



## **The King's Church of England Primary School**

*Encouraging every child to reach their full potential,  
nurtured and supported in a Christian community  
which lives and learns by the values of Love, Compassion and Respect.*

# **THE KING'S SCHOOL Fire Safety Policy (Subsidiary to the Health and Safety Policy)**

**Agreed by:** The King's School Governing Board

**Date:** March 2024

**Review Cycle:** Annual, aligned with the Health and Safety Policy

**Next Review Date:** March 2025

All the King's School policies  
should be read in conjunction with the Equality Policy

If you require a copy of this document  
in large print, paper, Braille or audio format,  
please contact the School Office

This policy is based on a model provided by the ActionHR Health and Safety Team,  
and may be updated from time to time to reflect changes in the model.

## Fire Safety Management and Fire Safety Guidance

### Introduction:

This Policy is to help those responsible for school premises to understand fire safety risks, to be aware of legal requirements and to identify suitable control measures to manage and reduce those risks. Sections in **blue shading** are guidance provided by the Action HR Health and Safety team.

Each year the Fire Brigade attends nearly 300,000 fire-related incidents. Suitable fire safety management in schools helps protect pupils, staff, visitors and property.

### Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces most of the previous fire safety legislation. It requires those who manage a site (the Responsible Person) to take a risk assessment approach; this involves schools identifying potential fire hazards and determining methods of controlling those hazards and reducing the risk.

### Fire Safety

It is the policy of The King's School to minimise the risks to pupils, staff and others which may arise from fire.

The Headteacher has been appointed as the Responsible Person for the school and has overall responsibility for fire safety matters. The Responsible Person has appointed the School Business Manager to coordinate fire safety management & arrangements throughout the school.

The Fire Safety Coordinator manages the implementation of fire safety measures. This includes ensuring that Fire Safety Risk Assessments are carried out & reviewed, ensuring that staff and pupil training takes place, and monitoring to ensure that the standard of fire precautions is maintained. They ensure that fire evacuation drills are carried out, fire action notices are kept up to date and fire safety equipment is maintained etc. Fire Risk Assessment (FRA)

The Responsible Person has ensured that a suitable and sufficient assessment has been carried out at The King's School to identify, the fire safety hazards, the management arrangements in place, assess the fire risks and make recommendations for the reduction and elimination of those risks.

The assessment was carried out by the **Action HR Health and Safety Team in February 2023**. It will normally be renewed every three years, or if material changes are made to the building or its use.

It is the role & responsibility of the Fire Safety Coordinator to receive the completed FRA and to inform the Headteacher / Responsible Person of the findings and recommendations from the FRA. The HeadTeacher will then inform the Governing Board.

Using the findings from the FRA an action plan is put in place in order to carry out the recommendations.

### **Fire Risk Assessment Review**

It is the policy of The King's School to discuss the findings of the FRA with the Action HR Health & Safety Team and identify a suitable schedule & arrangements for review.

The review process will include at least an annual status update of the recommendations.

#### **Guidance:**

##### **Third Party Monitoring and Review:**

Maintained schools are required to provide a copy of the Fire Risk Assessment (or Review) to their host borough (their employer) on an annual basis. This is to allow the local authority to fulfil its legal duty in monitoring safety in schools.

All schools should also provide copies of their fire risk assessment to the Action HR Health & Safety Team, (however the FSRA was carried out) so that advice and support can be offered in addressing safety issues where required.

### **Inspection & Maintenance of Fire Safety Equipment:**

In order to ensure that all fire safety equipment provided at the school is in good working order, the school has in place a series of managed contracts as well as in house testing & inspection.

#### **Managed Contracts**

Specialist contractors are used for the inspection & maintenance of fire management equipment such as fire extinguishers, the fire alarm system and emergency lighting. In order to minimise the risk of fire throughout the school there are also contracts in place for the inspection & maintenance of critical systems such as the gas and electrical systems.

