



## **FIRE SAFETY PROCEDURES (FIRE RISK) POLICY**

### INTRODUCTION AND PRINCIPLES

Maple Walk School is committed to minimising the risk to life or of potential injury by maintaining the physical fire safety of the School, and by ensuring that staff, pupils and visitors are fully aware of the risk of fire and by safe evacuation of the buildings if a fire breaks out. The fire risk policy, procedures and risk assessments at Maple Walk School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

### POLICY – STATEMENT OF INTENT

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Equality Act 2010.

This policy should be considered in conjunction with our Health and Safety management system as devised by external Competent Persons RBS Mentor as well as the Fire Risk Assessment prepared by JLA Fire and Security Ltd (JLA).

### SPECIFIC OBJECTIVES

This policy sets out:

1. An overview of responsibilities for ensuring Fire Risk awareness and safe evacuation procedures in the event of a fire at the School
2. The NMS Sites Manager's (Mr Dimitrov) role as Fire Safety Officer
3. The Head Teacher's Role
4. Detailed emergency evacuation procedures including notices in all rooms; sounding the alarm; procedures for evacuating the different people who may be in the buildings; staff responsibilities, including the Chief Fire Marshal's role; and the holding of regular evacuation/fire drill procedures
5. Detailed Fire prevention measures
6. Related policies

## OVERVIEW

The Head Teacher and staff are responsible for ensuring that there is constant awareness of the risk of fire and for the safe evacuation of all pupils, staff and visitors (including parents and contractors) in the event of a fire.

ROLE OF THE HEAD TEACHER (or Deputy in her absence). The nominated deputy is Mia Santa-Olalla

- The Head Teacher has overall responsibility for fire safety at the School
- The fire safety policy is kept under regular review by the NMS Senior Management Team under the framework of the NMS Health & Safety sub-committee (SMT) and the NMS Health and Safety Committee, which is a Committee comprising members of the NMS Board of Directors meeting with its Advisory board. The Health and Safety Committee is chaired by the NMS Chairman
- The entire school community are aware of the Fire Safety policy and associated procedures.
- Records are kept of the fire induction training given to new staff and pupils.
- The Head Teacher delegates the following to the Fire Safety Officer:

## ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The NMS Sites Manager is the designated School Fire Safety Officer, who is responsible for ensuring that all NMS Schools have:

- Illuminated Fire Exit direction signs are in place throughout the School where indicated as necessary by our external fire risk consultants, JLA.
- Fire Evacuation Plans are displayed in every room throughout the building so that everyone in the School (including visitors and contractors) has a clear understanding of where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments 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
- Records are kept of all fire practices
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

### ROLE OF THE CHIEF FIRE MARSHAL

The Chief Fire Marshal shall be on site at all times and a Deputy will be appointed should this exceptionally not be the case. In the event of an emergency evacuation, the Chief Fire Marshal is responsible for co-ordinating the other Fire Marshals. They will travel immediately to the Fire Assembly point and act as the point of contact for all Fire Marshals who should report when their areas are clear. Teaching staff should report any missing persons to the Chief Fire Marshal, who will in turn report to the Head Teacher or the nominated deputy in her absence. They will also be responsible for summoning the Emergency Services and co-ordinating with them upon arrival.

### EMERGENCY EVACUATION

#### Evacuation Notice

The following notice is displayed clearly on the walls on all rooms through the School buildings, alongside a map.

#### **Any Person Discovering a fire should:**

- 1) Sound the alarm
- 2) Dial 999 to call the Fire Brigade (Telephones are located in the Head Teacher's and Admin Offices)
- 3) Follow the Evacuation Procedure to ensure safe evacuation of children and all people on site
- 4) Only attack the fire if it is necessary to ensure safe evacuation, and using the correct equipment provided – the individual's own safety is paramount

#### **Evacuation Procedure (on hearing the alarm):**

- 1) Class teachers are responsible for accounting for the presence of all children in their class and they must take a headcount on leaving the classroom. All other belongings should be left and classes must evacuate the building via the agreed Fire Exit routes in a disciplined manner
- 2) The teachers in each classroom will check that their room is clear and doors are closed before evacuating the building. Delegated staff members acting as fire marshals are tasked with ensuring that all spaces internally, such as toilets, and externally, such

as the playgrounds, have been checked and cleared

3) Any visitors or contractors on site must leave the building via the marked Fire Exit routes

4) All teachers must report to the assembly point - located in the upper playground by the exit, where a roll call will be taken

### **Briefing New Staff and Pupils**

All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures on their first day at Maple Walk 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. All staff have training on our Fire Risk Procedures, and a number have fire extinguisher training. We also offer regular refresher training. No one will attempt to use a fire extinguisher before he or she has been trained in its use or feels confident in using it

### **Visitors and Contractors**

All visitors and contractors are required to sign in on arrival at the School, 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 above) and are shown the way to 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.

