



Fire Safety Policy

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At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour.
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style.
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved.
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full.
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing.
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual.

1. Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out.

The Fire Safety policy, procedures and risk assessments at Martlesham Primary Academy are designed to help our community to respond calmly and effectively in the event that a fire breaks out in the building. All staff have a duty of care in ensuring that the Fire Safety policy is embedded.

A Health and Safety Committee meets once a month in order to discuss all matters of health, safety and welfare. Part of their duties include looking after the following regarding fire safety:

- The Fire Safety policy procedures and risk assessments are kept under regular review by the Senior Leadership Team and Governing Body.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Ensure the announcement of fire safety procedures at the start of special school functions and events.
- Ensure appropriate records are kept of fire drills, firefighting equipment and escape route checks.
- Appropriate fire awareness training is given to staff.
- Procedures for emergency evacuation are regularly tested.
- The Fire Risk Assessment is regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired.

The designated Health and Safety Officer (Site Manager) ensures records are kept of the following:

- Fire Risk Assessment and its review;
- Fire Safety Policy;

- Fire Procedures and Arrangements;
- Training Records including Fire Practice Drills and Certificates for the maintenance of fire-fighting systems and equipment.

2. Briefing of Staff and Pupils

All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at Martlesham Primary Academy.

For staff this is covered as part of the induction procedures by a senior member of staff, and for pupils this is covered by class teachers.

All staff receive details of the school's fire safety procedures and arrangements, and the FEEP (Fire Emergency Evacuation Procedures) as per Appendix 1, on or before their first day at school. These matters are discussed and reviewed annually during the Autumn term staff training day.

We offer fire awareness training, through the Trust Flick online training system. Designated Fire Wardens complete additional training in order to fulfil their roles.

3. Fire Safety Procedures

The safe evacuation of everyone, staff and pupils, 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. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.

Fire notices are clearly displayed in various rooms and public places throughout the building. If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is the playing field.

Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked daily by the Site Manager to ensure they are kept clear and in good working order.

Suitable firefighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested weekly.

The firefighting equipment and fire alarm system are visually check daily and regularly tested by specialist contractors.

Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens, helps to ensure the school can be safely evacuated in the event of a fire.

Records of all fire drills are held by the Site Manager, in paper form in the fire book and electronically on Parago.

The fire alarm panel is situated in the front lobby area, and a plan of all the call points is displayed there.

The fire alarm is monitored by an external company. In the event of an alarm activation, they call the school first, if they receive no response they will alert the Fire and Rescue Service. The Site Manager is responsible for ensuring the company are notified of all fire alarm tests prior to testing.

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times whilst they are on school property. All members of staff are responsible for ensuring anyone in their classroom or office are able to exit the building safely.

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 Head Teacher.

In the event of the Head Teacher being absent, the Senior Teacher should send their class out onto the playground with the member of teaching staff and then assume the responsibilities' of the Head Teacher. Other Class Teachers should assume responsibility of their classes until the Senior Teacher arrives out onto the playground.

The Head Teacher will sweep the classrooms, toilets and building and ensure all areas are clear. The Catering Manager will ensure the gas is turned off at the mains and close all windows and doors in the kitchen area.

Fire Wardens have been appointed to ensure the Fire Safety Procedures are correctly carried out for their particular area of responsibility, and they also ensure any disabled persons or those who need help are assisted in leaving the building safely. The nominated people are the Site Manager, School Business Manager, the Admin and Communications Lead and the Head Teacher.

4. Risk Assessment

It is the responsibility of the Site Manager and Head Teacher to ensure an annual Health and Safety Risk Assessment is undertaken in respect of Teachers, Cleaning Staff, Site Manager and Contractors.

All members of staff and contractors need to be aware of the content of the risk assessment as well as the risks of lone working.

The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history. Hazards identified will be evaluated by the Site Manager and Head Teacher for the likelihood of the hazard causing harm.

Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the Lone Working Risk Assessment as necessary and receive the appropriate health and safety information.

5. Fire Prevention

The following fire prevention measures are in place at Martlesham Primary Academy:

- There are eight escape routes from the main school building.
- Fire notices are clearly displayed in various rooms and corridor areas.
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire and Rescue Service. Smoke detectors are automatic and are situated in all rooms and cupboard of the school building.

- Call points are activated by breaking the glass (or by using the break glass key during fire drills).
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup.
- Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations.
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers.
- When letting or hiring the school, the hirer certifies they have read and understood the school's FEPP.

6. Fire Risk Assessment

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

- The hazards.
- 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 management of fire safety procedures.
- The action plan.
- The Fire Risk Assessment at Martlesham Primary Academy is reviewed annually by an external third party.

Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All of the Senior Management Team are responsible for ensuring they are aware of any specific risks which are relevant to their subject area.

7. Personal Emergency Evacuation Plan

When someone is identified in the Fire Risk Assessment as needing their own escape plan, written for their specific requirements a Personal Emergency Evacuation Plan (PEEP) will be put in place.

The PEEP is used to provide individuals who cannot get themselves out of the building unaided with the best possible escape plan in the event of an emergency situation.

