



Hawkswood Health & Safety Guidance Fire Safety Policy 2022

OBJECTIVE

This policy supports the Hawkswood Group and associated provisions (Therapeutic; Primary; Burnside in complying with their duties under the Regulatory Reform (Fire Safety Order) 2005. This guidance is applicable to all premises under the control of the Hawkswood Group and details the approach to the control of risk from fire.

1. INTRODUCTION

The Hawkswood Group provisions 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. To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006.

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 Hawkswood Group's Health and Safety Policy and in common with that policy extends through the separate provisions within Hawkswood Group, with specific responsibilities as below:

- Governors via the Management Committee structure ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher of each provision has the ultimate responsibility for the implementation and management of this policy; and its role within the School's Health and Safety Policy
- The FSO places duties onto the '**Responsible Person**'. If the Local Authority is the employer they are therefore the '**Responsible Person**'. Certain day to day responsibilities can be delegated down to a 'duty holder' and in our provisions, this person is the Headteacher who delegates responsibilities to the site officers.
- SBM responsible for commissioning of annual services and update inventory of equipment.
- 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 Hawkswood Group has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. the Headteacher with support from the relevant site officer of each provision.

The Headteacher and site officer will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; 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, taking into account the needs of any disabled users.
3. Carry out or arrange to have carried out 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 for all the school;
5. Ensure that all staff, students, 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. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The Hawkswood Group utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by **Brittania – Antlers Hill School site, ADT – Hawkswood House, ADT - Burside**. The alarm sounders are tested on a weekly basis at varying times of the day by the Site Manager.

The school emergency lighting is checked weekly and records kept of checks by site officer. Emergency lighting is checked annually by **Campion Electrics**.

Notices and Signage are updated as and when required and checked annually by the Headteacher and or Business Manager. Site officers will conduct weekly checks of signage and replace or repair any missing or faulty signage to ensure it is kept in safe repair.

Fire fighting equipment is visually checked weekly by Site Officer and records kept that these checks have been done and extinguishers are replenished or replaced annually by **Workplace fire and safety LTD**.

A Fire Log Book which contains records of fire safety issues is maintained by the Site Manager and located at **site office paper copies O drive for electronic copies**. 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;
 - fire fighting equipment;
 - staff training records.

6.FIRE RISK ASSESSMENT

The Hawkswood Group has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept **O:drive**

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 annually in January or if there are significant changes to premises or personnel to ascertain if 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.
- The Site Officer will regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- The Site Officer will be pro-active in ensuring that all potential risks are reported to the Business Manager and takes action to reduce risk, reporting back all actions and concerns.

7. FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training as part of their induction to employment with the Hawkswood Group and attend refresher sessions annually in the autumn term. On induction, Hawkswood Group staff will be informed in relation to:
 - Action to take if they discover a fire, including how to activate the fire alarm;
 - Action to take on hearing the alarm, including location and use of exits and escape routes;
 - Action to take in the event of an incident occurring;
 - Area of greater risk on the site
 - Key staff in the individual school buildings receive more detailed instruction: emergency evacuation procedures; use of fire extinguishers; emergency procedures; how to spot fire hazards
 - Visitors and contractors: on arrival to the site will be made aware of the procedures and assembly points in the event of an evacuation.
 - For events with large numbers of attendees, such as open days or concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.
 - Pupils are given instruction by their form tutors during the first week of every term on their 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 **the Headteachers Termly report to the Management Committee**, any conclusions and remedial actions are recorded and implemented.

EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy in Appendix 1. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings which can be found in Appendix 2.

Appendix 1 - EVACUATION PROCEDURE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm – this will trigger an automatic call to the emergency services, in addition the Site officer/Headteacher or those with delegated responsibility (Deputy Headteachers).

If fire is in the kitchen the cook should ring 999 and immediately break glass of alarm and tell the Site Manager or Headteacher that the Fire Service has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

- Where appropriate, ensure Master switches for gas and electricity are off. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible leave windows open to dissipate gas and no electrical switches should be used.
- Fire Marshals (Headteacher, Deputy Headteachers, Therapeutic Lead (HWS) and Year 6 Teacher (HWP) put on high vis vest and proceed to carry out an evacuation sweep through all rooms including staff room, class rooms (including walk in cupboards), toilets, taking one side of the building each.
- Deputy Headteacher from HWP to notify the SBM in the house in the event of an evacuation.
- Staff assemble pupils and instruct them to proceed to the Assembly Point outside the main building on the playground, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- The School Administrator will collect registers, pupil and staff signing in/out books, visitors' book and off-site lists before proceeding to the Assembly Point.
- The Site Officer will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.
- The Site Officer on duty will open the gates for the Fire Service and await their arrival and will discourage any casual visitor from entering the premises.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

Pupils' Reporting Procedure:

- Classes line up in alphabetical order at Assembly Point.
- Form Teachers / Class teachers collect registers from Receptionist and supervise a

roll call.

- Once roll call is completed, report absences to Headteacher and the Site Officer and return register to Receptionist. Site officer (Fire Warden) to report all absences to the Fire Brigade on arrival.

Staff/Visitors Reporting Procedure:

- The Administrator will assemble all visitors and cross reference with the visitors book. The will notify the Headteacher and Site Officer of an absences, and will await the arrival of Fire Services.

No-one should leave the Assembly Point until instructed to do so by the Headteacher or nominated Deputy in the event of Headteacher absence.

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

- Students and employees with a disability should already have been identified and information held in the main office with the Administrator.
- Responsibilities and procedures for evacuating a pupil/ employee with a disability can be found in the person's Personal Emergency Evacuation Plan.
- Having considered the risks, the Headteacher will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.
- Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

Visitors with disabilities

- On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.
- Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes.
- Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas (top of staircase at both ends of the Hawkswood building).
- The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.
- Lifts must not be used during an emergency evacuation



Approved by:

Chair of Governors: Hannah Glossop

Ratified on:

Date: 05.01.2022

Next review due by:

Date: 08.01.2023