



**FOREST OAK SCHOOL**

**&**

**MERSTONE SCHOOL**

**FIRE SAFETY POLICY**

**Revised: September 2023**

**Agreed by Governors: TBC**

# FOREST OAK SCHOOL & MERSTONE SCHOOL

## FIRE SAFETY POLICY

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### 1. STATEMENT OF INTENT

**“The Executive Head Teacher and Governors of Forest Oak and Merstone Schools undertake to comply with the Fire Precautions Act (1971), the Fire Precautions (Workplace) Regulations (1997 & 1999) and all future statutory requirements concerned with fire safety. The Executive Head Teacher and Governors will actively seek to adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury or damage arising from fire.”**

### 2. INTRODUCTION

Fire safety is an essential part of the responsibilities of all members of the school community. The preventative measures and emergency procedures detailed in this policy have the common purpose of protecting lives.

This policy should be read in conjunction with the Schools Health and Safety Policy and the School Fire Risk Assessment.

### **3. ORGANISATION (PEOPLE AND THEIR DUTIES)**

The following section outlines the organisational structure for managing fire safety and allocated responsibilities.

#### **RESPONSIBILITIES OF THE GOVERNORS**

The Governors must, as far as is reasonably practicable, ensure:

1. This policy is implemented and monitored within the school;
2. The school has assessed the risks associated with fire safety and put in place adequate preventative measures;
3. Regular monitoring of fire safety measures is undertaken and reports of these are received;
4. Any necessary adjustments to practises and procedures are implemented;

#### **RESPONSIBILITIES OF THE PRINCIPAL**

The Executive Head Teacher has day to day responsibility for fire safety, but may delegate associated tasks to specified staff. In the absence of the Executive Head Teacher, Deputy Head Teachers or Assistant Head Teachers will assume responsibility. The Executive Head Teacher must, as far as is reasonably practicable, ensure:

1. The day to day implementation of the Fire Safety policy and monitoring of fire safety arrangements;
2. Relevant fire safety information and training is given to new employees, supply/relief staff, pupils, volunteers and visitors;
3. A fire risk assessment is in place;
4. All incidents relating to fire safety that are reported to the Executive Head Teacher are investigated where appropriate; the risk assessment and preventative measures are reviewed or put in place where necessary and reports are submitted to the appropriate body;
5. The Executive Head Teacher is available, at all reasonable times, to receive appropriate safety officials and adequate inspection facilities and information are provided;
6. An evacuation drill is carried out every term. This will be recorded on the Evacuation Drill Report form (appendix 1) and will be stored in the Fire Safety file;

#### **RESPONSIBILITIES OF THE HEALTH AND SAFETY CO-ORDINATOR**

The Health and Safety Co-ordinator is responsible to the Executive Head Teacher for co-ordinating and advising on health and safety measures. The Health and Safety Co-ordinator (SBM) will:

1. Monitor the implementation of the school Fire Safety Policy and compliance with relevant legislation. Advise the Executive Head Teacher and make recommendations as appropriate;

2. Seek to ensure the provision of sufficient information, instruction, training and supervision to enable staff, pupils, volunteers and visitors to carry out their respective responsibilities in regard to fire;
3. Request and distribute advice and/or guidance from officers of relevant organisations and/or authorities;

## **RESPONSIBILITIES OF THE SITE MANAGER**

The Site Manager is responsible to the Executive Head Teacher for following fire safety measures and will:

1. Undertake a monthly fire safety check (appendix 2) and submit form and recommendations to the Executive Head Teacher;
2. During term time, test the fire alarm every Friday at 8:30am. This will be recorded in the Alarm Test form (appendix 3) and will be stored in the Fire Safety file
3. Ensure fire safety implications are taken into account when advising the Executive Head Teacher on the prioritisation of repairs and maintenance;
4. Receive relevant information and training and adopt good fire safety practices and procedures;
5. To undertake a monthly test of the emergency lighting.

## **RESPONSIBILITIES OF STAFF**

Staff will:

1. Be aware of the school Fire Safety Policy and follow procedures detailed in the policy and related documents;
2. Receive relevant information and training and adopt fire safety practices and procedures;
3. Make pupils, volunteers and visitors aware of relevant health and safety procedures and supervise where appropriate;
4. Report to the Health and Safety Co-ordinator (SBM) or Executive Head Teacher anything that they consider a danger in relation to fire safety and any shortcomings in the schools' fire safety arrangements;
5. Ensure that displays do not present a risk to fire safety;
6. Ensure that fire doors are not wedged open;

## **RESPONSIBILITIES OF PUPILS**

Staff will make all pupils aware of their responsibilities with regard to fire safety. Reminders will be given as appropriate.

