

## **FIRE POLICY**

### **Introduction**

Newfield School is committed to providing a safe learning and working environment for all pupils and staff and in the event of a fire our first priority is to ensure that everybody receives the assistance they require to evacuate safely from the building.

School Leaders in school have a responsibility to ensure that there are suitable and sufficient fire safety procedures in place which are reviewed regularly; and to ensure that fire safety equipment is correctly managed and maintained.

In addition, every employee at school has a duty to:

- Take reasonable care of themselves and other persons who may be affected by their actions. This would include reducing risks, ensuring that fire exits are not blocked and fire exit doors are not left open.
- To co-operate with the employer so that the employer can comply with any legislation, duties or requirements imposed. This would include taking part in fire drills, following safety instructions and reporting any shortcomings in arrangements.
- To be aware of fire instructions, means of escape and which assembly point they would be expected to use.
- To familiarise themselves with fire escape routes and report any concerns regarding fire safety to the Premises and Services Manager, Site Supervisors or a member of the Senior Leadership Team.

Fire Action notices are on display in all rooms which give advice for actions in case of fire.

This policy is written as an extension of the School's Statement for Health and Safety endorsed by the School Governing Body.

## Policy Statement

In summary, Newfield School will:

- Ensure that the risk from fire is managed in compliance with Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other appropriate Regulations
- Develop a policy to minimize the risks associated with fire
  - Reduce the risk of an outbreak of fire
  - Reduce the risk of the spread of fire
- Provide a means of escape
- Provide a means of notifying others of a risk
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management
- Ensure that during all work at the school the risk of arson attempts affecting the school and risk from fire is minimised through consideration and implementation of best practice
- Ensure that where school property is used by outside organisations, whether under formal contract, or not, that users are made aware of their responsibilities for fire safety on the premises.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

**THE SCHOOL'S FIRE MANUAL IS THE MAIN CENTRAL RECORD OF RECORDING AND REPORTING ALL MATTERS IN RELATION TO FIRE PREVENTION AND MANAGEMENT**

### Fire Risk Assessment and Maintenance

A Fire Risk Assessment of the building is carried out on behalf of the school through our Service Level Agreement with our provider, and this is reviewed on an annual basis to ensure any identified corrective works are undertaken promptly to ensure compliance with fire regulations. Any recommendations or remedial works are completed and certificated. These are kept in section 15 of the School's Fire Manual.

The fire alarm system as a whole is checked annually together with regular maintenance checks on the smoke detectors and details of these visits are recorded in the School's Fire Manual. The fire extinguishers are checked annually by a competent person and the Certificate of Inspection is retained by the Site Team. Emergency lighting, break glass points and operation of fire doors are checked on a rolling

programme by the site staff and a record is maintained in the School's Fire Manual (see Section 5 Annex C of the School's Fire Manual)

The following Fire Equipment annual maintenance checks are completed;

- Fire Extinguishers/Fire Blanket
- Smoke Detectors/Door seals/Smoke Door Seals
- Emergency lighting
- Fire Alarms (Activation Points- break glass)
- Fire Panel
- EVAC Chairs

(See Section 5 of the School's Fire Manual)

## **Duties and Responsibilities**

### **Premises and Services Manager**

The Premises and Services Manager is the schools appointed **Fire Officer** and will ensure that:

- They maintain an appropriate level of training/knowledge to consider the requirement of the fire risk assessments, to include annual updates and refreshers
- Appropriate policies, procedures and audit protocols are in place and reviewed at least on an annual basis
- All staff that are appointed are suitably trained and are competent to fulfil their responsibilities for ensuring fire safety and are familiar with the fire safety policy and evacuation procedures and that all staff are reminded of the requirements/procedures on an annual basis.
- The requirements for fire drills are fulfilled and for ensuring that appropriate post event reviews are carried out and records maintained
- An appropriate system for carrying out fire risk assessments is in place.
- The responsibilities for fire safety are suitably defined in any contracts for the lease/use of School property.
- Records are kept for the Fire Safety Policy, fire evacuation procedures, copies of all risk assessments, records of all fire training, of all fire drills (at least one per term) listing all attendees, evacuation times and any comments.
- An annual report is provided to the School's Governing Body detailing each fire drill/evacuation and remedial action that may have taken place
- Outside organisations making use of the school's facilities are aware of this policy and comply with the requirements either contractually or otherwise
- where an pupil, employee or visitor has a condition (either permanent or temporary) that may impact on a safe evacuation from the premises, that this

person is covered by a Personal Emergency Evacuation Plan (PEEP) or a Generic Emergency Evacuation Plan (GEEP), and that the individual and any necessary supporting staff are fully aware of the requirements contained in the plan (see Appendix 9).

- In conjunction with the Handling People with Special Needs (Education) Trainer and the EVAC Trainer, pupils who would require assistance in evacuating the school in the event of a fire alarm that a PEEP is developed, agreed and shared appropriately (see Appendix 9)
- All relevant staff are trained in the use of the EVAC chairs and Res Q Mats

## **Duties of fire marshals**

Fire Marshals can be identified by Their High Visibility Bibs clearly marked on the back as Fire Marshal.

While the main role of the Fire Marshals is to try and prevent fires, there are times where fire occurs. Fire Marshals need to react. In a reactive position, their responsibilities include:

- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated. (See Appendix 1)
- Close all windows in rooms
- Close all doors and fire doors.
- Report Zone clear to Fire Officer
- Fire Marshals where they are trained in EVAC Chair and RES Q Mats will immediately attend the first floor Refuge area to ensure there are no persons requiring evacuation assistance
- Fire Marshals will then wait with their evacuees until further instructions are given from the School Fire Officer or member of the Senior Leadership Team.
- Ensure all evacuees remain outside until the all clear is given

(See Appendix 2 – Fire Marshal Duties Zone Specific)

**All Staff** will ensure that:

- Actions stemming from the Fire Risk Assessment process, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- they identify all highly flammable substances and other potential or actual hazards, ensure that these are stored in the required manner and to make this information available to the Site Supervisor who will complete the necessary COSHH Risk Assessment

## **General Fire Safety**

There are external doors in every class base and emergency routes from other areas are clearly signposted by directional arrows (see Appendix 1). Emergency lighting is provided to illuminate emergency exits and this is checked and maintained on a regular basis (see Section 5 Annex C Fire manual). Fire extinguishers and Fire Blankets are provided in various locations and these are also inspected and maintained on a regular basis (see Appendix 8). Staff are not expected to use this equipment to extinguish a fire unless they are competent have been trained to do so. New employees will be briefed on fire safety during their Induction Day. Details of all maintenance visits are held in the School's Fire Manual which is retained by the Premises and Services Manager.