Inspection & maintenance contracts throughout the school are part of the remit of the School Business Manager. All building management arrangements at the school are carried out in line with the standards set out in the Action HR Premises Health & Safety Guidance.

#### **In House Checks**

As well as specialist inspection & maintenance the school has a programme of in house testing & inspection of fire safety systems in place. This involves daily site checks to ensure that escape routes are clear, fire fighting equipment is in place and fire action notices & directional signage is clear & unobscured.

All in house tests & checks are carried out by the school site staff and are undertaken in line with the standards set out in the Action HR Premises Health & Safety Guidance. This includes having a procedure in place to action remedial work as required and to keep clear records.

### **Management & Monitoring of Arrangements:**

There are a number of ways in which the school ensures that the Responsible Person and the Governing Board are kept up to date and informed on fire safety matters;

- The Fire Safety Coordinator provides a termly update to the Headteacher
- The H&S Governor, School Business Manager and the Site Manager carry out a termly site walk that includes checking of fire safety standards.
- The outcomes of the site walk form part of the H&S Governor's termly report to the Governing Board.
- Regular meetings held between relevant staff.

#### **Guidance:**

##### **Update to the Responsible Person:**

One of the duties of the Fire Safety Coordinator is to keep the Responsible Person up to date in fire safety matters. This could be a verbal or written report and can be part of any termly site walk/ inspection. Items that should be included in the update are:

- **Fires at the School** - Provide a description of any fire incidents that took place and any lessons learnt as a result, or state there were no such incidents.
- **Activations of the Fire Alarm** - Provide a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.
- **Practice Evacuation Drill** - Give the date & time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.
- **Staff Training** - Give details of any staff training that has been undertaken during the term and any training planned for the future.
- **Records of Equipment and Systems Inspections** - Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.
- **Any Issues or Recommendations** - Provide details of any recommendations or other matters not identified above.

There is a School Site - General Health & Safety Checklist designed to be used during termly site walks/ inspections available on SLA online.

#### **Management of Contractors:**

The school has a Managing & Monitoring of Contractors Policy in place and all contractors are expected to comply with this Fire Safety Policy. Where required, contractors will have a suitable fire risk assessment for their working area, risk assessments, method statements and hot work permits must be in place prior to carrying out any work with a fire risk.

Contractors that control part(s) of the school, such as a contractor caterer must have their own fire risk assessment, which complies with the school's controls.

All contractors are provided with a copy of the Contractor's on School Site Code of Conduct and are expected to comply with this.

**Staff Training and Instruction:**

All new staff are briefed on the school’s fire safety arrangements including the evacuation drill, local fire exit routes and their fire safety responsibilities.

Training is provided on a regular basis for all permanent full time school staff in fire safety and the school fire procedure.

Both the Responsible Person and the Fire Safety Coordinator have attended relevant management of fire safety training.

The Assistant Headteacher, supported by the SBM is responsible for ensuring that all fire safety training records are maintained and are available for inspection by any enforcement authority. Training is carried out in accordance with the guidance below:

<b>Guidance:</b>	
<b>Information, Instruction and Training:</b>	
<b>Governors:</b>	<p>Training in order to understand their legal responsibilities and role in the management of fire safety.</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>Responsible Person/ Head Teacher:</b>	<p>Training in order to understand their legal responsibilities and role in the management of fire safety.</p> <p>Training to understand the legal requirements for management of fire safety across the school</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>School Business Manager/ Bursar/ Fire Safety Coordinator:</b>	<p>Training to understand the legal requirements for management of fire safety across the school, particularly in relation to statutory inspection &amp; maintenance and managing/ coordinating in house checks and activities.</p> <p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills.</p> <p>This should ideally be delivered via classroom based training and refreshed every three years.</p>
<b>Caretaker/ Site Staff/ Any staff undertaking in house checks or tests:</b>	<p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the</p>

