



Moorlands Primary School

High Expectations, High Achievements, Challenge and Enjoyment for All

Moorlands Primary School Fire Safety Policy and evacuation procedure

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date	Approved by Governors	Version
Becky Freeman	July 2016	July 2017	7/7/16	1
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Introduction

Fire is considered to be a potential and serious hazard to all staff, building occupiers and service users. The consequences can be especially serious because of the difficulties and dangers associated with emergency evacuation, damage to buildings and disruption to the core service delivery.

The Regulatory Reform (Fire Safety) Order 2005 was introduced to consolidate previous fire safety legislation with one clear Order. The Order specifies the requirement on a person in control of premises to adopt reasonable steps to reduce the risk from fire.

This Fire Safety Policy describes how Kirklees Council manages the fire safety risk in school buildings. It sets out the council's policy and procedures and is intended to effectively manage and minimise the risks associated with fire safety to all employees and other persons using school premises.

1. Policy Statement

Moorlands Primary School and Kirklees Council are committed to ensuring the health, safety and wellbeing of all its employees and other persons who may be affected by its activities, this includes fire safety.

We fully accept the duties that are required of us under the Regulatory Reform (Fire Safety) Order 2005 and Kirklees Council's Health and Safety at Work Policy and have put into place appropriate organisational arrangements to ensure the delivery of high standards in fire safety performance.

Senior Management Teams, Managers, Governors and Head Teachers are responsible for implementing the requirements of the Fire Safety Policy and are accountable for the management of fire safety within their areas of responsibility. All employees also have key roles and responsibilities to ensure the highest levels of fire safety performance are achieved and maintained.

We will:

- Maintain a fire safe and healthy environment in all school premises
- Comply as far as is reasonably practicable with the principles and guidance available and identified in recognised guidance documents relating to fire safety in schools
- Manage the fire safety risks in school buildings to ensure that they are reduced as far as is reasonably practicable.

This policy applies to all school buildings but can only be delivered through the successful cooperation and partnership between the council and those managing the day-to-day activities and operation of schools

1.1 Policy Objectives

The Policy objectives are:

- To ensure everyone is aware of their responsibilities in terms of managing fire safety in schools.
- To safeguard all persons from death or injury in the event of fire by effective management of fire safety.
- To minimise the risk of fire and limit the spread of fire.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.
- To provide adequate resources to implement the policy.
- To monitor and report on the council's fire safety performance in relation to schools.
- To provide access to competent fire safety advice from fire safety advisors based in the council's fire safety team.

- To ensure all contractors' partners etc. appointed to deliver council services achieve the standards set out in this policy.
- To ensure effective co-ordination and co-operation with others where there are shared facilities/multi occupied buildings.
- This policy should be read in conjunction with the council's corporate health and safety policy.
- To regularly review the schools fire safety policy.

2. Organisation

The following persons have responsibility for enacting this policy:

COUNCIL:

Assistant Director Place
 Assistant Director Learning and Skills
 Fire Safety Team
 School's Asset Management

SCHOOLS:

Head Teachers
 Governors
 Site supervisor
 Fire marshals
 School Staff
 Other Building Users

3. Responsibilities

3.1 The Council will:

- Ensure a suitable and sufficient fire safety policy is in place.
- Ensure appropriate resources, organisation and arrangements for fire safety management activities are in place to undertake the Council's responsibilities.
- Maintain regular liaison with West Yorkshire Fire and Rescue Service.
- Provide relevant training for schools to partake in to support them to meet their responsibilities.
- Work with schools to identify issues arising from action plans and identify income streams and priorities.
- Undertake fire safety audits to ensure that the fire safety policy is complied with.
- Ensure annual returns are undertaken confirming suitable fire safety arrangements are in place within school premises.
- Maintain a concordat with West Yorkshire Fire and Rescue Service.
- Act as competent person where engaged to do so.

3.2 School Governors and Head Teachers will:

- Be responsible for fire safety matters within their building.
- Appoint one or more competent persons, depending on the size and use of the school, to assist in undertaking any of the preventive and protective measures required by the Order.

- Ensure a suitable and sufficient fire risk assessment is in place and that any measures or issues identified in action plans are implemented and resolved in a timely manner appropriate to the risk highlighted.
- Ensure that fire risk assessments and action plans are regularly reviewed and updated to reflect changes in the school building and operation of the school.
- Provide employees with clear and relevant information on the risks to them as identified by the fire risk assessment, about the measures to be taken to prevent fires and how the measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions e.g., Fire Wardens, Marshals etc. ensuring that suitable numbers of wardens, marshals etc. are in place and receive suitable training.
- Inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the nominated competent persons, and about the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons who also have premises in the building or use the building, inform them of any significant risks found, and how you will seek to reduce/control those risks which might affect the safety of their employees.
- Provide the employer of any person from an outside organisation who is working on the premises e.g., contractors, with clear and relevant information on the risks to those employees and the preventive and protective measures taken. Those employees will also be provided appropriate instructions and relevant information about the risks to them.
- Where appropriate ensure that Personal Emergency Evacuation Plans (PEEP's) are in place and those involved in providing any assistance have sufficient knowledge and training in the role that they play in any evacuation or support.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to all employees, during their normal working hours, about the fire precautions in workplace, when they start working for and from time to time throughout the period of their employment, this includes out of hours and night workers where appropriate.
- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair. All systems must be supported by a regular testing and inspection regime in line with the appropriate standard.
- Ensure that employees co-operate to ensure the workplace is safe from fire and its effects, and do not do anything that will place themselves or other people at risk.
- Put in place suitable and sufficient measures for dealing with false alarms and unwanted fire signals.
- Ensure that all the items stated above are in place and ensure that a formal record is kept of events. A Kirklees Fire Safety Logbook is provided to all premises to assist.

