



Fire strategy plan

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Introduction

Penponds School will ensure, so far as reasonably practicable, that all staff, pupils, contractors, and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS - The Regulatory Reform (Fire Safety) Order 2005. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy with specific responsibilities as below:

- **RESPONSIBLE PERSON** – Rainbow Multi academy Trust is the employer and therefore the 'Responsible person'. The arrangements and management of the trust fire prevention strategy are delegated to the estate's manager who will be accountable for the overall Trust fire prevention and the effective implementation of risk assessments.
 - The Headteacher is responsible for the implementation of this policy within their school and the day-to-day procedures within the school along with the site team.
 - The finance and resource committee to ensure each school has a policy in place.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3.POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimise the risk of fire and to limit fire spread.
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4.MANAGING FIRE SAFETY

The Trust has delegated day to day responsibility for managing fire safety within school to the Headteacher. The headteacher will:

1. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting.
2. Provide and maintain in working order all firefighting appliances and devices including: a) fire detection and alarm systems; b) emergency lighting systems; c) firefighting equipment; d) notices and signage relating to fire procedures; e) means of escape, considering the needs of any disabled users.
3. liaise with the estates manager to arrange a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant and reduce the risk of fire incidences by carrying out appropriate task risk assessments.
4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices.
5. Ensure that all staff, pupils, contractors, visitors, and third-party hirers are made aware of and comply with the school's fire procedures.
6. Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The school utilises the services of various personnel to carry out effective monitoring of its duties. The school fire detection and alarm system are maintained and checked by an accredited contractor every 6 months.

The alarm sounders are tested on a weekly basis by the site manager or school representative.

The school emergency lighting is checked monthly by the site manager and 6 monthly by an accredited contractor.

Notices and Signage are updated as and when required and checked annually by the estate's manager.

Firefighting equipment is visually checked weekly by the site manager and extinguishers are replenished or replaced annually by an accredited contractor.

A Fire Logbook which contains records of fire safety issues is maintained by the site manager and is in the main school office. These issues include fire drills; hot work permits, etc; the storing of hazardous materials; the inspection and testing of fire detection and alarm systems; emergency lighting systems; firefighting equipment; staff training records.

The fire compliance checks are also recorded and stored electronically on the Trust compliance software.

6. FIRE RISK ASSESSMENT

The school has a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the fire log. The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located. The fire risk assessment will be reviewed and amended biannually unless it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

7. FIRE SAFETY TRAINING

All staff receive basic fire safety induction training via Flick, the trust online platform and attend a refresher session every September which is an electronic power point that is available through sharepoint.

Key staff in the individual school buildings receive more detailed instruction i.e. fire warden training by an external provider.

Pupils are given instruction by their class teacher during the first week of the Autumn term on what actions to be taken in the event of a fire.

Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through staff meetings and any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are detailed below. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

Fire Drill and Evacuation Policy

Policy Updated	August 2023
Date to be revised	September 2024
Responsible person	Rebekah Bailey
Fire Wardens	Rebekah Bailey, Victoria Murphy, Trudy Watts and Jo Wood
Responsible person if fire wardens not present	Headteacher/Senior Teacher

General information and guidelines:

- Fire wardens will be identified by a fluorescent tabard and will wear these garments up to the point that either:
 - the alarm has been confirmed as a false alarm, all areas are safe and the alarm bells have been silenced.
 - in the case of a fire where the site has been handed to the senior fire brigade officer and all employees / visitors / students have been safely evacuated from the premises.
- No person must re-enter the building whilst the alarms are still sounding – until they are silenced it must be assumed that it is unsafe to re-enter the building. Disciplinary action will be undertaken if persons are found re-entering the building whilst the alarms are sounding.
- Fire wardens are responsible for the premises and safety of all persons whilst the fire alarm is sounding.
- Alerting the emergency services via 999 or 112 is the responsibility of:
 - Fire wardens
 - Anyone locating the fire (after exiting from the building)
- Fire wardens are the only staff permitted to introduce the “stand down procedures”

Stand down procedures:

- Fire warden, after ensuring the school is safe and the alarms have been silenced, contacts the emergency abort line 0800 716 460 to explain the situation.

Fire warden duties:

- 1 Organise a fire drill half termly.
- 2 Assigned fire wardens will undertake the school sweep to ensure all areas are clear and ascertain the exact location of the fire or false alarm.
- 3 On locating the fire the fire warden will dial 999 and alert the emergency services.

- 4 Once complete fire wardens will report to the headteacher and inform findings and then await fire brigade by the school gate.

On hearing the fire bell:

During Lessons

- 1 Children must line up quickly and quietly by the classroom fire door. Teacher or responsible adult must check toilets and cloakroom areas and turn off any lights that are not operated by sensors. Children to exit via their fire door and proceed to the assembly point on the school playground
- 2 Children to line up on the netball court in their designated, socially distanced class area and the class teacher will perform a headcount. (marker on the fence indicates where classes need to stand)
- 3 All staff and visitors not in a class to leave by the nearest fire exit.
- 4 The fire warden will check the alarm panel to ascertain in which zone the alarm was activated.
- 5 The secretary will leave the building via the nearest exit taking with her the class registers and the mobile phone. She will proceed to the main assembly point.
- 6 The secretary will pass the absence sheets to the class teacher so they can undertake the roll call.
- 7 The Headteacher or most senior member of staff will then check that all children and adults are present.
- 8 The Headteacher will then leave a senior staff member in charge of the people on the playground and will proceed to the front of the school to check the arrival of the fire brigade.

During playtime / lunchtime

- 1 The persons on duty outside will ring the school hand bell, line the children up as for the end of playtime and when other staff arrive children will be escorted to the main assembly point.
- 2 All other staff will check toilets and cloakrooms of rooms they are in and then exit via the nearest fire door and join the rest of the school at the main assembly point.
- 3 Proceed as from 2 above.

Fire bell tests

- 1 Fire bell tests are undertaken on a Wednesday afternoon between 17:15 and 17:45 by Mrs Watts.
- 2 Emergency lighting tests are carried out once a month on the second Wednesday of every month.
- 3 To ensure staff are aware that it is a bell test – there will be 3 short bell rings followed by a delay followed by continuous bell.
- 4 If a continuous bell rings without warning eg 3 short rings, treat this as a non-test situation and evacuate the building.

Evacuation from school site

- 1 Should it be necessary for the whole school to evacuate from school site, classes will be walked to Barripper Chapel. The key is held on the office keyboard which will be collected by the Headteacher, secretary or Senior teacher.
- 2 We are not an external evacuation location for any other site.

Little Acorns:

Will receive a copy of this policy. Should a fire break out in Little Acorns, Penponds School will be notified and Little Acorns children will come to the hall of Penponds School.

Should a fire break out at Penponds School, the headteacher will phone Little Acorns. If both buildings need to be evacuated, both schools to walk to Barripper Chapel.

Panic Alarms:

The school is fitted with 2 panic alarms located outside the main office and in Carn Brea class. **The purpose of the panic alarms is to notify staff that there is an intruder on school grounds.** On hearing the alarm, staff will lock all external doors, close all windows and move children into the main corridor. In the case of Carn Brea class, staff will move children near to the back wall of the class and close the blinds. The Headteacher (or senior teacher in her absence) will contact the police and liaise with outside agencies until the danger is passed.

Fire strategy plan prepared by Jason Gordon 21/3/2023.

A handwritten signature in black ink, appearing to be 'RB' with a flourish.

Signed by Headteacher:

Rebekah Bailey