



L A L E H A M L E A

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

Headteacher: Mrs. Maria Reece

LALEHAM LEA SCHOOL & NURSERY

FIRE SAFETY AND 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.

	Date	Signed
Date reviewed	June 2025	<i>M Reece</i> Headteacher
Ratified by the Board of Governors	June 2025	<i>M Ryan</i> Chair of Governors
Date of next review	June 2026	

1 Introduction

Laleham Lea School is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonably practicable, safe from the risk of fire.

The school recognises that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises. The school adopts a risk assessment approach to all fire safety matters by assessing hazards generally and where possible and creating systems to reduce or eradicate risks. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Laleham Lea School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

2 Responsibilities

The nominated '**responsible person**' as required by the above legislation is the **Headteacher**, who has day to day responsibility for fire management and is responsible, to the Governors, for ensuring that the fire risk assessment policy is implemented.

The **Operations Manager** is the **Fire Safety Manager** and is responsible for the implementation and coordination of all fire safety facilities. The Site Manager will deputise in their absence.

The Fire Safety Manager will ensure that all of the legal and moral responsibilities regarding managing the risk of fire are adhered to and where practicable, prevent the possibility of all causes of fire by;

- Establishing and managing a fire risk assessment framework for all of its premises and ensuring that the fire risk assessment is reviewed at regular intervals.
- Using competent persons to carry out the fire risk assessment of the full site and to advise on the management of fire safety issues;



L A L E H A M L E A

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

Headteacher: Mrs. Maria Reece

- Implementing the protective and preventative measures identified in the risk assessment and advice from competent persons;
- Managing and maintaining all buildings and premises to adequately control the risk from fire.
- Maintaining adequate fire precautions with regard to ensuring:
 - adequate arrangements for giving warning in case of fire;
 - that sufficient and suitable exits are maintained within buildings;
 - adequate provision of means for fighting a small fire; and
- That all staff receive suitable training, commensurate with their role and the duties they may be required to perform during a fire.
- Consulting with employees on relevant risk reduction measures that are necessary;
- Liaising with employees to reduce the risk from fire as far as reasonably practicable;
- Developing roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Developing an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Ensuring records are maintained in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

This policy contains Sections:

Section 1 - Emergency Evacuation Plan

Section 2 – Fire Safety

Section 3 – Fire procedures

Section 4 – Fire Risk Assessments

Section 1 – Emergency Evacuation Plan

If you discover a fire: Raise the alarm immediately.

This can be done activating the nearest Fire Alarm Call Point or repeatedly shouting “Fire”. Fire Alarm Call Points are located in every corridor and by external doors and can be activated by pressing hard against the glass with the thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up personal possessions. The last one to leave the room should ensure that the door is shut. Report to the assembly point (front lawn) for a roll call.

If you are with a visitor, ensure they accompany you.

The School Secretary will bring the sign in book with them for the roll call and class registers.

No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

On no account should anyone return to a burning building.

If you hear the fire alarm:

Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call.

If you are with a visitor make sure they accompany you.

Persons responsible for taking roll calls are:

The Headteacher, Class Teachers and Operations Manager.

The Operations Manager is to take form registers and the school signing in book to the assembly point and distribute them accordingly.

Fire Wardens – on hearing or setting off the alarm:

Encourage everyone around the school to evacuate as quickly as possible. Check rooms are empty and inform the Headteacher (or a member of SLT if offsite) that their area of responsibility is clear.



L A L E H A M L E A

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Headteacher: Mrs. Maria Reece

Zones:

Zone areas/ designated sections for Fire Wardens

<u>Fire Warden</u>	<u>Area of Responsibility/Designated Section</u>
Housekeeper	Zone 1 - Main building (Top floor and 1st floor) Top Floor - Library and ICT Suite –School Finance Officer room First Floor - Classrooms x 2, toilets
Operations Manager	Zone 1 - Entrance area & Halls Ground Floor - Long Room, Dining Room, Kitchen and Administration, staff toilet and boys toilet
Y5 Teacher	Zone 2 - New Block First Floor Upper classrooms x 2 Ground Floor Lower classrooms x 2
Site Manager	Zone 3 - Greenhayes - Old building First Floor - STEM, Music Room, Sick Bay, Deputy Head Office & Staff toilet Ground Floor - Art Room Nursery including Nursery toilets
Additional fire wardens: DHT, School Finance Officer	

It is the responsibility of the Fire Wardens to report that their area is clear when they reach the assembly point. The information should be given to the Evacuation Area Manager (the Headteacher) who should then pass this information to the Fire Safety Manager (the Operations Manager). The Fire Safety Manager should have a checklist of areas to record the reports from the Fire Wardens.

Emergency Evacuation Notice

The notice below is to be discussed with all new staff and pupils during their induction.

