**Edward Jenner School**

**FIRE SAFETY POLICY**

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|  | **Date** | **Signed** |
| **Date reviewed** | **May 2025** | **Emma Poole** |
| **Ratified by** | **May 2025** | **A Brookes** |
| **Date of next review** | **May 2026** | |
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# Introduction

* 1. The headteacher takes seriously their responsibility to promote fire safety at Edward Jenner School and to ensure that appropriate systems and procedures are in place to comply with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), which came into effect 1st October 2006.
  2. This policy and the Emergency Plan sets out the School’s procedures for providing a safe place to work and learn where fire safety risks are minimised. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School. This policy, the process of risk assessment and the Fire Emergency plan inform and help staff, pupils and visitors to respond calmly and effectively in the event that fire breaks out on site.

# Responsibilities

## The Headteacher

The Headteacher is ultimately responsible for ensuring that the School complies with all statutory fire safety legislation and guidance (Regulatory Reform (Fire Safety) Order 2005). The Headteacher is responsible for the implementation of the Fire safety policy and Emergency Plan and for ensuring that adequate resources are available. The headteacher remains as ‘responsible person’ who will further delegate this responsibility to other persons (Chief Fire Marshall – Phil Brookes who has day to day control of the building) to undertake certain duties to protect ‘relevant persons’ in case of fire at the premises. The Headteacher retains the role as overall ‘responsible person’.  
To comply with the RRFSO regulations the following measures have been undertaken by the headteacher, these include:

* + 1. Ensuring a Fire Risk Assessment specific to the property, has been undertaken by a competent person and its findings communicated to all employees. The Fire Risk Assessment will be reviewed on an annual basis to ensure it is still valid.
    2. Ensuring that a suitable Emergency Plan is in place, understood and kept on the school premises.
    3. Ensuring that general fire precautions are put in place to ensure, so far as reasonably practicable, the safety of all staff and pupils and to take such general fire precautions as may reasonably be required to ensure the premises are safe for visitors and contractors.
    4. A fire evacuation procedure has been established, displayed at all fire call points and communicated to all employees. Information is also given to visitors and contractors entering the site regarding fire risks and procedures.
    5. Information, instruction and training are provided to all employees about fire safety and precautions in the workplace at induction and from time to time throughout the period they work for the School.
    6. Firefighting equipment, detection/warning systems, emergency lighting, emergency routes, exits and signage are regularly serviced, maintained and sited at appropriate locations.
    7. Fire Alarm tests are undertaken regularly.
    8. Evacuation drills of the building are carried out on a variety of days every term to test the effectiveness of current procedures and to highlight any deficiencies which need attention, we aim to cover part-time pupil attendance and familiarisation for our more anxious pupils.
    9. Consulting with colleagues about nominating persons to carry out particular fire safety roles has taken place; these are detailed in the Emergency plan.
    10. An up to date list of pupils attending each day will be included in the Grab Bag.
    11. Nominated persons to carry out Fire Marshal Duties receive information, instruction and training to fulfil this role. This training is repeated every 3 years.
    12. Any deficiencies in fire safety are reported and recorded in the next staff meeting post Evacuation Procedure test.
    13. All staff are aware how to operate the alarm system.
    14. The relevant information required for the fire and rescue service in an emergency is detailed in the Grab Bag, to be evacuated by the designated Fire Marshall.
    15. A Grab Bag is held which contains the Fire Risk Assessment, Emergency Plan, records of evacuation drills, fire alarm tests and maintenance records of all firefighting equipment, detection/warning systems and emergency lighting. These records enable fire safety precautions to be managed effectively. Evidence is also maintained and can be given in the event of a request being made by an enforcing authority to demonstrate that fire safety responsibilities are effectively managed.
    16. Personal and all newly purchased school electrical equipment should not be used on the premises unless it has been authorised by the Headteacher and PAT tests conducted.

## The Chief Fire Marshall

* + 1. Other general fire safety measures will also be adhered to. These are as follows –
    2. Flammable substances will be kept stored in a locked flammables cabinet. Minimal amounts of flammable substances will be kept on site.
    3. The site is designated as a non-smoking site.
    4. Where possible external storage of items or waste disposal will be kept at a distance from the buildings.
    5. A Permit-to-Work system for controlling particularly hazardous activities such as works involving the application of heat (Hot Work). This includes the provision of information/training on fire extinguishers. Hot work is only conducted in areas cleared of combustible materials and checks are made after work is complete to ensure there are no smouldering fires.
    6. Electrical wiring/Equipment will be tested as scheduled. **No personal equipment which has not been mains wiring tested will be used in the building.**
    7. All furniture and furnishings will comply with current legislation relating to their fire resistant properties.
    8. The Chief Fire Marshall or his designated competent person will conduct maintenance and checks on fire-fighting equipment; fire detection equipment and fire protection equipment. These will be conducted within the time frame required and recorded. Certificates will be obtained and kept in an accessible file, in the Grab Bag.
    9. Routine Checks and maintenance will be carried out on the fire alarms; emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. Records will be kept in an accessible file in the Grab Bag.
    10. Carrying out appropriate checks to ensure fire escape routes and fire exits are clear, maintained and accessible.
    11. Measures will be implemented for Staff and other personnel at increased risk from fire.
    12. A review of training for fire marshals will be conducted on a regular basis. A training record will be maintained.
    13. Personnel with specific responsibilities will be given appropriate instruction and training. A training record will be maintained.
    14. Appropriate instruction and training for staff, students, people with a disability, visitors and contractors will be given and reviewed at regular intervals. A training record will be maintained.
    15. Clear and consistent evacuation notices will be displayed.
    16. Regular half termly fire drills are held, at various time of the day including lunchtimes. A debrief session is held after each exercise in a staff meeting and recorded if any serious issues are identified. Any children who have English as an additional language will be trained alongside a first language speaker or parent.
    17. The Fire Service will be informed of every fire outbreak even if it has been extinguished. The event will be investigated, and a report of the incident retained, even if it is a false alarm.
    18. Measures will be taken to identify and maintain under review precautions taken to prevent arson e.g. locking doors, windows, preventing access to the site, security in place etc.

## Fire Marshals

* + 1. Fire Marshals assist with the evacuation of buildings. Fire marshals receive refresher training arranged at three yearly intervals or as required due to changes in the organisation or procedures. The Headteacher will monitor the adequacy of fire marshal provision.
    2. All staff (including peripatetic staff and volunteers) through training and the annual health and safety induction booklet, are reminded that they must familiarise themselves with the Fire emergency plan.
    3. Fire Marshalls are to enforce the rule that firefighting equipment must not be tampered with or removed under any circumstances; as interfering with safety equipment is a criminal offence under S.8 of the Health and Safety at Work etc. Act 1974;
    4. Fire Marshals, wherever practicable, will ensure that electrical equipment is switched off and disconnected from the power supply when it is not in use;
    5. Fire Marshals should ensure that fire exit routes must remain free from obstruction at all times and fire doors and exits not be either locked or propped open;
    6. Fire Marshals are aware that smoking is not permitted anywhere within the School's buildings or at any site which is under the control of the School;
    7. Fire Marshals should ensure all waste materials be placed in metal bins or other designated receptacles provided;
    8. Fire Marshals should ensure that all workplaces should be kept tidy and free from combustible waste at all times.

# Fire Evacuation Procedures

* 1. All staff are required to read and familiarise themselves with the Emergency Planas well as the procedures set out in the health and safety induction booklet and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to all staff at the start of each academic year and new staff receive fire safety training. The School’s Induction Booklet contains fire safety information and fire updates are also issued to staff every year.
  2. Edward Jenner School premises is fitted with an automatic fire alarm system; the main control panel is located in the entrance hall. Smoke detectors are provided throughout the school with heat sensors in the Hero Shrew Lab to prevent false alarms.
  3. Children on the Autistic Spectrum, those with an EHCP and those with sensory issues need regular Evacuation Procedure practises. The Headteacher keeps a record in the Fire Log of fire drills and monitors any required actions. The pupils present for each drill are listed to ensure Part Time students experience drills.
  4. Pupils and staff assessed to have disabilities or severe difficulties with Evacuation Procedures will be subject to a Personal Emergency Evacuation Plan (PEEP), see section 5 below.

# Visitors, Contractors and Those Unfamiliar With the School Site

* 1. Visitors and contractors are required to sign in at reception where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly area. Contractors working during school holidays are given instruction on escape routes and the location of the assembly point.
  2. An announcement is made at the start of events that involve many visitors to advise of the nearest fire exits and the assembly point (see Fire emergency plan).