Pupils will:

1. Observe all the fire safety rules of the school, particularly the instructions given by staff in a fire safety situation;
2. Not wilfully misuse or interfere with equipment provided for his/her safety;

## **RESPONSIBILITIES OF VOLUNTEERS/VISITORS/STUDENTS ON PLACEMENT**

Volunteers and visitors to the school will be made aware of any fire safety arrangements applicable to them. They will be expected to follow the fire safety rules of the school.

On entering the school, they are requested to read the fire evacuation advice. Fire evacuation procedures are then available in each room.

#### **4. ARRANGEMENTS (SYSTEMS AND PROCEDURES)**

##### **TRAINING**

Where a need is identified in the Fire Risk Assessment, or through other guidance from appropriate agencies and bodies, designated staff will be given training in the use of fire safety equipment. All staff have been involved in a fire safety training session.

##### **EXAMINATIONS**

In the case of pupils completing exams:

Pupils and staff need to follow school's evacuation procedure but be kept separate from other pupils, remain quiet and be supervised by vigilating staff.

Papers to be left on pupils' desks and when pupils return, they will continue completing exam in the same conditions but with an amendment to time constraints. This will then be recorded on seating plan and times amended at the front of the examination room to make pupils aware of the finish time of the exam. Papers will then be collected in candidate order and stored away.

##### **INFORMATION**

The Executive Head Teacher will ensure that all staff, pupils and visitors are aware of the schools' evacuation procedure. A copy of the evacuation procedure will be displayed in every classroom.

The Executive Head Teacher will also ensure that staff and Governors are informed of the outcome of fire risk assessments.

##### **EVACUATION PROCEDURE**

The school's evacuation procedure is detailed in appendix 4. Fire evacuation plans are located in all rooms in the building. Clear signage throughout the building to indicate fire exit routes. 4 staff have had further training as Fire Wardens. Fire Wardens are:

Tony Roger – Site Manager  
Mick Hadley– Assistant Site Manager  
Kim Archer-Clarke – Merstone Admin  
Jill Lambert – Forest Oak Admin

##### **FIRE RISK ASSESSMENT**

The Fire Risk Assessment is held in the **Fire Safety file**. The Health and Safety Co-Ordinator will review the Fire Risk Assessment as appropriate (at least annually).



## **FIRE PRECAUTIONS**

The following fire safety control measures are in place:

1. During term time, the fire alarm will be tested by the Site Manager/ Assistant Site Manager every Friday at 7:30am. This will be recorded in the Alarm Test Form (appendix 3) and will be stored in the Fire Safety file;
2. The Executive Head Teacher will initiate an evacuation drill every term. This will be recorded on the Evacuation Drill Report form (appendix 1) and will be stored in the Fire Safety file;
3. The Site Manager will undertake a monthly fire safety check using the Fire Safety Check List (appendix 2);
4. A plan of the school is held by both school offices and will be available in the event of an evacuation. The plan details fire safety equipment locations and type, where chemicals are stored, computer room, other hazards and fire hydrant.
5. Fire fighting equipment is regularly monitored and inspected.
6. Smoking is not permitted in any part of the building or on the school site.
7. The school site is well fenced and secured at night to reduce the risk of arson.
8. Rubbish is collected daily from the building and stored in metal bins in a walled locked compound.

