building safely in an emergency. This guidance is provided for those people responsible for ensuring the safety of disabled people using the building in the event of a fire.

Examples within the range of impairments / conditions

- Wheelchair users
- Ambulant disability – disabled people who are able to walk but depend on the use of prosthesis (artificial limbs), sticks, crutches or other walking aids.
- Sensory impairments – deaf or hard of hearing or a visual impairment
- Physical impairment – using a wheel chair or difficulty using their arms or legs
- Mental health conditions and learning difficulties
- Recovery from operations or recent injuries
- Potentially vulnerable people e.g. pregnant women
- Long standing health conditions or ill health e.g. epilepsy, diabetes

Personal Emergency Evacuation Plans are based on the need to:

- Consult with the disabled individual
- Take into account the unique characteristics of each building

The following factors should be considered when writing a PEEP

- The individuals condition / impairment
- What is the nature of the individuals condition / impairment?
- What problems does the individual feel they would encounter if they were evacuating the building in an emergency?
- What buildings or area of the building, does the individual commonly use?
- Are the Fire Marshals aware of any potential problems evacuating the building?
- What are the current evacuation arrangements for the individual?
- Are there any people appointed to assist the individual?
- The exit routes that can be used
- How and where to report to designated personnel
- Means of alerting the individual to the alarm activation

Child's Name:

Date:

Class:

Year Group:

Class teacher:

Named Support Staff:



## Raising the Alarm

At no time is

to be left unattended, therefore, the alarm would be raised through adult support.

## Emergency Evacuation

formed of the emergency procedures for evacuation. This is updated at least yearly and practised termly.

is responsible for

evacuation.



## Exit Route Procedure

### Classroom

On hearing the fire alarm the class will line up. \*\*\*\*\* will take his/her place at the front of the line.

will exit the building through the nearest available fire exit and onto the playground where he/she will line up with the rest of his/her class at their designated assembly point (SCHOOL PLAYGROUND (by the bandstand) for EYFS and KS1 / NURSERY PLAYGROUND for OPOJ Nursery pupils / SPORTS COURT for Care club or children in dinner hall).

will supervise \*\*\*\*\* during the evacuation.

### Hall

On hearing the fire alarm, the children are to line up.

will take his/her place at the front of the line and exit through the nearest available fire exit supported by

who will supervise \*\*\*\*\* during this.

Should an emergency evacuation be required during lunch time when \*\*\*\*\* is in the hall eating his/her lunch, he/she will exit the hall with the other children. Lunch time supervisors are in the hall during lunch time and will assist if required.



# PLAYGROUND

\*\*\*\*\* will line up with the other children at their designated assembly point, (SCHOOL PLAYGROUND (by the bandstand) for EYFS and KS1 / NURSERY PLAYGROUND for OPOJ Nursery pupils / SPORTS COURT for Care club or children in dinner hall), where the class register will be taken.

## Designated Assistance

<div></div>	is the designated support for
<div></div>	
In his/her absence	<div></div>
will be supported by	<div></div>

## Method of Assistance

## Safe Routes

The school is built on one level and all classrooms have emergency exits. Wide corridors and doors allow easy access for disabled children. A copy of the exit route is attached.

Has the route been travelled by child and staff member?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a copy of the exit route plan been attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the equipment detailed above been tried and tested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all the issues been completed to full satisfaction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a copy of this been sent to the Fire Safety Manager?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Fire Safety Manager informed the Fire Marshals of these arrangements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If no to any of the above, please explain:

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above.

Signature:

Date:

Manager's  
Signature:

Date:

Manager's  
Name:

This plan must be reviewed on an annual basis. When significant changes are identified, amendments must be made.

Date of next review:

## Appendix E: Checklist for First Day Fire Safety Instruction

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 for which the member of staff is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need 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 and the alarm has been raised first and after an evacuation has been started