



# Fire Safety Policy

Date	Amendment	Signed
Jan 2014	New Policy	FGB
25.3.15	Governor review – no changes	
2.3.16	P4: updated to reflect electronic door system and SBM overseeing assembly point for kitchen staff/visitors P5: as above	
8.3.17	F&R review: update to caretaker checks to reflect revised practices	
Feb 2022	Policy Review – updated staffing information	F&R

## **1. Purpose**

Viewley Hill Academy recognises and accepts its responsibilities as an employer and as a service provider for securing the health, safety and welfare of its employees, service users and members of the public whilst on the premises from the effects of fire.

Our responsibilities will be reviewed annually (or more frequently if circumstances require) by undertaking a fire risk assessment and implementing any recommendations that are made.

Employees, service users and members of the public also have responsibilities to take reasonable care of themselves and other people and to co-operate with Viewley Hill Academy in meeting their obligations as an employer by ensuring that:

- All fire exit routes and fire prevention equipment are not obstructed and as far as practicable kept in good working order and
- That fire safety equipment in general is not tampered with or abused.

## **2. Organisation and Responsibilities**

Viewley Hill Academy will so far as is reasonably practicable: -

- Provide and maintain adequate control of the fire safety risks arising from our work activities.
- Consult with our employees and where appropriate members of the public regarding matters affecting their health and safety from fire.
- Maintain a work place and equipment that is safe from the risks of fire.
- Use competent people to assess the risk from fire.
- Provide adequate and appropriate training for all staff in general fire awareness and the action to take in the event of a fire.
- Provide suitable and sufficient personal evacuation plans for people who have disabilities
- Provide a general evacuation plan for casual visitors and members of the public who have disabilities.
- Review and revise our fire safety risk assessment as necessary and at regular intervals.
- Provide safe arrangements for the use, handling and storage of dangerous substances.

## **3. Responsibilities**

- Responsibility for fire safety in Viewley Hill Primary Academy is delegated to The Headteacher
- Day to day responsibility for ensuring this policy is put into practice is delegated to the Academy Caretaker
- To ensure fire safety standards are maintained/improved, the following people have responsibility in the following areas:

<b>Person Responsible</b>	<b>Role.</b>	<b>Area of Responsibility</b>
Mr C Cook	Caretaker	Fire safety assistant responsible for monthly checks: Fire hazards/means of escape/fire extinguishers
		Testing of emergency lighting system as detailed in the Fire Logbook (monthly)
		Testing of the fire alarm system as detailed in the Fire Logbook (weekly).
Mrs K Barkley	HT	Fire safety warden.
Mrs J Lowe	SBM	Fire Safety Warden
Mrs J Frost	Administrator	Fire safety warden.
Mrs S Moore	PSA	Fire safety warden.

#### **4. Employees.**

Employees are required by the Regulatory Reform [Fire Safety] Order 2005 and by Viewley Hill Academy to:

- Co-operate on all fire safety matters.
- Not to interfere with anything provided to safeguard their fire safety.
- Take reasonable care of their own fire safety.
- Report all fire safety concerns to their supervisor, manager or the responsible person.
- Ensure they are familiar with the emergency plan for Viewley Hill Academy and co-operate by participating in fire evacuation/drill procedures and observing practical fire safety arrangements.
- Identify and co-operate with the responsible person for Viewley Hill Academy. Be familiar with all escape routes.
- Not wedge fire doors open or obstruct them.
- Be aware of the action to take in the event of a fire, i.e. raising the alarm and the actions to take if you here the alarm, including calling the Fire and Rescue Service.
- Promptly evacuate the building in accordance with the emergency plan, to the designated assembly point without putting themselves or others at risk.

#### **5. Consultation**

It is recognised that staff participation in keeping the work environment safe is required. Consultation on fire safety matters will be undertaken through the recognised channels and the active participation and support of each employee is sought in maintaining good communications.

#### **6. Training**

Employees will receive fire safety training and periodic refresher training sufficient for them to be competent in so far as preventing fires and the actions to be taken should one occur.