**Appendix 1  
FOREST OAK/MERSTONE SCHOOL  
EVACUATION DRILL REPORT FORM**

*All evacuation drills must be recorded on this form. Completed forms will be stored in the Health and Safety file.*

*Organisational details*

EVACUATION DRILL SUPERVISOR	
EVACUATION DATE/TIME	
AGENCIES INFORMED (AS APPROPRIATE)	

*Evacuation times/numbers*

TIME COMMENCED		am / pm
EVACUATION TIME	minutes	seconds
NUMBERS EVACUATED		

*Review of drill*

THE DRILL WAS:	SATISFACTORY / UNSATISFACTORY
COMMENTS	
SUGGESTED REMEDIAL ACTION(S)	
DATE ACTION(S) IMPLEMENTED	

(IF APPROPRIATE) COPIES SENT TO:	
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SIGNATURE OF EVACUATION DRILL SUPERVISOR	
DATE	



**Appendix 2**  
**FOREST OAK & MERSTONE SCHOOL**  
**SITE MANAGER'S MONTHLY FIRE SAFETY CHECK LIST**

*This form will be completed every month by the Site Manager. If the answer to any of the checks is 'no', the 'action required' section must be completed. Once an action has been implemented, the date of implementation must be entered in the 'date' section.*

*The completed form will be passed to the Head Teachers and will be stored in the Fire Safety file.*

CHECK	YES	NO	ACTION REQUIRED	DATE
Are all escape routes free from obstruction?				
Are all doors on fire escape routes unobstructed and not wedged open, in good condition and easily opened from the inside without the use of a key?				
Are all self closing devices in working order?				
Are all stairs/steps free of obstructions and hazards?				
Are all extinguishers in correct place and in good working order?				
Are the identification signs in place?				
Are smoking rules being observed?				
Are all fire alarm bells/sirens in good working order and tested every week?				
Do you know where the main isolation points are for electricity, gas and water and are they clearly marked?				
Is the site free of litter and rubbish?				
Are any plant rooms free of combustible materials?				
Are paper and floor waste prevented from building up and regularly emptied from waste bins?				
Are all external doors locked and checked when the building is closed?				
Is the access for emergency vehicles clear?				
Are all catches on windows in good working order?				
Is there a copy of evacuation procedure displayed in all rooms?				
Are evacuation signs in place in all rooms?				

Signed		Date	
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**Appendix 3**  
**FOREST OAK & MERSTONE SCHOOL**  
**ALARM TEST FORM**

*The fire alarm will be tested by the Site Manager every Friday at 8:30am. The test will be recorded on this form together with any comments and remedial action as appropriate. Completed forms will be stored in the Health and Safety file.*

<b>DATE</b>	<b>FIRE POINT</b>	<b>ZONE</b>	<b>COMMENTS</b>	<b>ACTION</b>	<b>SIGNATURE</b>

**Appendix 4**

**FOREST OAK & MERSTONE SCHOOL  
SITE MANAGER'S EMERGENCY LIGHTING SYSTEM – RECORD OF MONTHLY TESTS**

<b>DATE</b>	<b>ACTION TO BE TAKEN</b>	<b>PROBLEM CORRECTED</b> <i>Tick &amp; Date</i>	<b>SIGNATURE</b>

**Appendix 5**

**FOREST OAK & MERSTONE SCHOOL  
SPRINKLER TEST FORM**

*The fire alarm will be tested by the Site Manager each week. The test will be recorded on this form together with any comments and remedial action as appropriate. Completed forms will be stored in the Health and Safety file.*

DATE	BAR PRESSURE				COMMENTS	ACTION	SIGNATURE
	LEFT HAND		RIGHT HAND				
	Before	After	Before	After			



## **EVACUATION PROCEDURES**

1. Check exit door is unlocked in case of emergency.
2. On hearing the fire alarm, staff and pupils **MUST EVACUATE THE BUILDING IMMEDIATELY** and walk quickly and sensibly to the assembly point.
3. Where possible the location of the fire will be announced on the PA system to guide evacuation routes.
4. **ASSEMBLY POINT : OAKWOOD CENTRE CAR PARK**
5. Staff close doors behind them.
6. Teachers must make sure that any child who has gone to the toilet and not returned is not left in the building.
7. At break times/lunchtimes staff on duty escort all pupils to the assembly point.
8. Pupils line up **in class order, in silence.**
9. **The teacher who has been teaching the class** checks pupils against register.

**EXIT ROUTES : THROUGH EXTERNAL DOORS VIA ROUTE INDICATED ON PLAN**

**LEAD TEACHER – PHONE MAIN SITE AND ASK FOR THEM TO \*\* PHONE 999\*\***

Take Registers, Visitors Book and Signing in/out clipboard and list of Chemicals.

**CALL SITE MANAGER: On hearing alarm, locate fire zone. Liaise with Nursery.**

**VISITING PROFESSIONALS: Exit by route indicated to Assembly Point.**