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- If you are responsible for a class, make them leave quietly with you. No one should talk or run.
- Any injured or disabled pupils should be at the front of the pupil line. Make your way to the assembly point on the lawn at the front of the school.
- Do not take anything with you, and do not allow the pupils to take anything.
- Shut doors and windows behind you.



L A L E H A M L E A

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

Headteacher: Mrs. Maria Reece

- The School Office will summon the Emergency Services if the alarm sounds.
- The School Secretary will provide copies of class registers, the visitor's book, and pupil signing in and signing out sheets for evacuation checks to be confirmed.
- Take the roll-call of your class as soon as you reach the assembly point. Hold up your arm to indicate that all children have been accounted for.
- Report anyone who is missing immediately to the Headteacher and Operations Manager (Fire Safety Manager) who will inform the Fire Brigade.
- On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the assembly point with your pupils until the 'all clear' is given.

All contractors and visitors are to be shown the following notice before they start work:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- Make your way to the assembly point on the lawn at the front of the school.
- Do not take anything with you.
- Shut doors and windows behind you.
- The School Office will summon the Emergency Services if the alarm sounds.
- Muster to the side away from the classes and staff, on the lawn at the front of the school.
- The Operations Manager will cross-check the visitors books with contractors on site.
- Immediately report anyone who is waiting to be evacuated from a designated refuge, or who is missing to the Headteacher, who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the assembly point until the all clear is given.
- No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

Section 2: Fire Safety

Role of the School Fire Safety Manager

The Operations Manager, or in their absence, The Site Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Senior Leadership Team;
- The fire safety policy is promulgated to the entire school community;
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire;
- Records are kept of the fire induction training given to new staff and pupils;
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed;
- Fire risk assessments are regularly reviewed and updated;
- Fire prevention measures are meticulously followed;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- Records are kept of all fire practices;
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Fire Wardens

The school is divided into a number of areas. Each area has a nominated warden, who will clear the area in the case of an alarm and report their findings to the Headteacher.

If a warden is not on site and so will be unable to clear their area, they must inform the Headteacher at the earliest opportunity. The Fire Warden will nominate a reserve Fire Warden to cover that area for the period of absence.

Staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedure that maybe introduced as a measure to protect the safety and wellbeing of our staff, our pupils and visitors.

Fire Detection and Alarm

Each part of the School premises is incorporated into the school's fire detection systems. The master panel for the alarm system is located in the entrance area. The panels show the location of a fire. They are fitted with an uninterrupted power supply (UPS). The detection equipment is maintained and regularly checked by competent persons (please see list below)

The fire alarm can be manually activated by breaking a glass panel, and the smoke/heat detectors are automatically activated when smoke/heat builds up.

Alarms sound in all parts of the school buildings. Each part of the School premise has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time (and defects) recorded. The alarm will be activated using a different activator point each week.

It is the responsibility of the Operations Manager to ensure that the following checks are carried out:

- Weekly fire alarm testing – one call point
- Fire fighting equipment
- Monthly checks of fire doors
- Monthly emergency lighting
- Termly fire drill and emergency evacuation

They are also to arrange for an ISO9001 certified/BAFE approved contractor to carry out:

- Six monthly professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers

The booking and carrying out of these tests can be delegated to the Site Manager, however responsibility lies with the Operations Manager to ensure that these checks are carried out.

Records of all tests are kept in the Operations Manager's Office and updated on our School Compliance and Management Software system.

Fire Fighting Equipment

- Fire extinguishers are located in every building in accordance with the recommendations of our professional advisors;
- Fire extinguishers, and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher;
- Monthly checks of fire extinguishers are carried out by the Site Manager and a record kept of these

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Operations Managers office;

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations;
- Regular portable appliance testing takes place;
- All computers, projectors, printers and electronic whiteboards have been set to switch to standby mode automatically every evening and during holidays and weekends;
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day;
- Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits;
- Battery operated emergency lighting will be tested monthly (charge and illumination) and an annual full discharge test by a competent contractor;
- Records of testing and servicing of emergency lights, along with all other electrical tests and records will be maintained by the Operations Manager.

Fire Prevention Measures

We have the following fire prevention measures in place at Laleham Lea School.

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of

Headteacher: Mrs. Maria Reece

prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Responsible Person, Fire Safety Manager and Site Manager will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc.);
- Half termly inspections all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult with the Fire wardens;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance or building work.

Section 3: Fire Safety Procedures

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are any other changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the external consultants.
- Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. Evacuation procedures are posted prominently in every corridor next to the fire alarm call point.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly. These means of escape will be clearly signed with pictograms. The means of escape will be half termly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards and daily by the site manager.
- Training will be provided as necessary, to any staff given extra fire safety responsibilities, such as Fire Wardens
- Staff are given annual refresher training on the fire procedures.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they will report it to the Operations Manager.
- Alarms are checked quarterly by a suitable contractor and weekly by the Site Manager
- Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Site Manager
- Records are kept of training; inspections; evacuations and maintenance of systems and equipment are kept by the Operations Manager.