	<p>importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years.</p> <p>Instruction in correct technique and frequency for undertaking in house checks.</p> <p>Instruction in the record arrangements and process for reporting issues.</p>
<b>Any staff with a defined role in the emergency plan.</b>	<p>Training to raise awareness of, how fires start and how quickly they can spread. Training should include an understanding of the importance of physical fire safety measures such as detection and fire doors, also procedural measures such as regular evacuation drills. This should ideally be delivered via classroom based training and refreshed at least every three years.</p> <p>Instruction in their role as part of the emergency plan.</p>
<b>All staff, (including contractors such as cleaners and catering staff) and pupils:</b>	<p>Participation in emergency drills and instruction in the emergency plan.</p> <p>Instruction in the importance of good fire safety management, including physical measures, such as not wedging open fire doors and procedural measures, such as taking part in evacuation drills.</p>
<b>Any staff carrying out a Personal Emergency Evacuation Plan:</b>	<p>Training in the requirements of a Personal Emergency Evacuation Plan.</p> <p>Instruction in the daily routine of the person requiring the PEEP.</p> <p>NB: There may be further training required for any “Buddies” or assistants identified. This would include training in the PEEP procedure and could include the use of an evacuation chair.</p>

## Guidance:

### First Day Fire Safety Induction:

All new staff must be instructed in the emergency plan, in particular:

- The identification, location and operation of the fire alarm call points.
- Use of a call point to raise the alarm is the first action upon discovery of a fire, (even a small fire)
- Description of the sound of the fire alarm and the action to be taken in when it sounds,
- The location of the Assembly Point
- Physical tour of the building/ site to identify the various escape routes.
- Highlight the location of the fire fighting equipment and explanation of the different types
  - **NB:** staff can only use extinguishers if they have received training in their correct usage within the past three years.

### **Emergency Evacuation Drills and Personal Emergency Evacuation Plans:**

Emergency evacuation drills are held at least termly. The times of day that drills take place is varied and on some occasions certain exits & escape routes are “closed off” in order to ensure that staff and pupils are familiar with all the evacuation routes. Emergency evacuation drills follow the guidance below:

Drills are organised by the Fire Safety Coordinator. The outcomes from drills are recorded and shared with staff. Where issues are identified this is also recorded as well as any remedial action.

There is a written Emergency Plan in place, which follows the guidance below:

#### **Guidance:**

##### **Emergency Plan:**

The emergency plan must include:

- Actions to take if you find a fire
- How to evacuate
- Location of meeting points
- Communication arrangements between meeting points
- Arrangements for re-entering the building

##### **Emergency Evacuation Drills:**

Evacuation drills should take place regularly and be on-going. If you need to set-up a programme of drills the following steps should assist:

1. For the initial emergency drill all members of staff should be made aware that it is going to take place, know how to exit the building and where to congregate
2. Prior to the drill it should be agreed who would be responsible for contacting the emergency services (even if there is an automated system that also does this) in the event of a real fire and who would meet them on site, (several people may need to be chosen to take account of staff working off site/ annual leave etc).
3. The outcomes of the drill should be discussed and recorded.
4. If required a second drill should be carried out, (without prior warning to staff) within the next month.
5. Regular fire/ emergency drills should take place at least termly, (depending on outcomes)

##### **Recording Evacuations**

Any evacuations, whether as a result of a drill or false alarm should be recorded. Records should include:

- Date and time
- Time taken to evacuate, (including confirmation that the building is clear)
- Number involved
- Any issues identified
- Remedial action taken

## Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are prepared for anyone who needs additional assistance to exit the buildings. This can be for permanent or temporary medical conditions and follows the guidance below:

### Guidance:

#### What to include in a PEEP:

- Name of the person;
- Names of the team members allocated to assist the person in emergency evacuation situations;
- School plan identifying the evacuation route(s) available to the pupil/staff member;
- For secondary schools, pupil's/staff member's timetable and class locations;
- Method of evacuation, e.g. use of an Evac chair to transfer the person from upper floor to ground level;
- Locations of refuge areas if these form part of the Plan; if there are no suitable places of refuge, this should be stated in the Plan;
- Communication methods and relevant information.