A PEEP may be needed for someone with an impairment of disability such as mobility impairment, sight impairment, hearing impairment, cognitive impairment or a medical condition which causes them to need assistance to evacuate safely.

A PEEP may be introduced on a temporary basis if an individual has a temporary condition which might hinder their escape for instance someone with a broken leg.

Each person's disability and needs will be different and therefore each person requiring a PEEP will have one specific to their own requirements to allow them to safely exit.

The PEEP should:

- Determine safe routes to a place of safety
- Name anyone appointed to assist the person in an emergency
- List specialist equipment that may be necessary
- Identify where staff training is needed
- Detail when and how escape practice will take place.

**Martlesham Primary Academy
Fire Emergency Evacuation Plan (FEEP)**

Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by all staff in the event of fire, and the arrangements for contacting the Fire and Rescue Service.

The following items have been considered:

- Action on discovering a fire
- Action on hearing the fire alarm
- Contacting the Fire and Rescue Service
- Identification of key escape routes
- Fire wardens
- Place of assembly
- Registers
- Records
- Firefighting equipment
- Training
- Liaison with emergency services

Action on Discovering a Fire

Should any staff member notice the outbreak of a fire, they will immediately sound the fire alarm by breaking the glass at the nearest call point.

Action on Hearing the Fire Alarm

Staff should act in accordance with the FEEP, a summary of which (Fire Action) can be found near each call point and in various other areas around the school.

Continuous sounding of school warning system. On hearing the fire alarm;

- When in class: stop all activity and stand in silence. The order to leave will be given by the teacher. They will inform children of the route to be taken.

- When not in class: Stop all activity and walk in silence by the shortest safest route to the fire assembly point, on the playing field.

All external doors are access controlled, during a fire evacuation, you must use the 'Emergency Door release' green button which is sited next to the door.

The following rules are always adhered to:

- Keep to the left.
- Do not run but exit the building as quickly as possible.
- Do not go back into the building for any reason.

Gas

The gas supply to the school is linked to the Fire Panel, on activation of the alarm the gas will automatically shut off. There is also a 'red emergency stop button' that can be pushed which also shuts off the gas supply.

Staff Roles and Responsibilities

All staff have a role and responsibility during the event of an incident or evacuation, these can be found next to the Fire Action signs in areas around the school site (Fire Evacuation – Staff Roles and Responsibilities).

Calling the Fire and Rescue Service

The fire alarm is monitored by an external company. In the event of an alarm activation, they call the school first, if they receive no response they will alert the Fire and Rescue Service.

An allocated member of the office staff, with a private mobile phone, will take this outside and liaise with the Fire and Rescue Service. They are also responsible for unlocking the playground entrance gate for the Fire and Rescue Service to have entry.

Identification of Key Escape Routes

The escape routes are clearly marked throughout the building, so that even members of the public or persons unfamiliar with the layout of the premises will be able to identify the escape routes.

Fire Wardens

The Site Manager is the Chief Fire Warden. They are responsible for maintaining high standards of fire precautions by ensuring notices are correctly sited, the FEEP is properly distributed and understood by all. The Deputy Fire Warden is the School Business Manager. The wardens have been appointed to ensure that:

- The evacuation drill is carried out according to procedures.
- All staff know the location of the fire alarm call points and how they function.
- Primary and secondary escape routes are used efficiently.
- Toilets and rooms/offices are checked prior to leaving the building. The Head Teacher (Senior Teacher in their absence) is responsible for this.
- Disabled or vulnerable people are helped to leave the building.

The fire wardens will be clearly distinguishable from other staff by wearing hi-visibility jackets.

Place of Assembly

Staff should assemble at the pre-determined assembly point, which is on the playing field.

It is noted that varying call points, times and escape routes are used during fire drills.

Registers (Roll Call)

Registers for each class as well as the staff and visitors sign in books are taken outside by the designated fire warden. They will take a roll call to ensure all the children (and assistants or specialists where applicable) are present. The Fire Wardens are responsible for ensuring that all adults are safely accounted for.

Records

A record of all fire drills is kept by the Site Manager.

A record of the maintenance of equipment is kept by the Site Manager.

Fire escape plans showing exit routes are situated at various points on each floor of the building.

An incident evacuation debrief is carried out after the event, and fed back to all staff.

Firefighting Equipment

Trained competent staff should, where possible and only if safe, attack fire with appropriate equipment. However, firefighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK.

Personal Emergency Evacuation Plan (PEEP)

Section 1 - Individual's Details

Name:

Year:

Area of school:

Class Teacher:

Contact details: Martlesham Primary Academy, Black Tiles Lane, Martlesham, Woodbridge, Suffolk, IP12 4SS

Telephone: 01473 624409

Parents:

Contact numbers:

Nature of disability:

Is the disability permanent:

If not permanent, when will a review of the evacuation requirements be carried out:

Section 2 - Arrangements for Evacuation

Before school:

During class time:

Break time:

Lunch time:

Afterschool:

Forest Schools:

PE:

Section 3 – Maintenance, Training, Testing and Record Keeping

Section 4 – Record of Consultation and Communication

Prepared by:

Job Title:

Signature:

Date:

Approved by:

Signature:

Date:

Parent's Name:

Signature:

Date: