



## Fire Safety & Procedures Policy

This policy applies to the whole school, including the EYFS

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### Definitions:

|        |                                      |
|--------|--------------------------------------|
| “FEPP” | Fire Emergency Evacuation Procedures |
| “MT”   | Management Team                      |



## **1. Introduction**

- 1.1.** All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at Alegra are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building.
- 1.2.** Gerencia together with the MT:
  - Will keep The Fire Safety & Procedures Policy under regular review
  - Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
  - Ensure that appropriate records are kept of fire drills, fire fighting equipment & escape route checks
  - Appropriate fire awareness training is given to staff
  - Procedures for emergency evacuation are regularly tested
  - The Fire Risk Assessment and Action Plan are regularly reviewed and updated
  - Fire prevention measures are meticulously followed
  - Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired
- 1.3.** As the 'designated person', Maria Bernar/Lola Navarro ensures that records are kept of the following:
  - (i) Fire Risk Assessment and its review;
  - (ii) Fire Safety Policy;
  - (iii) Fire Procedures and Arrangements;
  - (iv) Training Records;
  - (v) Fire Practice Drills;
  - (vi) Certificates for the maintenance of fire-fighting systems and equipment.

## **2. Briefing of staff and pupils**

- 2.1.** All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at Alegra.
- 2.2.** For staff this is covered as part of the induction procedures, and for pupils this is covered by the class teachers.
- 2.3.** All staff receive a copy of the school's Fire Safety procedures and arrangements, and the FEEP as per Appendix 1. These matters are discussed and reviewed annually during the Autumn term staff inset.
- 2.4.** Peripatetic teachers, external club providers, temporary & part-time staff, also receive a summary of this which highlights key information.



- 2.5. We offer fire awareness inset training for class teachers and other permanent staff, including the basic use of fire extinguishers, at regular intervals (including refresher training).

### 3. Fire Safety Procedures

- 3.1. 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 they have been trained in its use. On no account should anyone return to a burning building.
- 3.2. Fire notices are clearly displayed in various rooms and public places throughout the building (eg. corridors, hall, staffroom, offices). If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is the top playground.
- 3.3. Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked regularly by estates staff to ensure they are kept clear.
- 3.4. Suitable fire fighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and regular testing. Some checks are carried out by our estates staff (as per their checklist) and some via a maintenance contract with a specialist company who completes further, regular tests on our fire alarm, emergency lighting and fire fighting equipment.
- 3.5. Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens/Marshals, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire practices are held by estates staff.
- 3.6. The school office is manned between 9.00am and 5pm during weekdays (during term time) and at other times during the holidays. Office staff are responsible for summoning the fire brigade.
- 3.7. All visitors and contractors are required to sign in at Reception. If they are unaccompanied they are issued with a visitor's badge, which should be worn at all times that they are on school property. All members of staff are responsible for ensuring that anyone in their classroom or office is able to exit the building safely.
- 3.8. 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 a member of Gerencia or Head of Prep or Coordinators.



#### **4. Fire Prevention**

**4.1.** The following fire prevention measures are in place at Alegra:

- There are at least two main escape routes from the main school building (with additional exits from the Nursery & Reception classrooms and via the hall).
- Fire notices are clearly displayed in various rooms, corridors and stairwells
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade. Smoke detectors are fitted in the loft, staffroom, hall kitchen and various corridors which are automatically activated when smoke/heat builds up
- Call points are activated by breaking the glass (or by using the break glass key during fire drills)
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
- We ensure that flammable materials are locked in a flame-proof cabinet in the loft
- When letting or hiring the school, the hirer certifies that they have read and understood the school's fire safety procedures.

#### **5. Fire Risk Assessment done in conjunction with Gerencia and Servicios**

- 5.1.** Our school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies any hazards; 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 management of fire safety procedures and the action plan (kept under regular review by the Health & Safety committee).
- 5.2.** Our Fire Risk Assessment is reviewed by a qualified person annually (most recently in October 2020). The Action Plan is discussed by the Health & Safety Committee.
- 5.3.** Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All subject co-ordinators are responsible for ensuring



that they are aware of any specific risks which are relevant to their subject area.

**6. Monitoring and review**

- 6.1. It is the responsibility of the Head of Prep, Coordinators and Maintenance Manager to monitor and evaluate the effectiveness of this policy.
- 6.2. This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

**Signed: V. Muller / M. Kemp**

| <b>This policy will be reviewed every 2 years</b> |                          |
|---|--------------------------|
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