### **Disabled Staff, Pupils or Visitors**

The School is aware that if they employ a member of staff, or have children at the School who have disabilities (or some other reason for not being able to leave the School quickly) they must ensure that this is catered for within the general fire evacuation procedures. The School will discuss the issues presented by a particular disability with the employee or the child and their parents. Visitors who arrive at the School who have an access/egress issue will be assessed on a case by case basis. When arranging a visit the School may ask the person if they have any special needs or requirements. A 'buddy' system is in place for any pupils with special needs affecting mobility. A Personal Emergency Evacuation Plan (PEEP) is prepared for any individual with disabilities.

## **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 Chief Fire Marshal. It is the responsibility of the Chief Fire Marshal to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. The Chief Fire Marshal is responsible for bringing the class registers to the assembly point and a full register is taken by teaching staff.

On no account should anyone return to a burning building or to a building until the 'all-clear' has been given.

## **Responsibilities of staff delegated to act as Fire Marshals**

As detailed in the Emergency Evacuation Procedure, each internal and external space has a designated staff member who is responsible for ensuring that the space is clear, and that all internal doors are closed, before leaving the building. Certain staff members have the role of Fire Marshal and it is their job to act as 'sweepers' ensuring all areas are clear, in a zoned and co-ordinated approach. The Fire Marshals are co-ordinated by a Chief Fire Marshal.

## **Fire Practices**

We hold at least one fire practice every term at Maple Walk School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures regular Fire Risk Assessment reviews, helps to ensure that the School can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at Maple Walk school:

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of the main building
- Children in the detached annex classes exit to the front
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- Fires extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the School entrance hall and tested weekly.
- Alarms sound in all parts of the building and back playground which can also be heard from the POD structures.

- The fire routes and exits are kept clear at all times. All staff are responsible for ensuring this is the case
- The NMS Sites Manager tests all fire alarms weekly (these are recorded) and emergency lighting. A ISO9001 certified/BAFE approved contractor carries out:
  - Six monthly professional check on fire detection and warning equipment,
  - A six-monthly service of alarms, smoke detectors, yearly for emergency lights, six monthly smoke control systems and yearly fire extinguishers.

### **Electrical Safety**

- All portable electrical equipment will be checked and maintained as per legislation.
- All fixed electrical systems installed will be inspected, tested and where necessary serviced every three years by a competent NECIEC electrician.
- Records will be kept by the NMS Sites Manager and recorded on the Plant Register
- Informal visual inspections will be carried out by staff as part of the regular checks.

### **Gas Safety**

- There are no gas appliances on site.

### **Safe Storage**

- We ensure that flammable materials used in teaching or maintenance are locked away.

## **FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- 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. There is a generic classroom risk assessment; but individual ones are needed in any situation when special equipment may be used e.g. DT, Science.

The School's Fire Risk Assessment was last undertaken in January 2022 by, JLA Fire and Security Ltd, however, Fire Risk Assessments are considered to be 'dynamic' and, as such, are constantly subject to scrutiny. The Fire Risk Assessment is reviewed annually by our external Health and Safety advisor RBS Mentor (last reviewed December 2023). The risk assessment is redone every 3 years, or earlier if there are changes in the school site warranting it.

## **Fire Training**

All staff receive in house training on fire procedures. All employees have additional fire awareness training,

The following staff members have Fire Safety and Fire Extinguisher Training:

Ambika Curbishley  
Andia Markou  
Angela Sikka  
Bonyo Dimitrov  
Chloe Bourke  
Claire Murdoch  
Ella Morris  
Hannah Larkin  
Laura Thurlow  
Marina Herring  
Marion Carolan  
Mia Santa-Olalla  
Talin Kabrielian

The following staff members have completed an online Fire Safety in Education Training course:

Adam Wright  
Akeila Campbell  
Alba Arriero Cuesta  
Gabi Hill  
Lene Sahlholdt  
Mara Antunes  
Mia Santa-Olalla

The following staff members have Fire Marshal Training:

Angela Sikka  
Bonyo Dimitrov  
Chloe Bourke  
Gill Sinclair  
Jennifer Etienne  
Marion Carolan  
Melissa Harrison  
Mia Santa Olalla  
Talin Kabrielian

The Competent Person on site is our Site Manager, Bonyo Dimitrov. Mr Dimitrov has had the following training:

Level 3 Award in Health and Safety for Supervisors in the Workplace

Fire Warden

We have external Health and Safety Advisors, RBS, to advise on all aspects of H&S, including Fire Risk Management. Fire Risk Assessments are carried out by JLA.

Claire Murdoch  
Head Teacher  
September 2023

Review approved  
Deborah Livsey  
NMS CEO  
September 2023

Next review date: August 2024