## 7. General

All Legislation, Codes of Practice and Guidance governing fire safety of persons at work and for protecting others against the risk of fire shall be considered when undertaking the fire risk assessment. The fire risk assessment and the emergency plan of Viewley Hill Academy shall be readily available to all staff visitors and contractors for information. Fire safety procedures will also be made available to members of the public, visitors and contractors as required.

## 8. Fire Safety Policy Statement

A copy of this statement will be brought to the notice of all employees. It will be reviewed and amended periodically.

### Viewley Hill Academy

#### Fire Evacuation Procedure

**All Fire Alarm activations will be treated as real until the all clear has been given by the Head Teacher.**

1. In the event of finding a fire, staff should sound the alarm and always ensure the safety of themselves, children and other adults.
2. When the fire alarm sounds, all staff and children will stand, leaving all their belongings and walk to the nearest exit in an orderly line.
3. Children in PE will take shoes and a jumper with them **only if** they are on the hall floor. They **must not stop** to put these on in the hall.
4. Staff in each area will check all toilets and link rooms whilst the children are led to their registration groups outside. The last person to leave an area must make sure that the door is closed behind them.
5. IN the event of the alarm sounding the following protocol will take place:

-Staff in the admin building will quickly collect the pupil register file/adult roll call, before proceeding to the playgrounds.

- In most instances, academy administrator (JF) will join KS1 playground. DHT will sweep Lower School and then assemble on KS1 playground.

- PSA will assemble on KS2 playground and AHT will sweep upper school and then also assemble on KS2 playground.

- HT will sweep school to check communal areas of administration building and establish all children and staff are accounted for on both playgrounds.

-SBM will assemble in car park with visitors located in the admin block and kitchen staff. In the event of staff absences or staff being located in different areas of the school, staff are briefed to 'step-up' into these roles.

Once pupil and staff check completed, HT will proceed to school car park to meet emergency services.

6. Assembly points: children assemble in orderly lines in their registration groups at the following locations:
  - Nursery – KS1 playground hut
  - Reception, Year 1 and Year 2 – KS1 playground
  - Year 3, Year 4, Year 5 and Year 6 – KS2 playground
  - Where children have been working in other groups, they should return to their registration group for roll call if it is safe for them to do so.
  - Where children are working in different phases of school (e.g library) they should evacuate to the nearest roll call point / playground.

Visitors and catering staff assemble in the car park. Cleaners would evacuate through nearest exit.

7. The academy clerk will distribute class lists and absence lists to FS and KS staff. The PSA will distribute class lists and absence lists to KS2 staff.
8. Once the register has been checked teachers should inform their SLT member that all children are present.
9. Visitors will be accounted for by the academy business manager through checking the roll call. The SBM will communicate by hand signal to the HT that all are accounted for.
10. The SLT members will communicate by hand signal to the DHT and HT who are located at the edge of the playgrounds that all are accounted for.
11. The HT will give an 'all clear' signal when appropriate and staff and children will return inside the building.
12. In the event of a real incident, the HT will liaise with the fire brigade and follow all advice. The neighbouring academy of St Gerard's will provide immediate shelter if required.
13. Fire alarms will be reset as soon as possible following an activation by the caretaker or Fire Brigade.

### **Lunch-time alarm activation**

In the event of this, steps 1 and 2 below will be followed and then as above from point 7.

1. All children in both halls and the courtyard must be escorted to their registration groups in the playground by supervisory staff. Supervisory staff should also check toilets in halls prior to leaving.
2. All available teaching staff on site should join their registration groups on the playgrounds if it is safe to do so via external route. If unsafe, staff should make their way to their nearest roll call playground.

### **Staff and pupil training**

During the first day of the autumn term all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Means of escape is the nearest available exit

In the case of alarm activation when the HT is off site, Deputy Head Teacher takes the role of the Headteacher

In the case of alarm activation when any other key person is off site (SBM, clerk, PSA, KS leaders) then the most senior member of staff will co-ordinate the evacuation. Key people will assume the responsibilities of the absent member of their team or delegate them as appropriate to another member of the team through clear verbal instructions.