Staff must be aware about the storage of combustible materials and ensure that these are kept safely away from sockets or electrical equipment. When not in use, electrical equipment must be switched off and where possible unplugged. All portable electrical appliances are checked annually by an approved contractor

Details of any fire evacuations, including false alarms, are recorded in the School's Fire Manual by the Site Team. Fire drills will be carried out once per term and the details of these together with any other issues regarding fire evacuation are recorded in the School's Fire Manual.

The fire alarm is checked regularly by Site staff and this is undertaken outside of normal school hours. Unless staff have been advised to the contrary, whenever the fire alarm sounds, this is to be treated as an emergency and evacuation of the building must take place as quickly as possible.

The school is a non-smoking site and smoking is strictly prohibited in school buildings or within the grounds. (See Health and Safety Policy)

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In the event of out of hours use, the person in charge of the occasion will ensure that fire procedures are advised as part of the 'housekeeping' advice prior to the event taking place. (See Lettings Policy)

Once all students and staff have re-entered the building, and the alarm panel is re-set, the Fire Officer will co-ordinate any evaluations of the evacuation procedure.

## **Fire Evacuation Protocol**

### **On discovery of a fire**

- The person discovering a fire should raise the alarm by operating the nearest Emergency Alarm call point. This can be done by pressing firmly on the glass (see Appendix 6).
- Emergency Alarm call points are located in all classrooms and in other key areas of school (See appendix 6).
- Where it is safe to do so ensure that doors and windows are closed on your way out.
- Only if it is safe to do so and where training has been given are staff expected to operate firefighting equipment such as Fire Blankets and extinguishers.

### **Means of Escape**

- Fire doors are provided to prevent the spread of heat and smoke. These doors should be kept shut at all times when unsupervised (see Appendix 4).
- Corridors and stairways must be kept clear of any storage or waste materials and final exit doors must be clear of obstruction and must not be blocked on the outside.

## **Fire Evacuation Procedure**

On activation of the Fire Alarm:

**All school staff** shall ensure that they:

- allocate a person in charge of lesson/activity who outlines roles and responsibilities of those present in the event of any emergency (this will usually be the teacher/HLTA or group leader)
- are fully aware of the fire evacuation procedure for the area they are operating in (displayed in each room)
- Evacuate all pupils in their care out to the nearest available exit to the designated 'assembly' point
- Ensure fire exit doors are closed behind them as the last person leaves

- Take note of any children who are 'missing' from their group due to known reasons such as absence, at the hydrotherapy pool, therapy programmes , bathroom e.t.c
- Inform Fire Marshall in attendance of any missing pupils in their charge
- Await further instructions from the Fire Marshall or member of the Site or Senior Leadership Team
- Do NOT stop to collect personal belongings.
- Do NOT use the lift.
- Do not re-enter the building until instructed by the Fire Marshall or member of the Site or Senior Leadership Team

**Non-school staff (e.g. Therapists)** shall ensure that they:

- are fully aware of the fire evacuation procedure for the area they are operating in (displayed in each room)
- Evacuate all pupils in their care out to the nearest available exit to the designated 'assembly point
- Ensure fire exit doors are closed behind them as the last person leaves
- Inform Fire Marshall in attendance of any missing pupils in their charge
- Await further instructions from the Fire Marshall or member of the Site or Senior Leadership Team
- Do NOT stop to collect personal belongings.
- Do NOT use the lift.
- Do not re-enter the building until instructed by the Fire Marshall or member of the Site or Senior Leadership Team

## **Visitors**

All visitors are signed into the building from the main reception using the Visitors' Book or training attendance registers. Visitors are asked to inform Administrative Staff if they have a condition that may restrict their ability to use the first floor facilities or evacuate the building promptly in the event of fire

All visitors, will be attended by Fire Marshalls or school staff in the event of a fire.

## **Fire notices**

Fire Notices are located throughout the building and state that occupants should:

- Leave the building by the nearest available exit
- Report to the nearest assembly point
- Await further instructions
- Do not return into the building until authorised to do so

- Should leave using their nearest available exit and make their way to one of the assembly points where Administrative Staff will check personnel against the Visitors Book
- Fire Marshals will attend to visitors missing in the event that anyone is unaccounted for.

## **EMERGENCY EVACUATION PROCEDURES**

The fire alarm will sound as a continuous siren with additional visual red lights which will be illuminated and flashing at various points throughout school.

### **On hearing the fire alarm:**

- Follow the instructions on the Fire Action notices displayed in all rooms.
- Where safe to do so and if time allows, ensure that doors and windows are closed on your way out.
- Class staff will assist all pupils to leave the building quickly using the nearest available fire door and proceed to the assembly point advised on the Fire Notice which in the first instance is directly outside each class base. If pupils are required to be moved further away from the building this will be done using a horizontal evacuation in either a clockwise or anticlockwise direction dependant on the location of the fire and if this action is required this will be advised by Fire Marshals. In this instance all pupils and staff will be moved to the Group Assembly point on the staff car park.
- In the event of a fire the lift **MUST NOT** be used. Staff and pupils on the first floor will evacuate down the staircase at the side of the lift and immediately exit the building at the bottom of these stairs. Staff on the balcony or in the Peet or Belmont Rooms will cross the balcony to also evacuate via the lift stairs.
- Any person who is unable to use the stairs should in the first instance wait in the corridor outside the studio and staff room at the Refuge Point sign, and once the nature of the emergency is established further instructions will be issued. Evac chairs are provided and specially trained staff will attend to provide assistance.
- PEEPS/GEEPS detail emergency evacuation procedures for pupils/persons who may unable to use EVAC chairs
- The first priority is to evacuate the pupils – fire exits are available in all classrooms and staff will ensure that all pupils are assisted to reach the assembly points where this is required.
- Only if it is safe to do so and where training has been given are staff expected to operate firefighting equipment.
- Providing that the fire is not in the pool or changing room area, swimming staff must ensure that pupils are safely out of the water and wait with them at the fire door inside the main pool area and ready for onward evacuation if necessary.



If these pupils are required to be moved from this area they will join the horizontal evacuation which would be advised by Fire Marshals.

- Staff using the first floor facilities, i.e. The Studio will assemble with Pupils at the refuge point outside the Staff Room and await further instruction from the Fire Marshal. Any pupils that can evacuate via the staircase with Staff must do so, as long as this is appropriate & safe to do so. Details will be found in each pupils PEEP (Pupil Emergency Evacuation Plan).
- Remain at the assembly point and DO NOT re-enter the building until you are advised that it is safe to do so.
- Once the building has been checked, designated staff will act as Fire Marshals at Assembly points to liaise with the Fire Officer (Terry Dean), The Head teacher and the Fire Service to ensure that all pupils and staff are accounted for and to co-ordinate re-entry into the building once this is allowed or evacuate to a further Assembly Point

## Appendices:

- 1 Fire Marshal Zones
- 2 Fire Marshal Duties (Zone Specific)
- 3 Compartmentation
- 4 Location of Fire Exits, Assembly Points and Muster Point
- 5 Refuge Points
- 6 Location of Smoke Detectors, Break Glass, Fire Information Signs & Fire Extinguishers
- 7 Types of Fire Extinguishers
- 8 Location of Fire Extinguishers
- 9 PEEP
- 10 Class Notice

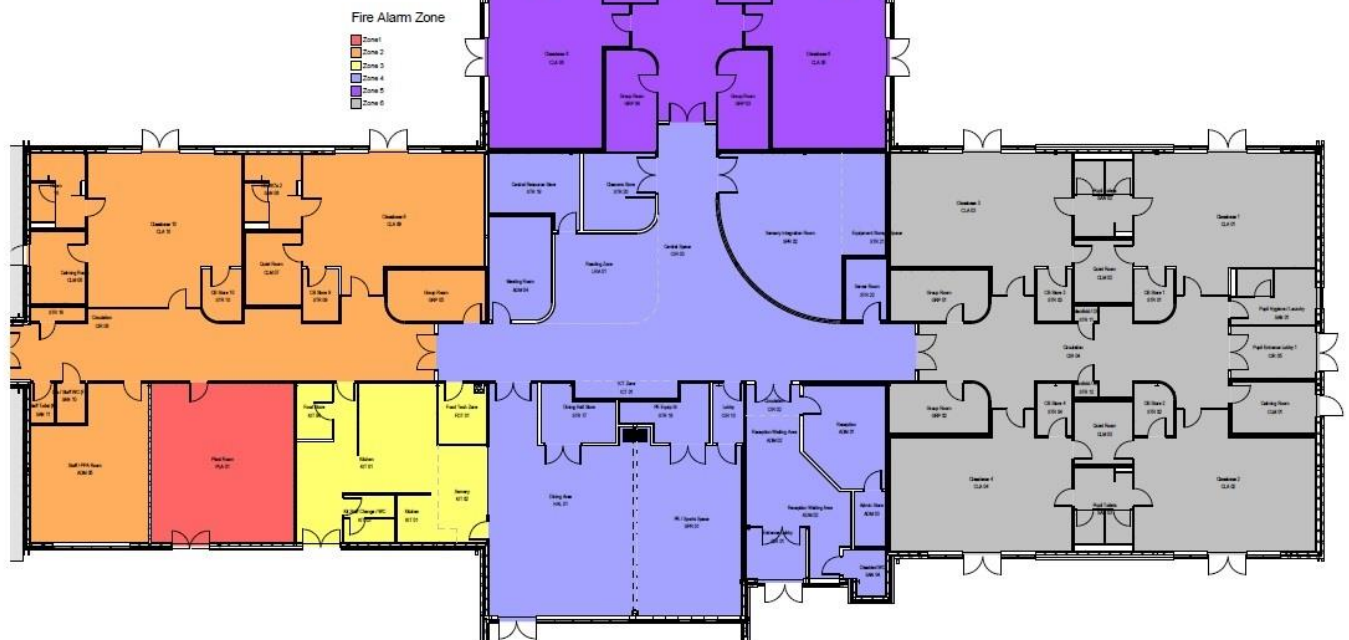
## Appendix 1

### Main School



# School for Autism

Zone	Fire Marshal
Panel	Bill/Vicki
Zone 1	Site Team
Zone 2	H.Bennett
Zone 3	Kitchen Staff (Lead)
Zone 4	J.Kettle/M. Sharrocks/N.Winsor
Zone 5	J.Nelson/A.Heyworth
Zone 6	K.Heywood/J.Warren



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## Appendix 2

### Fire Marshal Duties (Zone Specific)

#### Zone 1

- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated.
- Close all windows in rooms
- Close all doors and fire doors.
- Collect Visitor/Staff signing in books
- Report Zone clear to Fire Officer
- Check books against evacuees to ensure all accounted Visitors/Staff are evacuated.