# Personal Emergency Evacuation Plans (PEEPs)

* 1. Disabled staff or staff who may have a temporary impairment affecting their mobility must inform the Headteacher.
  2. The Headteacher will put a PEEP in place for each individual who may need special arrangements to enable them to evacuate.
  3. Disabled persons will be evacuated to a place of safety with assistance from designated Fire Marshalls.

# Fire Safety Measures

* 1. The Headteacher ensures that a fire risk assessment is undertaken to identify hazards, people at risk and the measures to evaluate, remove, reduce and or protect from the risk. The assessment is carried out at least annually and on any significant change affecting the School's premises. The Headteacher ensures that the appropriate actions recommended by the fire risk assessment are undertaken.
  2. Emergency lighting where installed, is routinely tested in-house and recorded in the fire log.
  3. Fire escape routes include all fire escape corridors and staircases. They must be kept clear at all times. Any member of staff finding a fire escape route blocked or obstructed should report it immediately to the Headteacher or Chief Fire Marshall. Under no circumstances should flammable substances or combustible materials be stored in an escape corridor or in an escape stairway.
  4. Fire doors and exits are fitted throughout the interior of the premises and are designed to protect evacuation routes by impeding the spread of flames and smoke. All fire doors are suitably marked and should be kept shut and clear of obstruction at all times and should never be kept open nor wedged or propped open (this is an offence under HSWA s.8). Any person who finds a fire door blocked or locked should report it immediately to the Headteacher.
  5. Fire Equipment/Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis. Training in the use of extinguishers will be given as appropriate. All staff are instructed never to take unnecessary risks and only to use an extinguisher if they have been trained how to use it, they feel confident, and it is safe to do so. Staff may have to use an extinguisher if they find that their escape route is blocked by fire.
  6. Permits to disable automatic fire detection The Headteacher reviews any request to disable the automatic fire detector for an area of the Building. A permit is issued stating mitigating actions and signed by the member of staff in charge of the area/event.
  7. The Headteacher issues hot works permits to contractors, and whenever possible this work will be completed out of school hours.
  8. The use of flammable or hazardous substances at the School is restricted, in so far as is possible, to designated areas at the School such as science laboratories and in accordance with the School's Health and Safety policy.
  9. Rubbish is stored out of buildings in a designated area until collection. Staff are reminded about good housekeeping practices. Site staff undertake regular checks of rooms.

# Safety Information Records

* 1. The termly health and safety checklist acts as a formal system of internal inspection. All checklists are held in the Fire Log in the office.
  2. A record of all fire evacuations, including drills, detailing evacuation times and comments is kept in the Grab Bag.
  3. An information pack for the fire and rescue service including school plans is kept in the Grab Bag in the Entrance area.
  4. Portable appliance testing is undertaken by external contractors in accordance with the school’s policy, all records of PAT testing are held in the Grab Bag.

# Appendix 1 - Fire Safety Marshals And Responsible Staff

## NB All Staff must ensure that all pupils in their area have exited the building in the event of the fire alarm sounding.

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## Fire Marshals

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|  |  |
| Alan Davies | Fire Marshal 44 London Road |
| Emma Poole | Fire Marshal Century House |
| Elaine Hicks | Fire Marshal Century House |

## Responsible Staff - 44 London Road

|  |  |
| --- | --- |
| Phil Brookes | Pupil and Staff Tags, final check of building |
| Alan Davies | First Floor, Shrimp and Squid Rooms |
| Jenny Carr | First Floor, Honeyguide and Kitchen |
| Jade Merrick | Ground Floor, Hall, Macaque and Steg |
| Bex Boucker | Ground Floor, Hall, Macaque and Steg |
| Rachel Dalton | Unroom, Tortoise, Medical Room and Library |
| Claire Stokes | Pupil, Staff and Visitor Register, Grab Bag |

## Responsible Staff - Century House

|  |  |
| --- | --- |
| Phil Brookes | Lower Ground Floor (Basement) |
| Erin Brookes | Lower Ground Floor (Basement) |
| Elaine Hicks | Ground Floor |
| Julie Cresswell | Ground Floor |
| Emma Poole | Ground Floor and Second Floor |
| Julie Cresswell | First and Second Floor (if Emma on Ground Floor) |
| David Fisher | First and Second Floor (if Emma on Ground Floor) |