

Fire Risk Assessment Policy



Providing the roots to grow & the wings to fly.

General statement

Henhurst Ridge Primary Academy will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire, and ensure that adequate means of escape in case of fire exist for all persons on the Academy premises.

Objectives

Henhurst Ridge Primary Academy recognises the importance of safeguarding students, employees and visitors by enforcing on-going management of fire safety within the Academy. The Academy will ensure:

- That adequate means of escape in case of fire exist for all persons on the Academy premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on the Academy premises on evacuation procedures.
- That the Academy premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks

Introduction

Fire can have a devastating effect on the Academy. Due to the risk of fire and the serious consequences of fire, the following policy has been produced and will be reviewed annually.

Aims

The aims of this policy are:

- To safeguard all persons on the Academy premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

Application

This policy applies to all persons on the Academy premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

Responsibilities

The Headteacher is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing the Academy's Fire Risk Policy, standards and procedures. The Headteacher is also responsible for ensuring that adequate maintenance checks are carried out on the Academy's fire detection and alarm system, fire-fighting equipment and emergency lighting. Whilst it is the Academy's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the site manager
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 1. Appropriate escape routes
 2. Location of fire extinguishers
 3. The emergency services number (currently 999 or 112).

Training

The Headteacher is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

Fire Marshalls

The Fire Marshalls are Darryl Parker (Site Manager) and Jane Dennis (School Business Manager). They will attend regular training in order to conduct their duties effectively.

Fire Risk Assessment

Finding a fire

In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Senior Leadership Team should check to see whether the Fire Brigade has been summoned.

Fire alarm

On hearing the fire alarm, all persons must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The Admin assistant or the School Business Manager should call the Fire Brigade and collect:

- the Visitors' book
- Registers
- Children's information file
 - Emergency evacuation bag

All persons should proceed to the designated assembly point. Staff coming through the side exits need to use the direct routes that are safe. Do not re-enter the building until the Fire Brigade or Head Teacher, or their replacement, gives the 'all clear'.

Smoking

Smoking is banned in all buildings on the site.

Storage

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

Instructions

Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

Faults

Staff must also report any observed shortcomings in fire precautions to the Headteacher, or their replacement.

Visitors

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

Risk of arson

Doors should be locked and windows closed at all times when the Academy is unoccupied.

Fire precautions

A copy of the Academy's fire policy will be displayed in the staff room. Please familiarise yourself with it, paying special attention to the responsibilities of staff detailed below.

Whilst it is the Academy's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This included, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Head teacher, or their replacement.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 1. appropriate escape routes
 2. location of fire extinguishers;
 3. the emergency services number (currently 999 or 112)
- The building is protected by a sophisticated fire alarm system which is serviced by Argus Fire.
- The Site Manager is responsible for weekly and monthly tests of emergency

lighting and fire alarm system.

- The SLT organise termly fire drills and provide feedback from these drills.
- Suitable firefighting equipment is provided on exit routes but staff first priority is to evacuate pupils and themselves safely
- Fire action notices are posted in each room identifying the fire evacuation

Staff must not leave or store items in designated escape routes or block emergency exits.

Staff must report any observed shortcomings in the fire precautions to the Headteacher.

To minimise the risk of arson, staff should close windows in their areas before leaving. Any electrical items brought into the Academy (except new items) must be appropriately tested by the Site Manager before use.

Fire and Emergency Procedure

(as stated in classrooms)

All staff are requested to familiarize themselves with the fire notices displayed in every room and to make the children aware of the procedures.

Fire Alarm Bell

Fire alarm bell is tested weekly by the Site Manager on a Monday afternoon when the children have gone home.

Fire Drill

Fire drill is carried out every term.

On hearing a continuous bell:

- Follow exit route - clearly indicated in each area - in silence.
- Children and adults to assemble at their designated assembly points.
- Each member of staff counts the pupils they are teaching at the time and then a register is taken.
- At no time re - enter the building.
- Academy Admin or Headteacher to ring 999 for the Fire Brigade.
- Close windows and doors if possible before leaving.

Fire Call Points

All adults working on the premises must familiarize themselves with the locations of the fire call points in order to raise the alarm.

These are located as shown in the fire file held at the front office and on the diagram of fire assembly points in the Admin corridor.

Portable Fire Extinguishers

(Wall Mounted)

The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

Visitors to the Academy

Staff are to guide visitors on the premises to the nearest exit and assembly point.

Pupils with Disability

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that they are led safely to the nearest exit and assembly point. A Personalised Emergency Evacuation Plan (PEEP) will be written for each child with a disability.

Emergency procedures

In the event of any emergency, whether it is a bomb threat, intruder, abduction, serious injury, gas leak or flood etc. The following guidelines should be followed:

1. Establish the nature and extent of the emergency
2. Check that all children are as safe as possible
3. If the building needs to be evacuated, use the nearest fire call point to activate the alarm system, so that the whole Academy can follow the fire alarm procedures
4. Inform another adult quickly so that the Admin assistant or Headteacher can call one of the emergency services
5. Ensure that children are supervised and kept calm
6. Record on paper, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants
7. All contacts with the police or press are to be made through the Headteacher, or their replacement in the event they are not on site.

Arson Preventative Measures

To avoid a possible arson attack on the Academy, staff are to observe the following immediate preventative measures:

- All litterbins to be emptied at the end of the day.
- All doors throughout the Academy should be closed at the end of the day.
- All windows should be securely fastened including ground floor windows.
- All corridors should be kept clear of combustible materials including coats.
- All stores in and around the Academy containing combustible materials should be made secure and preferably padlocked.
- All waste bins and wheelie bins should be located away from the buildings.
- All rooms and stores containing hazardous materials such as chemicals e.g. cleaning cupboard, caretaker work- shed, should be well managed, clean and permanently secure.
- All the services and meter rooms must be secure at all times, unless being worked on by competent persons.

Appendix 1



FIRE AND EMERGENCY REGULATIONS AT HENHURST RIDGE PRIMARY ACADEMY

DISCOVERY OF A FIRE

The person discovering the fire should set off the fire alarm. The main office will telephone the fire brigade.

CHILDREN AND ADULTS

Stop work and evacuate the building immediately by the nearest exit. All classroom doors should be shut by the last adult to leave the room. Assemble in classes on the field and line up facing away from the building.

TEACHING AND SUPPORT STAFF

Supervise children at assembly point, call register and report any children or staff missing to phase leader.

SCHOOL BUSINESS MANAGER

Collect grab bag, ensure all gates are unlocked and wait for fire brigade.

SITE MANAGER AND HEADTEACHER

Check the building after evacuation to ensure that it has been fully evacuated and that all fire doors are closed. Headteacher/Deputy evacuate to the assembly point and the Site Manager joins the School Business Manager to direct the fire brigade.

Please note, the fire alarm will be tested at 4pm every Monday afternoon. The building should not be evacuated.

