

## **AHS Fire Risk Prevention Policy**

This policy refers to the Senior School, Primary School and EYFS.

### **1. Introduction**

This policy sets out the approach that the school has to securing fire safety and is based on the following legislation and guidance:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government “Fire Safety Risk Assessment – Educational Premises”.

The school’s priority is to minimize risk to life and to ensure that there are adequate fire prevention methods in place and clear organisational arrangements in case of fire.

The school produces Fire Risk assessments covering the whole school, which are formally recorded and regularly reviewed to keep them up to date. Independent Schools Standard Regulations, and the above legislation and guidance, place on the Directors additional duties to:

- Develop a fire risk (prevention) policy which includes the elimination, substitution or reduction of risks from dangerous substances.
- Ensure the safety of staff, pupils and visitors.
- Develop fire procedures and provide staff with training.
- Carry out fire drills and contact emergency services when necessary.
- Appoint competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation).
- Have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.
- Provide staff and any others working on the school site with fire safety information.

### **2. Responsibilities**

The Head Teacher/CEO are the designated “responsible person” for fire safety as outlined in legislation. Responsibilities throughout the school for fire safety are outlined below:

- Consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.
- Approve the fire risk and any reviews.
- Ensure a Fire Risk Assessment has been undertaken and is regularly reviewed.
- Ensure that fire prevention and fire precautions are implemented.
- Ensure that all staff receive adequate training and instruction in fire safety and retain training records.
- Ensure that the fire risk assessment is reviewed when there are any material changes to the school.
- Arrange for regular fire practice drills to be undertaken and document the findings of the drill.

#### All Staff

- Attend fire training sessions as required by the school.
- Ensure that the means of escape within their classroom/office/staff rooms are kept clear of any obstructions.

#### Fire Officer

- Accounts for all personnel within their building.
- Takes overall control of an evacuation with support from the Fire Warden.
- Liaises with the Fire Brigade with the support of the Fire Warden in the event of an evacuation and arranges for all information regarding missing persons to be relayed to them.
- Provides the all clear to staff upon consultation with the Fire Brigade.
- Controls the perimeter around the building through the use of Fire Wardens.
- Ensure that regular testing of the call points are undertaken and recorded.
- Ensures that regular inspection of fire doors and fire appliances are undertaken and carried out.

#### Staff

- Co-operate with Fire Office and Health and Safety Advisor to assist in fire prevention.
- Highlight any areas of concern to the H&S Advisor.

### 3. Management Arrangements for Fire Safety

#### Fire Risk Assessment

The school ensures that a suitable and sufficient fire risk assessment is undertaken on the school premises and that the findings of the assessment are implemented. This risk assessment is reviewed if there are any structural or process changes to the premises.

### 4. Fire Precautions

#### Prevention of Arson

The school takes all reasonable precautions to minimize the likelihood of arson. This includes:

- Supervision of pupils.
- Security lighting on all entrances; footpaths and building facades.
- Close down procedures for the school site.
- School entrance doors being on keypad.
- Ensuring that internal waste bins are emptied on a daily basis.
- Ensuring the Bin Compound areas are free from combustible items.
- Maintaining the Security Gates.

## Electrical Safety

Portable electrical equipment is subject to an annual portable appliance test. Visual inspection of portable electrical appliances is carried out termly.

Only school authorized adaptors are allowed. All other adaptors that are on site should be of a recognizable quality (e BS rated).

## Gas Safety

All gas equipment is subjected to an annual inspection by Gas Safe registered engineer. All boilers are inspected by external contractors.

## Hazardous Substances

All flammable substances such as science chemicals, fuel and maintenance products are stored in 30 minute fire resistant cabinets or lockable cages.

## 5. Means of Escape

All buildings in the school are provided with a secondary means of escape.

The school aims to ensure that all staircases and doors opening onto the protected routes are so designed that they prevent the spread of fire for 30 minutes. This includes the provision of door closures and automatic door guards where necessary.

The school aims to ensure that all fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessment.

## 6. Fire Fighting Equipment

The school provides a suitable number of fire extinguishers and fire blankets as determined by the school's fire risk assessment. All fire extinguishers are checked by a specialist contractor on an annual basis. Fire extinguishers are checked monthly by the building Fire Warden to ensure they are operational and have an annual check as well.

## 7. Fire Detection

The school recognizes that early detection of fire enhances the time available for evacuation and reduced the damage caused to buildings. The school is committed to continuing to review and upgrade its fire detection system in relation to recognized standards.

## 8. Arrangements for action to be taken in the event of fire

All staff have been briefed (grab sheet) in the event of fire.

These fire procedures are tested regularly (typically termly) in the form of a fire drill. Fire drills are organised by the Fire Warden of the building.

The outcome of all fire drills are logged by the Fire Warden who will also follow up any action as appropriate.

## 9. Maintenance and Testing

The school makes arrangements for the fire alarm system to be maintained and tested every year in line with the current British standard by a specialist contractor. The service schedule includes the following:

- Service of fire alarm system
- Emergency lighting is inspected 3 x a year and comprises of the following:
  - 3 x 3 hour discharge test

In addition the school undertakes regular weekly testing of call points, and sounders as per the fire policy.

## 10. Training

Information on fire procedures is provided to all staff. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills.

All staff are provided with fire awareness training at induction and during employment.

The Fire Warden is given training in regard to operation of fire panels and the use of fire extinguishers.

## 11. Safety of staff or anyone else on the school premises (including others working on the school site).

All visitors/contractors, other than parents/guardians collecting pupils, arriving in the school in term time, are requested to sign in the visitor's book.

## 12. Guidance for Staff Discovering a Fire:

Alert other staff by activating the nearest 'fire break glass' to activate the fire bell.

Silence the class.

Evacuate the children in your care as quickly as possible via the nearest available exit to the designated assembly point. If you are the first person in the back playground remove the key from the secure hold and exit via the back gate.

If you have exited to the front yard, please proceed to the designated assembly point.

Once at the assembly point, staff should check the children are all present, if not the Fire Warden must be informed or a senior manager. At no point should you try and re-enter the building.

Children should be given clear and precise instructions and staff should insist on silence and an orderly line.

The Fire Warden/emergency services are responsible for giving the all clear.

Never tackle a fire if it puts you at risk-summon help.

Person responsible for this policy: H&S Advisor

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(0191) 5100726 | 19 & 20 Thornhill Park, Sunderland SR2 7LA  
Email: [info@argylehouseschool.co.uk](mailto:info@argylehouseschool.co.uk) | [www.argylehouseschool.co.uk](http://www.argylehouseschool.co.uk)

 [argylehouse](#)  [argyle1884](#)

