



# **ALTRINCHAM PREPARATORY SCHOOL**

## **Fire Safety Policy**

Author:	Mrs Denise Barber – Business Operations Manager
Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	November 2022
Summary of changes:	Annual review
Date of next review:	August 2023

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

## **1. SCOPE**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

## **2. OBJECTIVES**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **3. GUIDANCE**

- 3.1 The School's priority is to minimise the risk to life and to reduce injury through maintaining the physical fire safety integrity of the School, by ensuring that staff, pupils, visitors and contractors do not add to the fire risk and through safe evacuation of School buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at APS are designed to help the School's community to respond calmly and effectively in the event that a fire breaks out in one of the buildings.
- 3.2 The School has in place procedures for:-
  - a. carrying out fire risk assessment
  - b. preventing fires
  - c. evacuation in the event of a fire
  - d. maintaining and checking all fire detection, alarm and fighting systems
  - e. monitoring and reviewing safe systems of work and hot work permits.
- 3.3 The School's Fire Safety Manager is Mr Alan Hurst, Governor with responsibility for Health and Safety. The Fire Safety Manager has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
  - a. posting a copy of the fire map in the entrance area of the School buildings
  - b. bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions
  - c. providing at least one trained Fire Warden in every building. All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training.

## **4. FIRE RISK ASSESSMENT**

- 4.1 All of the School's premises will be subject to a fire risk assessment. This will be conducted by an external consultant and handed to the Business Operations Manager, Mrs Denise Barber, who will liaise with the Fire Safety Manager on the results of the risk assessment.
- 4.2 The fire risk assessment will be reviewed and/or updated every year or when there is any alteration to the buildings, a change of occupation and use of the premises or following a fire incident/emergency.
- 4.3 A copy of the fire risk assessment report will be available from the Business Operations Manager and employees attention brought to any hazards found in the assessment.
- 4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 4.5 Regular assessments will be made by staff, including the Fire Safety Manager, Fire Wardens and Site Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **5. FIRE DETECTION**

Each of the School's premises is equipped with adequate fire detection. The detection equipment is maintained and regularly checked by competent persons. Records of these checks are kept by the Business Operations Manager.

## **6. FIRE ALARM**

- 6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be carried out by the Site Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 6.3 The fire alarm system will be serviced annually by a competent contractor (eg ISO 9001 / BAFE).
- 6.4 Records of these tests and servicing will be held by the Business Operations Manager.

## **7. FIRE FIGHTING EQUIPMENT**

- 7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.
- 7.2 Fire extinguishers/fire blankets will be serviced by a competent contractor annually and the service date recorded on each extinguisher/fire blanket.

## **8. EMERGENCY LIGHTING**

- 8.1 Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 8.2 The School's emergency lighting will be tested monthly (charge & illumination) by the Site Manager and an annual full discharge test will be conducted by a competent contractor.
- 8.3 Records of testing and servicing of emergency lights will be held by the Business Operations Manager.

## **9. EMERGENCY PROCEDURES**

- 9.1 Written emergency procedures will be provided to all staff, visitors and contractors. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a lockdown.
- 9.2 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this guidance.
- 9.3 There are adequate means of escape for all occupants of the School premises. These means of escape will be clearly signed with pictograms and escape route maps are displayed within each room of the School buildings.
- 9.4 The means of escape are regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.
- 9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the School Office when notified. Example arrangements are included at Appendix 2 to this guidance.
- 9.6 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 and the taking of the class register 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 Fire Warden. It is the responsibility of the Fire Warden to ensure that this information is passed to the Fire and Rescue services as soon as they arrive. No-one is to return to the building until the all clear is given by the Fire and Rescue Services.
- 9.7 **SUMMONING THE FIRE AND RESCUE SERVICES:** The School's fire alarm system is linked to the School's external security firm who will call the fire and rescue services if no response is obtained from the School. The School

Office is manned between 8.00am and 5.00pm 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 are physically located in: a) the visitor entrance at Marlborough Road, b) the pupil entrance at Highbury and c) the main entrance at Bank Place. Advance warning of fire drill practices is given to the Business Operations Manager and Site Manager. Advanced notice is only given to class teachers for the first fire drill practice of the School year. If the alarm goes off for any other reason, the administrative staff have standing instructions to immediately ensure that the Fire and Rescue Services have been summoned regardless of the fact that the security firm will also summon them.

9.8 Whilst the School's fire alarm system is linked to the School's security firm at all times, Mrs Samina Diveney, Site Manager and Mr Andrew Hill, the Chair of Governors, are on call throughout the year, including public holidays. These members of staff have standing instructions to ensure that the fire and rescue services have been summoned if the alarm sounds outside the hours that the School Office is staffed.

9.9 Fire drills are held every term at the School. Written records of fire/evacuation drills will be held by the Business Operations Manager. Evacuation of buildings should be completed within 3 minutes or less, should a drill take longer a repeat drill will take place shortly afterwards until the evacuation time is less than 3 minutes. An evaluation will be completed for each drill and any concerns raised will be noted and actions put in place where necessary.

