



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

LALEHAM LEA SCHOOL & NURSERY

FIRE PROCEDURES POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

Person responsible for this policy:

Head teacher/
SBM



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Aim

To ensure all aspects of fire safety management are co-ordinated, consistently applied and supported by staff training, drills and equipment maintenance; this for the benefit of all staff, pupils, contractors and visitors attending Laleham Lea School.

Laleham Lea School is a responsible employer that takes its fire safety duties seriously. For that reason this policy has been formulated to help the School comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order). Laleham Lea School is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other persons who may be affected by its activities.

This policy addresses our obligation under The Order that requires the School to:

- 1 Develop a policy to minimize the risks associated with fire
- 2 Reduce the risk of an outbreak of fire
- 3 Reduce the risk of the spread of fire
- 4 Provide a means of escape
- 5 Demonstrate preventive action
- 6 Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of the School's general health and safety policy.

The Responsible Person

Responsible person: SBM

Fire Precautions Manager: SBM

Fire Wardens:

Zone 1 Main building	SBM (AS)
Zone 2 New Block	CU/RH
Zone 3 Greenhayes	MS
Reception area	CE



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Responsibilities: Ms K Barry

Responsible person:

To ensure all aspects of Fire Safety are in place and adhered to.

To ensure the Fire Brigade is called in the event of an alarm evacuation.

To deputise for the Fire Precautions Manager in her absence.

Fire Precautions Manager: SBM (AS)

To ensure all aspects of the policy are in place.

To carry out regular testing of evacuation procedures.

To ensure equipment is well maintained and regularly tested.

To complete the fire log.

To ensure that all regulations regarding signs are complied with.

Evacuation Area Manager: Head teacher (KB)

To ensure good order at the assembly point.

To communicate all information to the Fire Precautions Manager.

To ensure all staff, students and visitors are accounted for.

Fire Wardens:

To ensure all staff, students and visitors evacuate the building safely.

To assist in the control of the assembly area.

To clear the building in the event of an evacuation at lunchtime.

To ensure, in the event of an evacuation, all areas within their responsibility are clear.



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To ensure that all areas are kept clear of combustible materials, or that all combustible materials are stored safely.

To ensure that all of the correct notices and signs are displayed in all areas.

To check, during a fire test drill, that the bell can be heard in all areas of their zone.

To report any equipment malfunction to the Fire Precautions Manager.

To carry out a Risk Assessment of Fire Safety for their Zone under supervision of SBM

Zones:

Zone area of School Person responsible

Zone 1 – Main School

Top Floor: Music Room and ICT Suite –Mrs Kuc / Librarian

1st Floor: Lower, Pre-prep Classroom, toilets – Mrs Devlin

Ground Floor: Long Room, Dining Room, Kitchen and Administration, toilets – SBM AS/CE/AS

Zone 2 – New Block

First Floor Upper classroom – Mrs Uberoi

Ground Floor Reception Classroom – Mrs Herrera

Zone 3 – Greenhayes Mrs Herrera / Marek Smith

First Floor Art Room – Ms De Cintra / Marek Smith

Ground Floor Nursery – Mrs Billings / Mrs Jackson

If the Person responsible is not a Fire Warden it is their responsibility to clear their area and then report to their Fire Warden that their section is clear. It is the responsibility of the Fire Warden to report that their area is clear when they reach the assembly point. The information should be given to the Evacuation Area Manager who should then pass this information to the Fire Precautions Manager. The Fire Precautions Manager should have a checklist of areas to record the reports from the Fire Wardens.



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Evacuation Procedures:

The evacuation procedures can be found in the Appendix 1 and a laminated copy should be found displayed in each classroom, office and other general areas. All staff should be reminded, annually, of the procedures at a staff meeting and all new staff should be given specific training by the Fire Precautions Manager as soon as possible after they arrive.

Drills:

The following drills will take place during the school year, at times decided by the Fire precautions Manager.

Term Arrangements:

Autumn Term Staff and pupils to know of the drill in advance / no advance warning

Spring Term Staff only know of the drill in advance / no advance warning

Summer Term No advance warning

The day and time of day for the drill will be varied and a report on each drill will be submitted to the Governing Body.

For each drill the length of time taken to clear the building and the length of time taken to register all staff, pupils and visitors will be recorded.