#### Zone 2

- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated.
- Close all windows in rooms
- Close all doors and fire doors.
- Sweep Portakabin
- Report Zone clear to Fire Officer

#### Zone 4

- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated.
- Close all windows in rooms
- Close all doors and fire doors.
- Report Zone clear to Fire Officer
- Prepare to transfer evacuees from Zone 8

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#### Zone 5

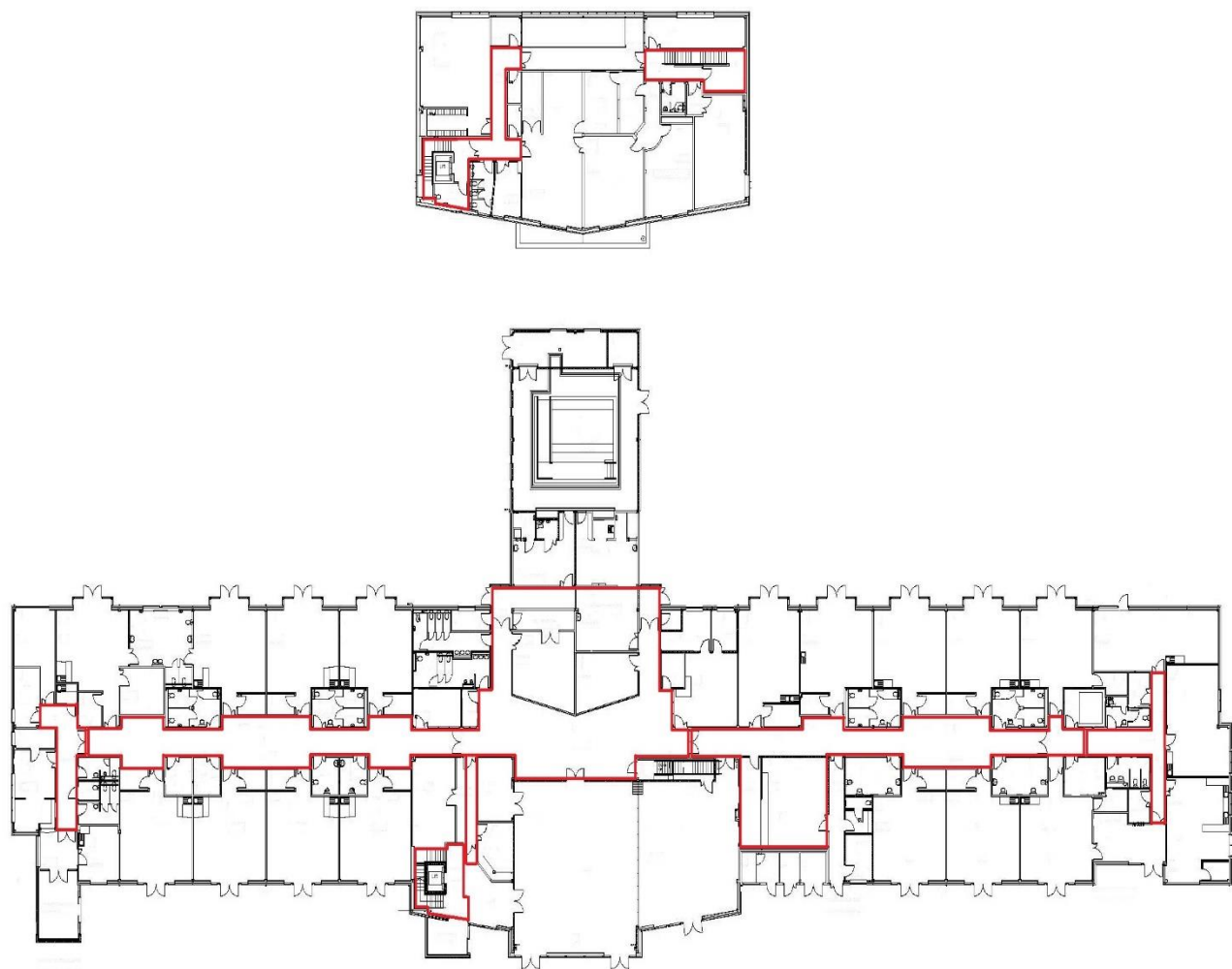
- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated.
- Close all windows in rooms
- Close all doors and fire doors.
- Sweep Portakabin
- Report Zone clear to Fire Officer
- Prepare to transfer evacuees from Zone 8

#### Zone 7

- Raise the alarm. (If not sounding)
- Fighting fires / use fire extinguishers if appropriate.
- Direct staff to safe available exit routes.
- Sweep all rooms in their designated Zone ensuring toilets and places such as walk in cupboards are checked and fully vacated.
- Close all windows in rooms
- Close all doors and fire doors.
- Sweep Portakabin
- Report Zone clear to Fire Officer