Briefing New Staff and Pupils

All our new staff and temporary employees (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Laleham Lea School. We show them where the emergency exits and escape routes are located, and how to get to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are informed of how to activate the fire alarms if they see or smell a fire.



Headteacher: Mrs. Maria Reece

The safe evacuation of everyone - staff and pupils alike, 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 he or she has been trained in its use.

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

Summoning the Fire Brigade

The School Office is manned between 8.00am and 5.30pm during weekdays in term time. The master panels that show the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the entrance lobby. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Services at once. If the alarms go off outside the hours that the School Office is staffed, the alarm monitoring company will inform a member of staff on the keyholder list (this can be found in the Fire Folder in the Operation Manager's office). The member of staff has standing instructions to summon the Fire and Emergency Services, when they deem it necessary

Visitors and Contractors

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** that they are on school property.

They are given a visitor information booklet containing our fire safety procedures. They are made aware of the emergency evacuation notice and are shown the way to the assembly point. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils and Visitors

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Operations Manager, when notified. 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.

Responsibilities of Teaching Staff

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 Headteacher. It is the responsibility of the Headteacher to ensure that this information is passed to the Fire and Emergency services as soon as they arrive. On no account should anyone return to a burning building.

Responsibilities of Fire Wardens

All Fire Wardens are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Wardens receive regular refresher training.

Fire Wardens are trained in:-

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.

Fire Practices

We hold at least one fire practice every term at Laleham Lea School. 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 that the school can be safely evacuated in the event of a fire. A record will be kept of the date and time taken to evacuate the building, by the Operations Manager.

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Ensuring fire routes and exits clear at all times. The Site Manager is responsible for unlocking the building in the morning, and will check that escape routes are not obstructed and that the emergency lights work, and for reporting defects.



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Safe Storage

We ensure that flammable materials used in teaching or maintenance are locked in purpose made, flame-proof containers when not in use.

Section 4: Fire Risk Assessment

All of the School premises are subject to a fire risk assessment. This is conducted by an external consultant every three years (or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added) and by a suitably trained competent person, during the intervening years. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens etc. In addition, the Site Manager checks all the rooms, corridors, stairs, and communal areas etc. each day.

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

- The hazard.
- 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 arrangements for reviewing the assessment.

A copy of the fire risk assessment report is available on site (from the Operations Manager) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by staff, including the Fire Marshalls, to ensure that the walkways are kept clear of obstructions and tripping hazards.

Appendix 6: Guidance on completing a Personal Emergency Evacuation Plan (PEEP)

When is a PEEP required?

A PEEP should be completed whenever an individual has a disability that would affect their safe evacuation in the event of an emergency. This would include short-term injuries that would affect a person's ability to self-evacuate. Its purpose is to provide a detailed, step-by-step and comprehensive plan that documents the procedures and equipment in place for ensuring that a person is able to safely evacuate a building if needed. The PEEP should consider all buildings/areas the individual commonly works, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

What should be documented?

The PEEP form provides the main headings needing to be considered. However, additional questions that may require further consideration include, for example:

- Whether the means of raising the alarm is consistent with individual needs?
- Is the individual aware how to, and are they able to, raise the alarm?
- Is there adequate cover if an assistant is out of office and how this will be coordinated?
- Is the assistant physically able to provide the support e.g. to transfer from wheelchair to evacuation chair?
- Have they received any necessary training?
- Are evacuation chairs provided on alternative escape routes? Is additional signage needed e.g. of refuge areas?
- Is signage adequate when considering the individual's needs? Can escape route doors be easily opened?

How should the form be completed?

The PEEP form should be completed in co-ordination with the individual it relates to. However, before finalising/signing it off, all involved parties, including those providing assistance, fire marshals, the premises manager and the Departmental Health and Safety Adviser should be given the opportunity to comment.

Information, instruction and training needs

As well as the need to provide information and instruction on escape routes and procedures etc, further practical training may also be required, for example in the use of any equipment provided e.g. evacuation chairs, communication devices etc. These training and refresher training requirements should form part of the PEEP.

The PEEP should be signed by and distributed to all involved parties following completion to show that it has been received and that individual responsibilities are understood. The PEEP should form part of the overall Fire evacuation plan and should therefore be incorporated into any fire drills that are undertaken. Any issues identified following a fire drill should be fed back to the relevant parties e.g. the Site Manager/ Operations Manager/ Headteacher.

Reviewing a PEEP

This PEEP should be reviewed as and when all other aspects of fire evacuation arrangements are reviewed but also when:

- the PEEP is believed to be no longer valid e.g. following a poorly executed fire drill;
- there are any concerns (the individual, assistant, fire marshal, fire officer etc);
- there are changes in the individual's health etc.; and annually.