Further advice regarding the completion of PEEPs can be found on SLA online.

The PEEP is always followed during fire evacuation practices.

The PEEP is completed with the direct assistance of the person it is designed to help (dependent on age). Parents have the opportunity to make comment on the PEEP.

### Staff Responsibilities:

All school employees have important roles within fire safety. Employees are responsible for:

- Complying with the school's fire procedures
- Raising the alarm if a fire is detected
- Evacuating their area safely and assisting those who may need help
- Reporting any fire related concerns immediately, such as faulty electrical equipment, or blocked fire exits
- Ensuring only electrical equipment which has been suitably maintained and inspected is used
- Keeping evacuation routes clear
- Taking an active part in fire evacuation drills
- Undertaking suitable fire safety training
- Not moving fire-fighting equipment, unless it is being used to fight a fire
- Not bringing in equipment to the workplace without the approval of the Fire Safety Coordinator;
- Not blocking fire exits or wedging open fire doors
- Informing their manager of any relevant medical conditions that may affect fire safety and evacuations, (this information will only be passed to relevant staff with the individual's agreement)



## **Appointment and Responsibilities of Fire Marshals**

All teaching staff fulfil the role of Fire Marshal specifically for the class for which they are responsible. Some of the administrative and site staff are also Fire Marshals with specific roles and functions. Further details of the role and duties of Fire Marshals can be found in the Emergency Plan.

## **Out of Hours Events and External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Coordinator is consulted and appropriate precautions including arrangements for evacuation and calling the Fire Brigade are put in place. The Fire Safety Coordinator may impose specific restrictions on the type of letting or activity, the number of persons involved and the number & layout of any seating. Emergency plans will follow guidance below:

### **Guidance:**

#### **Steps to be included in an out of hours event Emergency Plan:**

- Only areas of the school required during the performance/ event to be open; consideration should be given to which toilets will be open to pupils and to parents.
- Each supervising adult should have a designated role in an emergency.
- The procedure should include which exits will be used by pupils and which by parents in order to avoid a situation whereby parents are moving against the flow of people evacuating in order to retrieve young children.
- Parents should be made aware, prior to the event/ each performance of the evacuation procedure, where to congregate once outside the building and where the pupils will congregate/ where to reunite with their child. Parents will be understandably concerned in the event of an emergency evacuation and as detailed above may try to retrieve their child before evacuating.
- As with a normal fire evacuation procedure there should be a designated adult to check areas of the building, such as toilets and to contact the fire brigade.
- All pupils involved in the event/ production should be made aware of the evacuation procedure – a “mini” run through may be appropriate; this could be carried out as part of rehearsals.
- When booking tickets each parent should be asked if anyone attending has a disability or mobility issue; care should be taken to seat anyone with such an issue close to a fire exit. Further advice regarding Personal Emergency Evacuation Plans for disabled people can be obtained from the Action HR Health & Safety Team as required.

### **External Lettings:**

Ensure the hirer is aware of the fire safety procedure, specifically:

- How to raise the alarm in the event they discover a fire; the location of the nearest call points.
- Describe the sound of the fire alarm, (for example, continuous alarm, two tone etc.) and the action to be taken when it sounds.
- Establish who is responsible for ensuring that all of the hiring party safely evacuate.

- Describe and walk the evacuation routes from the space being hired. Highlight any push bars or exit fittings such as thumb turn locks.
- Explain that fire extinguishing equipment is only to be used if the person has been trained to do so and feels confident to do so; the primary response is to evacuate the building.
- Show the location of the external assembly area.
- Ensure the hirer knows they are responsible for calling the emergency services in the event of an alarm.
- Establish the arrangements for contacting a school representative and pass on emergency contact details.