## Appendix 3

### Main School

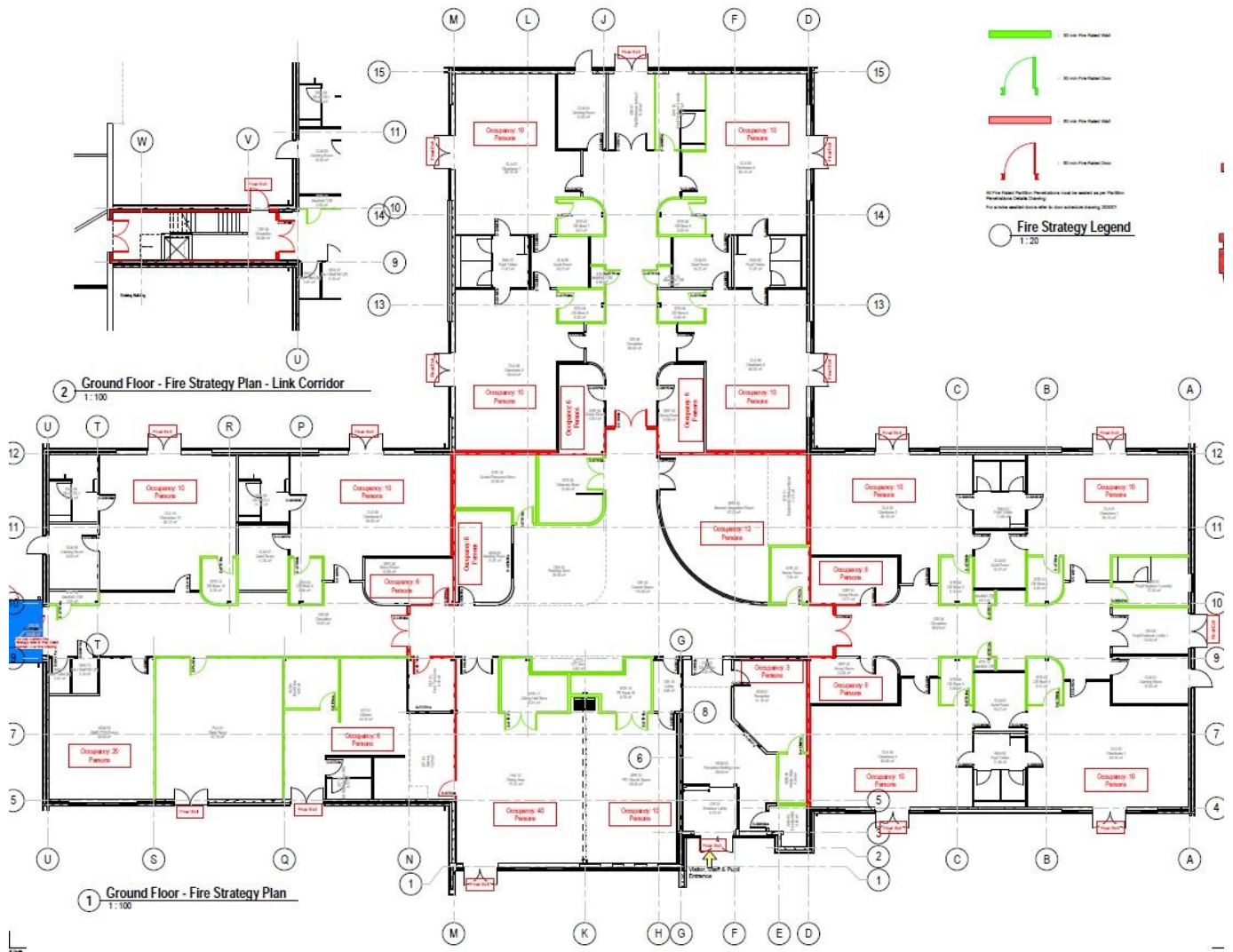


## Compartmentation

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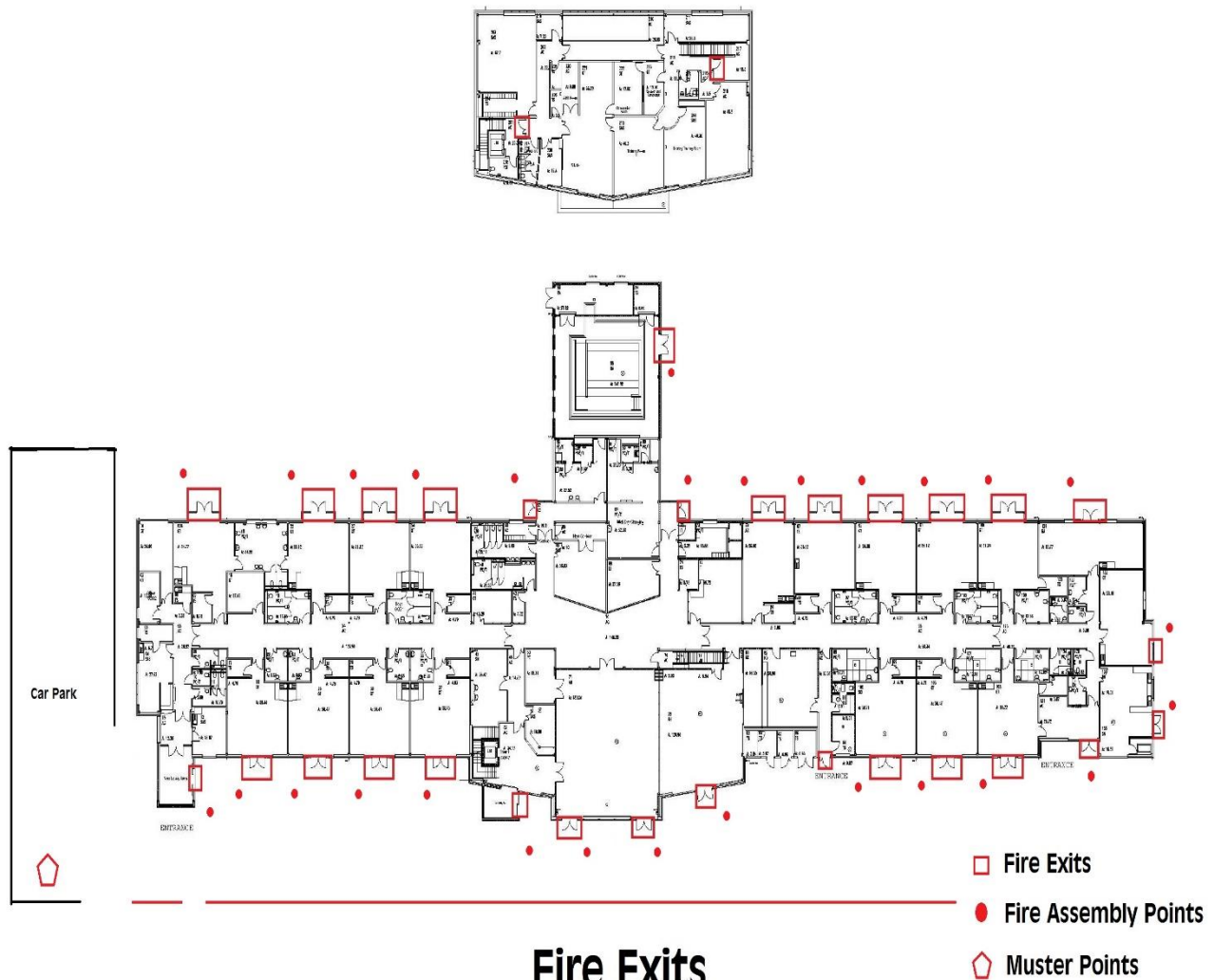
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## Main School