Staff Training:

All staff will be trained on the following:

- What to do in the event of a fire
- How to raise the alarm
- What to do on hearing the alarm
- What to do with members of the general public in the event of an alarm
- What to do at the assembly point
- Locations of all escape routes
- Location of all fire fighting equipment
- All general fire precaution measures.



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All Staff are briefed on the September CPD day; new Staff are inducted with Fire Safety Walk.

All Fire Wardens will be given specific training in their particular role. The Fire Safety Advisor, in conjunction with the Fire Precautions Manager, will carry out this training. The School also uses inline training courses in Fire Safety.

Documentation

The School documents and keeps records to prove that we have acted responsibly. The following records

will be kept in good order, up to date and available for scrutiny at any time in the School Office, unless otherwise stated:

- 1 This fire safety policy (this will also be lodged with all heads of department)
- 2 Fire evacuation procedures
- 3 Copies of all risk assessments
- 4 Records of all fire training
- 5 A record of all fire drills (at least three per year) listing all attendees, evacuation times and any comments.
- 6 Records of weekly tests of fire alarms, final fire exits.
- 7 Record of annual inspection and testing of all fire fighting equipment
- 8 Records of periodic tests of emergency lighting
- 9 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- 10 Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- 11 Records of any unwanted alarm activations and action taken
- 12 Plans of the School Buildings

It is the responsibility of the Fire Precautions Manager to ensure that the 'Fire Log Book File' is kept up to date.



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Duties of the Staff

(‘Staff’ includes all employees of the School)

All members of staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that the School may introduce as a measure to protect the safety and well-being of all staff and visitors.

Procedures

Laleham Lea School has introduced the following procedures in order to maintain high standards of fire safety:

- 1 The fire evacuation procedures will be practiced at least three times annually.
- 2 All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety.
- 3 It is School policy that key staff, namely Kitchen staff, will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- 4 All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
- 5 Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
- 6 All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the School notices defective or missing equipment, they must report it to a competent person.
- 7 An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- 8 Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.



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9 The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.

10 Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.

11 Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

12 In the normal course of their work, housekeeping and maintenance staff will make it their business to ensure that students, staff, visitors and other users of the School buildings keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

13 This policy will be included as part of the terms and conditions of employment. Failure to cooperate may be treated as a disciplinary matter.

Risk Assessments

The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

Class Teachers have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.

A 'five step' approach will be taken as follows:

Step 1 Identify potential fire hazards in the workplace.

Step 2 Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape from it, and note their location.

Step 3 Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).

Step 4 Record findings and details of the action taken as a result.

Step 5 Keep the assessment under review and revise it when necessary.



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The form used will be the template supplied by the Fire Precautions Manager

People with disabilities:

Individual Risk Assessments are carried out on all staff and pupils who have either permanent or temporary disability. It is the responsibility of the Responsible Person to assist in, or arrange the assistance of, the evacuation of people with disabilities. Special arrangements can be made, but these will be recorded in advance.

Re-entering premises after an evacuation:

It is the responsibility of the Fire Precautions Manager, in conjunction with the appropriate emergency services and the Head Teacher, to give permission for the re-entering of the building.

Use of fire-fighting equipment:

Staff should only attempt to fight a fire if they are specifically trained to do so. The first priority is to ensure the safety of the staff and students by sounding the alarm and evacuation the building.

As soon as a fire is discovered, sound the alarm. Do not delay while attempting to fight the fire with an extinguisher. Fire extinguishers are heavy and can themselves present a hazard during use. Staff should not attempt to use such equipment unless trained and confident that their own escape from the premises will not be impaired by doing so.

Fire Fighting Equipment:

The school has a maintenance contract for the fire fighting equipment, but any misuse or problems with the equipment should be reported to the Fire Precautions Manager immediately. All equipment is clearly labelled and each call point is clearly marked.

Fire Type Extinguishers to use:

Class A	Wood,paper, cloth, plastic	Water or Foam
Class B	Liquids and Liguifiable solids	Foam, CO2, Dry Powder
Class C	Gases or Liquified gases	Turn off gas supply – Water, Foam or Dry Powder.



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Summary:

It is the responsibility of all staff to ensure that they comply with this policy and to report, in writing, any hazards or malfunctions that they find. The policy is designed to ensure a safe working environment for **all**.

The policy statement will be regularly reviewed and updated as necessary. The Governing Body of Laleham Lea School endorses this policy and is fully committed to its implementation.