4. Monitoring & Review

To ensure compliance with the intentions of the Policy, the Council will seek returns from schools on an annual basis to confirm that the requirements of this policy have been met and an annual report will be provided to

corporate management to advise on performance, areas for improvement and highlight any schools not meeting the requirements.

5. Audit

Moorlands Primary School pay Kirklees Council to do a risk assessment on an annual basis.

Formal monitoring of compliance by independent assessment is essential to ensure that the Fire Safety Policy of both the Council and the individual premises/department is being followed as intended.

The Fire Safety Team will audit fire safety processes at least every 3 years. The frequency of audits will be based on an assessment of risk to the building users.

Formal intervention or audit by West Yorkshire Fire & Rescue Service may be undertaken at any time without prior warning. As the enforcing authority for any noncompliance under the order the action or intervention by the Fire Service should be reported back to the Schools Asset Management Team.

Appendix 1

Emergency evacuation/invacuation – ‘sweep of building’ updated April 2024

- All staff to vacate the building with their class or group of children through the appropriate, nearest exit.

UPPER FLOOR

Year Six: Heather Anderson to sweep toilets and classrooms in the Year 6 area. If not available, Karen Chapman to send her class downstairs with another member of staff, then ensure all areas of Year 6 vacated before following down to exit the building. If neither available, another member of staff to ensure areas are clear.

Year Five: Bethan Day to sweep toilets and classrooms in the Year 5 area. If not available, **Beth Stephenson** to send her class downstairs with another member of staff, then ensure all areas of Year 5 vacated before following down to exit the building. If neither available, another member of staff to ensure areas are clear.

MIDDLE/GROUND FLOOR

Julie Johnson/Becky Freeman to start from the office end and ensure all areas from the office along the main/middle corridor are vacated.

Sarah Joyce to start from the Year 4 end of the main/middle floor ensuring all areas are vacated until you meet at a mid-point with Julie/Becky

LOWER FLOOR

Nikki Kumar to start from the Year 1 end, checking that all areas in Year 1 are vacated, then areas along the lower corridor until meeting with the member of staff from the hall end.

Nicola Watson to check reception classroom areas are vacated, then check the halls and changing rooms on the lower floors, eventually meeting up with the member of staff from the Year 1 end.

If named staff are not available, another member of staff needs to do the sweep.

Sweepers to radio when check is complete and the sweeper has evacuated the building

Lunchtime

If children are having lunch in the hall when the fire bell goes off, the children need to be evacuated through the fire doors into the lower MUGA. A whistle is to be blown to quieten the children and then give instructions. The whistle can be blown by any member of staff who is in the hall at the time (there is a spare whistle in the PE store)

If named adults are absent, someone from year group must cover their role.

During an invacuation, the sweepers are to check the same areas before returning to their base.

All adults to register with office staff or David Charlesworth once the building has been exited.

Appendix 2

FIRE AND EMERGENCY EVACUATION PROCEDURES

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

- Leave by the nearest fire exit, taking children and any visitors with you. Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area (MUGA) and ensure that the children in your care and yourself are accounted for
- Do not re-enter the building until the all-clear is given

DISABLED PERSONS - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school. However if this is not possible, they will make their way to safe areas at the top of stairwells, ensuring other adults know where they are. An adult should stay with any child left in a safe area.

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area (MUGA)

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

4. ROLL-CALL

- Each teacher will take out their fire book or if needed will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. They will raise their hand to state that all children are present. The office staff and David, will register all staff and visitors to make sure they are all accounted for

5. FIRE DRILLS

Fire drills are carried out each term and logged in the fire logbook. Staff will be warned in advance of these drills

6. FIRE MARSHAL PERSONNEL

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
 - Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand
 - If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
 - Do not delay your own evacuation if you encounter somebody who refuses to leave
 - Brief the Headteacher, or the Deputy Headteacher upon your arrival at the assembly area.

7. STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required ensure children in their care, exit the building by the nearest exit

8. VISITORS AND CONTRACTORS

All visitors and contractors should sign in on arrival and before leaving the premises.

In the event of a fire evacuation, visitors should leave by the nearest exit and report to office staff, wearing Hi-vis jackets on the nearest MUGA.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire

- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing, the fire alarm sounded.

9. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire logbook.

11. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary Workers at the **Moorlands Primary School**