**Fire Exits**  
**Assembly Points**  
**Muster Points**



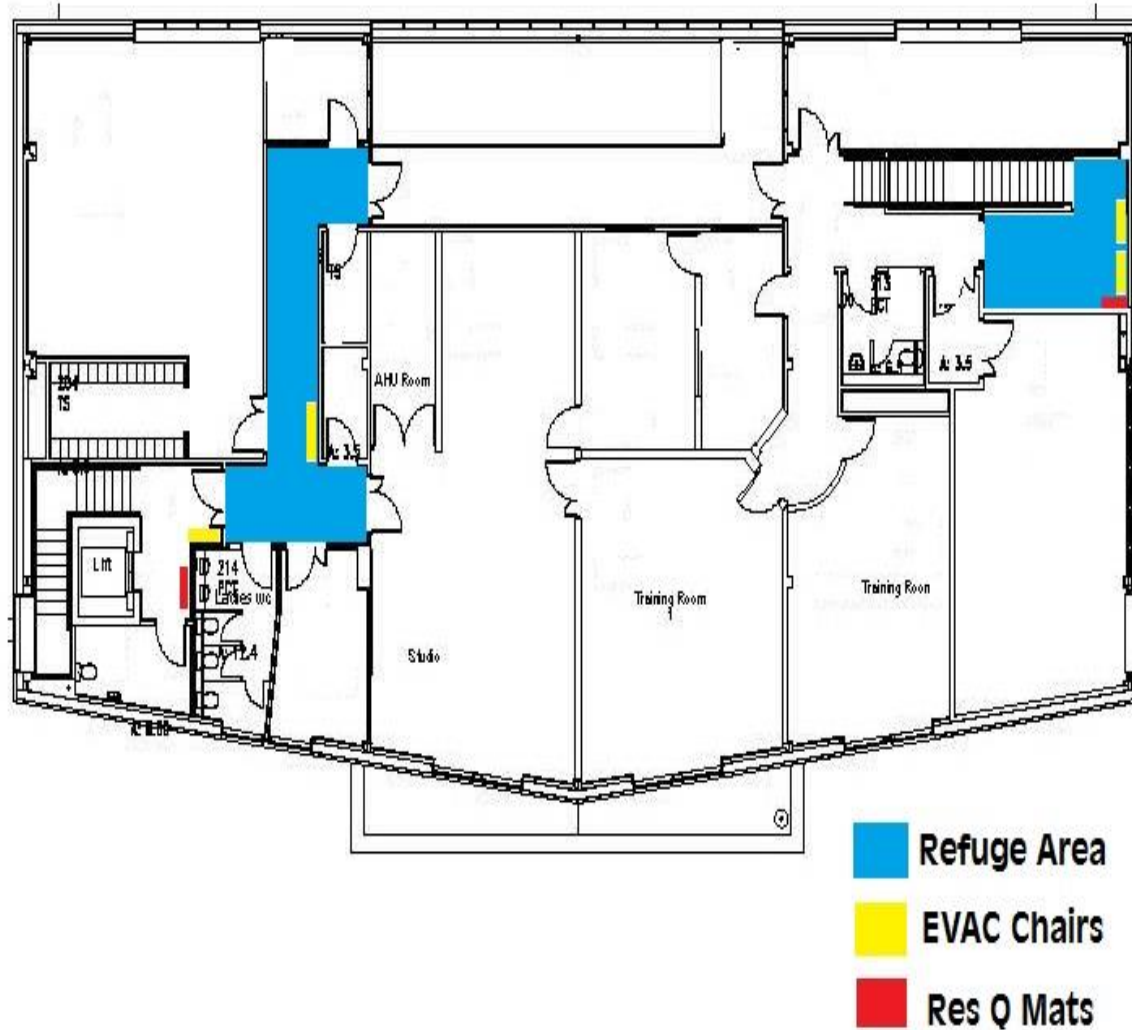
## School for Autism



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## Appendix 5



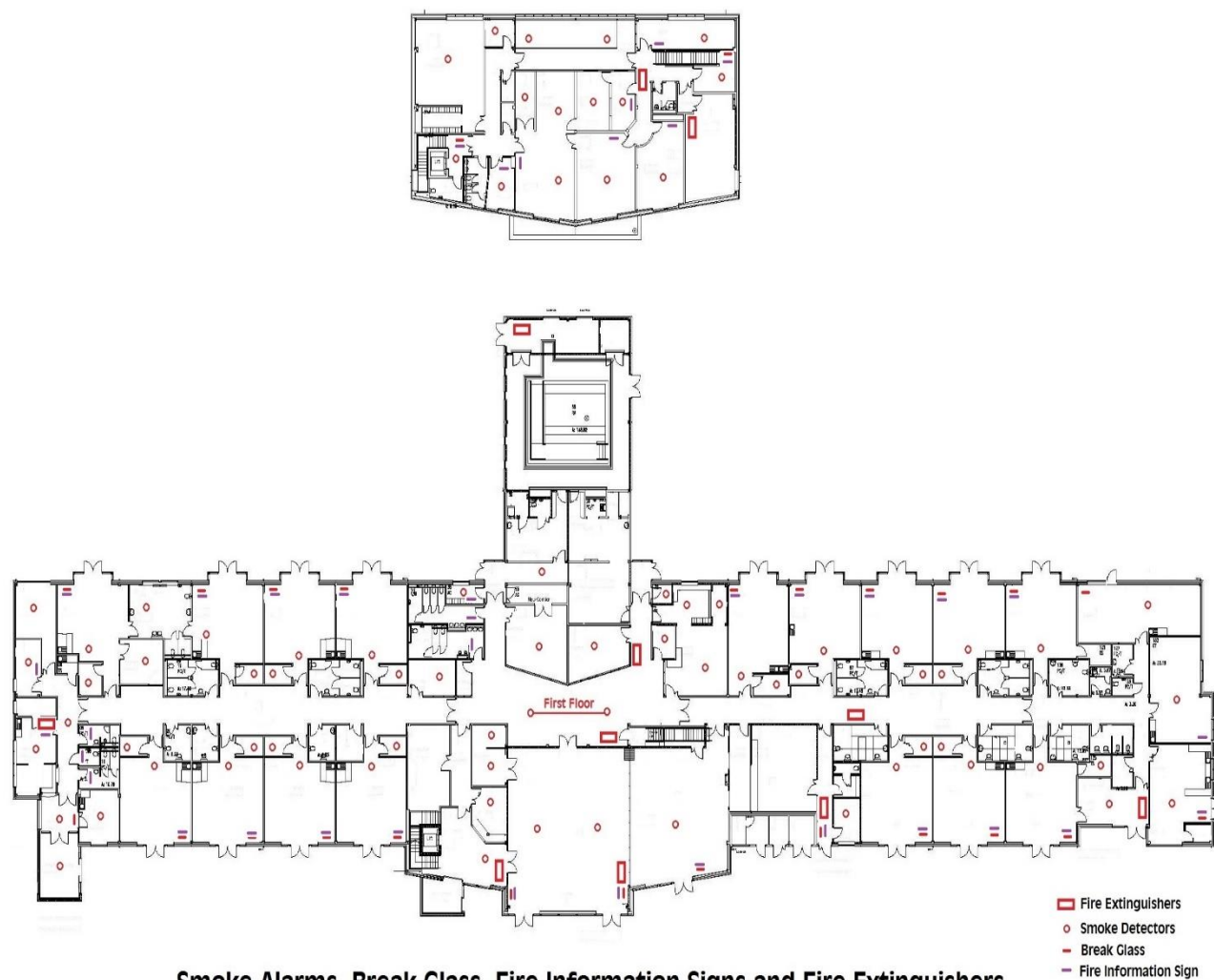
### First Floor Refuge Areas & EVAC Chairs / Res Q Mats

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## APPENDIX 6

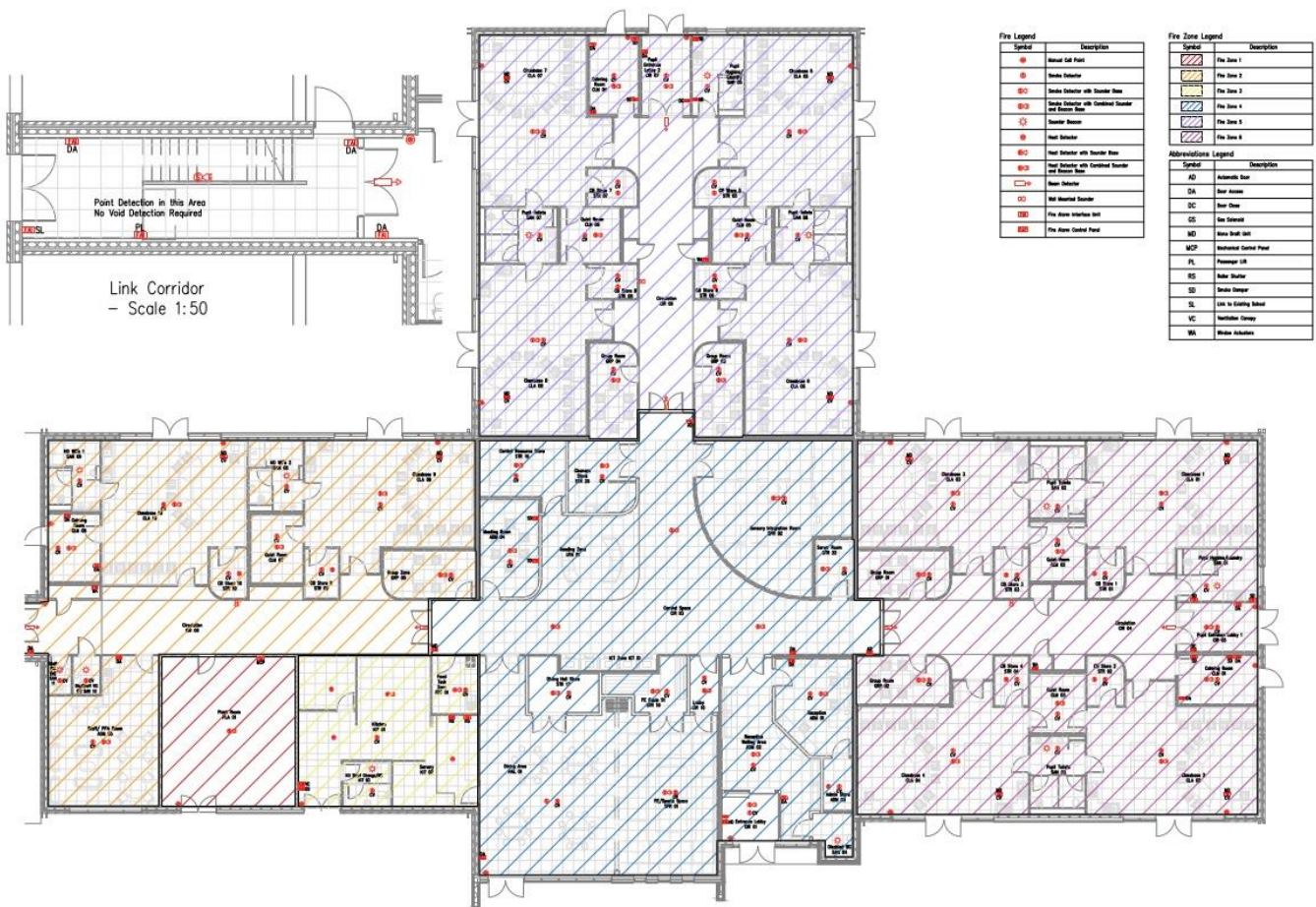
### Main School



Smoke Alarms, Break Glass, Fire Information Signs and Fire Extinguishers



## School for Autism



## Appendix 7

Fire Classification	Fire Risk	Extinguishing Agent				
		Water	Foam	CO2	Powder	Wet Chemical
<b>Class A</b>	Cardboard, Paper, Wood, Textiles.	✓	✓	x	✓	✓
<b>Class B</b>	Flammable Liquids (Petrol, Oil, Paints).	x	✓	✓	✓	x
<b>Class C</b>	Flammable Gases (e.g. Propane).	x	x	✓	✓	x
<b>Class D</b>	Metals (Specialist Extinguisher Required).	x	x	x	x	x
<b>Class F</b>	Cooking Oils & Fats	x	x	x	x	✓

### TYPES OF FIRE EXTINGUISHER

## APPENDIX 8

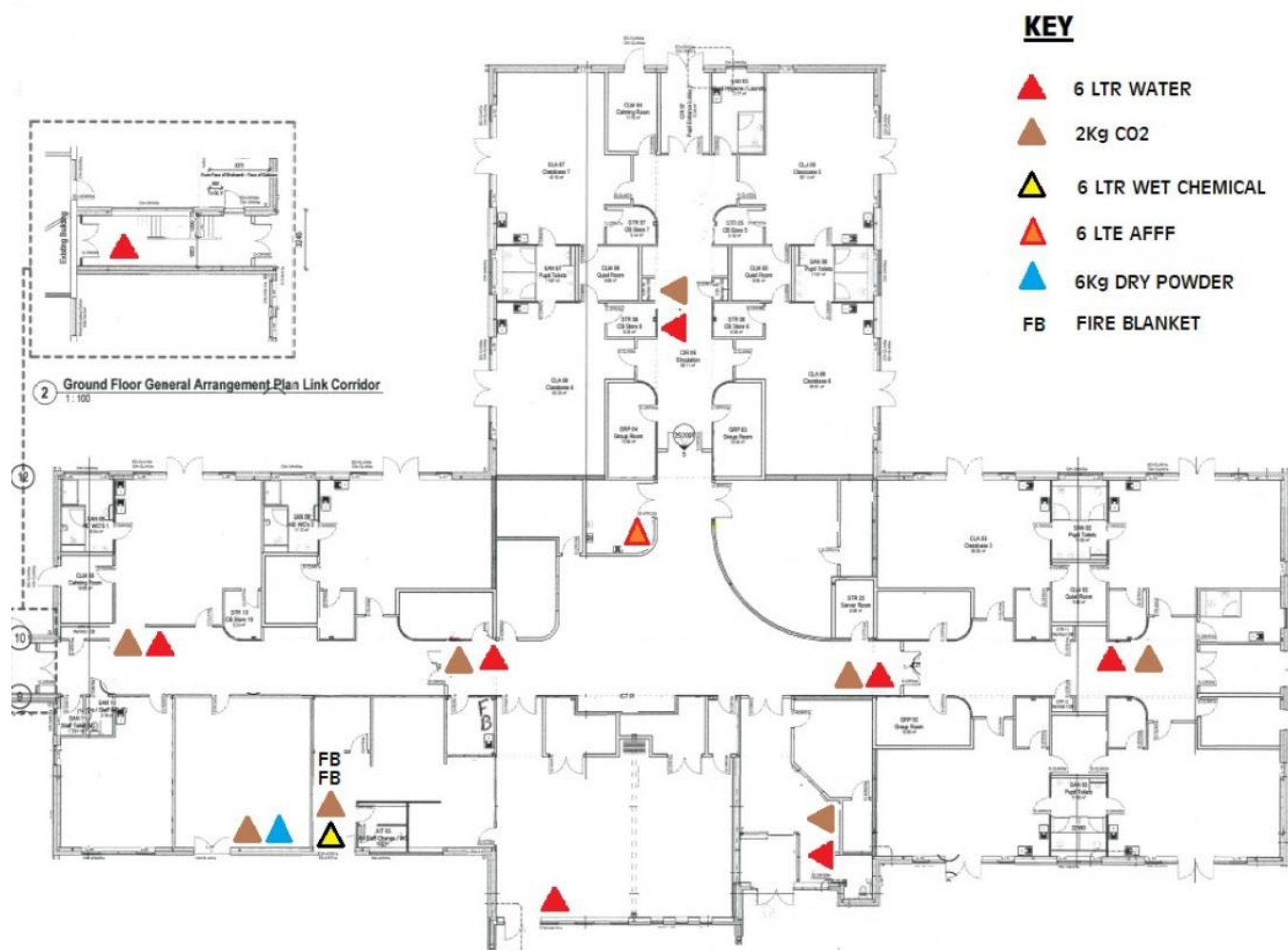
### Location of Fire Extinguishers (Main School)

<b>Main Office</b>	<b>Foam</b>	<b>CO2</b>
<b>Outside Class 2</b>	<b>Foam</b>	<b>CO2</b>
<b>Pupil Services Entrance</b>	<b>Water</b>	
<b>Main Hall</b>	<b>Foam</b>	
<b>Atrium staircase to Peet room</b>	<b>Foam</b>	<b>CO2</b>
<b>Hygiene Corridor</b>	<b>Foam</b>	<b>CO2</b>
<b>Pool Plant Room</b>	<b>Powder</b>	
<b>School Kitchen</b>	<b>Wet Chemical</b>	<b>Fire Blanket</b>
<b>Kitchen Corridor</b>	<b>Foam</b>	<b>CO2</b>
<b>Secondary Corridor</b>	<b>Foam</b>	<b>CO2</b>
<b>ARC Corridor</b>	<b>Foam</b>	<b>CO2</b>
<b>Outside Peet Room</b>	<b>Foam</b>	<b>Water</b>
<b>Main Plant Room</b>	<b>Powder</b>	<b>CO2</b>
<b>1<sup>st</sup> Floor Refuge</b>	<b>Foam</b>	<b>CO2</b>

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## APPENDIX 9

For Pupil Emergency Evacuation Plan please see:

O:\Staff\Staff Room\Moving & Handling\Moving & Handling\EVAC chairs\PEEPS Sep 18

## APPENDIX 10



### All School Staff

Allocate a person in charge of lesson/activity who outlines roles and responsibilities of those present in the event of any emergency (this will usually be the teacher/HLTA or group leader)

Are fully aware of the fire evacuation procedure for the area they are operating in (displayed in each room)

Evacuate all pupils in their care out to the nearest available exit to the designated 'assembly' point

Ensure fire exit doors are closed behind them as the last person leaves

Take note of any children who are 'missing' from their group due to known reasons such as absence, at the hydrotherapy pool, therapy programmes, bathroom e.t.c

Inform Fire Marshall in attendance of any missing pupils in their charge

Await further instructions from the Fire Marshall or member of the Site or Senior Leadership Team

Do NOT stop to collect personal belongings.

Do NOT use the lift.

Do not re-enter the building until instructed by the Fire Marshall or member of the Site or Senior Leadership Team

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