## **10. FIRE TRAINING**

10.1 Staff are informed on an annual basis on:-

- a. action to take if they discover a fire, including how to activate the fire alarm;
- b. action to take on hearing the alarm, including location and use of exits and escape routes; and
- c. action to take in the event of a bomb alert/lockdown.

10.2 Pupils will be informed of exits and escape routes at the beginning of the School year and as a fire drill is completed each term.

10.3 Fire Wardens will be trained in:-

- a. emergency evacuation procedures;
- b. use of fire extinguishers;
- c. emergency procedures; and
- d. how to spot fire hazards.

10.4 New staff and pupils will be informed of the emergency and evacuation procedures by the Business Operations Manager or Teacher. They will be shown where the emergency exits and fire assembly points are located. All new staff are shown how to activate the fire alarm in the event of a fire or emergency.

10.5 Visitors and contractors:-

- a. On arrival at the School all visitors/contractors will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- b. For events with large numbers of attendees, such as open days, an announcement will be made at the beginning of the event regarding evacuation arrangements.

## **11. FIRE PREVENTION**

11.1 The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Fire Safety Manager, Business Operations Manager, and Fire Wardens will:-

- a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- b. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- c. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- d. Include fire prevention and evacuation procedures during the induction process with all new starters;

- e. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works, ensuring that hot work permits are completed as necessary and safe systems of work are followed;
- f. Ensure fixed fire testing, portable appliance testing and gas safety checks/servicing are carried out as appropriate by competent persons. Records of these checks are held by the Business Operations Manager.

11.2 At the end of each day a member of staff will ensure that:

- All windows are shut
- All fire doors are closed
- All lights are switched off
- All non-essential electrical equipment switched off, e.g. kettles
- Emergency exits and access routes are not cluttered or used for storage
- All final exits are capable of being opened in the event of an emergency
- No electric wiring (extension cords) obstructing movement
- Intruder alarm set
- Fire alarm activated
- All entrance doors locked (in the absence of site staff the After School Care staff will ensure the building is locked and the alarm set)

## **12. FIRE RECORDS**

Records are kept by the Business Operations Manager of all training, risk assessments, inspections, evacuations and maintenance of systems and equipment.

The following fire action notices are displayed around each School site:



Appendix 2: Disabled Staff, Pupils or Visitors

The School will ensure a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff and visitors is carried out upon entering the School. A Personal Emergency Evacuation Plan (PEEP) will also be completed for the disabled person.

There are designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Rescue Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Fire Warden as soon as he or she reaches the assembly point. It is the responsibility of the Fire Warden to ensure that this information is passed as soon as possible to the Fire and Rescue Services.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	
<b>Name:</b>	
<b>Capacity in School:</b>	Pupil / Staff / Visitor (delete as appropriate)
<b>Buildings Covered by this plan:</b>	Bank Place / Highbury / Marlborough Road (delete as appropriate)

ALARM SYSTEM:		
I am informed of an emergency by: (tick all that apply)		
Existing Alarm System	<input type="checkbox"/>	Any other notes or comments:
Visual Alarm System	<input type="checkbox"/>	
Pager Device	<input type="checkbox"/>	
My carer or buddy	<input type="checkbox"/>	
Other: Please specify	<input type="checkbox"/>	

DESIGNATED ASSISTANCE:		
The following people have been designated to give assistance when I need to get out of a building:		
<b>Name(s)</b>	<b>Contact Phone Number</b>	
We have decided on a pre-arranged meeting point for all locations as follows:	<b>YES</b>	<b>NO</b>

EQUIPMENT PROVIDED:		
I need to use the following equipment: (please tick all that apply)		
Evacuation Chair	<input type="checkbox"/>	Any other notes or comments: Training needed? Y/N
Vibrating Pager (Deaf Alerter System)	<input type="checkbox"/>	
Other: Please specify below	<input type="checkbox"/>	
None required	<input type="checkbox"/>	

**I need the equipment as listed above to be available in the following places:**

<b>CONFIRMATION OF USE OF EQUIPMENT :</b>	<b>YES</b>	<b>NO</b>
The use of the equipment I need has been explained to me		
I would like further training on the use of evacuation equipment		

<b>EVACUATION PROCEDURE:</b>	
These are step by step instructions beginning from the sound of the first alarm:	
1.	
2.	
3.	
4.	

<b>AWARENESS OF PROCEDURE:</b>		
I have received a copy of information about the emergency evacuation procedures in:		
In Braille		Any other notes or comments:
In British Sign Language		
In print		
In large print		
On Disk		
Other – see opposite		

<b>CONFIRMATION OF RECEIPT AND USE OF PEEP:</b>	
I understand that I am responsible for keeping my PEEP as accurate as possible and drawing attention to changes in circumstance that should prompt a review.	
The data provided by you on this form will only be available to APS staff, who may need to use it for the purpose of ensuring your health and safety whilst you are at the School. It may also be shared with the emergency services if necessary. It will be stored in accordance to the Data Protection Policy.	
I understand the above notice and give my consent to my data being shared as detailed above My Teacher/Line Manager or contact for this is:	
Signature of Pupil/ Staff/Visitor :	Signature of Teacher/Line Manager/Contact: