



SAPIENCE
GIRLS ACADEMY

FIRE RISK SAFETY POLICY

2023-24

Last reviewed- September 2023

Next review- September 2024

Reviewed by- Chair of Trustees

Approved by- SGA Governing Body

CONTENTS

1. POLICY STATEMETN
2. RESPONSIBILITY
3. FIRE CHECKS AND RECORDS
4. FIRE SAFETY INDUCTION FOR NEW STAFF
5. FIRE PROCEDURE FOR STAFF
6. EVACUATION PROCEDURE
7. CLASSIFICATION OF FIRE AND TYPES OF EXTINGUISHERS
8. FIRE ACTION-INFORMATION FOR PUPILS

FIRE SAFETY POLICY AND PROCEDURE

1. POLICY STATEMENT

Everybody working, studying and visiting Sapience Girls Academy should be confident that their safety and general well-being are paramount.

The purpose of this policy is to ensure that every possible measure is taken to create and maintain fire safety for everybody that enters school premises, and to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures amongst staff and pupils
- Formulate effective emergency procedures in case of fire and for evacuating the school premises
- Inform members of staff of the procedures in place to maintain fire safety, and the procedures they should follow in case of an emergency

2. RESPONSIBILITY

The overall responsibility for fire safety lies with the appointed Fire Officer, although a number of people may have some responsibilities, i.e. any person who has some level of authority/control must take reasonable steps to reduce risk from fire and make sure people can safely escape if there is a fire.

With assistance from the SLT or any other senior leaders in school, the Fire Officer must:

- Manage any general fire procedures on our premises and make sure that all fire precautions and maintenance routines are kept.
- Create and implement procedures to deal with possible fire emergencies, including an emergency evacuation procedure
- Ensure that everyone on premises, or nearby, can escape safely if there is a fire, including employees, pupils, visitors and members of the public
- Arrange regular evacuation drills (at least once a full term) to familiarise staff and pupils with the evacuation procedure, and record the results
- Carry out regular fire risk assessments identifying any possible dangers and risks, considering who may be especially at risk, and record findings
- Eliminate or reduce the risk from fire as far as is reasonably possible, and provide general fire precautions to deal with remaining risks
- Carry out fire safety inductions for new staff, covering the school's fire safety policies, procedures, and any relevant safety guidelines
- Arrange fire safety courses and refreshers for all staff
- Maintain a record of any incidents and review findings when necessary

3. FIRE CHECKS AND RECORDS

- Daily checks – fire control panels, means of escape routes, fire safety signs. Records kept if defect found.
- Fortnightly checks – fire-fighting equipment. Records kept of every check.
- Monthly checks 1 – actuation points, sounders and fire Doors. Records kept of every check.

- Monthly checks 2 – emergency lighting, smoke detectors, fire exits and room doors. Records kept of every check.
- Fire risk assessment – carried out and reviewed annually. Findings recorded.
- Evacuation drills – for staff and pupils. Record kept.
- Staff training – by Fire Officer and external providers. Records kept.
- Three-monthly and annual servicing of fire system and smoke detectors – certificate issued by qualified technician.

4. FIRE SAFETY INDUCTION FOR NEW STAFF

As part of our induction process, all new staff are provided a briefing on the following points:

- Conducted tour of place of work
- Fire hazards specific to job or place of work
- No Smoking policy
- Fire warning system explained
- Locations of break glass call points
- Locations of firefighting equipment
- Need for corridor, exits etc. to be kept clear
- Fire doors and their importance
- Keep Locked Shut signs
- Action on discovering a fire
- Action on hearing fire alarm
- Evacuation routes
- Fire assembly point(s)

5. FIRE PROCEDURE FOR STAFF

- Any member of staff discovering any incident of fire should sound the alarm at any of the break glass alarm points (actuation points).
- If any member of staff feels confident about tackling the fire they should do so, otherwise they should leave the building closing all doors behind them.
- If you attempt to tackle the fire, ensure you stay between the fire and an escape route.
- Ensure you have the correct extinguisher for the fire.
- Stay low and move slowly towards the fire.
- Aim nozzle of extinguisher at base of fire.
- Ensure the fire is completely extinguished before you leave it.
- Office personnel are responsible for calling the fire service.

6. EVACUATION PROCEDURE

- On hearing the alarm, all staff should stop work immediately, switch off any machinery where possible and safe to do so, close doors behind them, and evacuate the building by the nearest emergency exit.
- All staff should ensure that they are familiar with the exit routes.
- Staff should direct students and visitors to the fire assembly point by the quickest route.
- All staff and students should leave in an orderly fashion closing all fire doors.

- Any member of staff who is not responsible for registration should assist in maintaining a calm and quiet atmosphere.
- **DO NOT**
 - ...Put yourself or anyone else in any sort of danger
 - ...Run
 - ...Stop to collect belongings
 - ...Re-enter the building until the fire service give the all clear
- After the all-clear is given, teacher will lead the year groups back into the building

Assembly points for students – designated assembly point outside school main entrance. All classes to line up facing towards the school

7. CLASSIFICATION OF FIRE AND TYPES OF EXTINGUISHERS

The extinguisher used will depend on the class of the fire.

EXTINGUISHING AGENT (and colour code)	Solids e.g. wood, paper, textiles, cardboard (anything organic)	Flammable liquids e.g. petrol, oils, paints	Live electrical equipment
Water	✓	x	x
CO ₂	x	✓	✓

8. FIRE ACTION: INFORMATION FOR PUPILS

WHAT SHOULD YOU DO IF YOU DISCOVER A FIRE?

1. Never attempt to tackle the fire, no matter how small it may appear to be. You could risk injuring yourself and others around you.
2. Close the door of the room where the fire has started if it is safe to do so (this will help delay the spread of the fire and smoke).
3. Activate the fire alarms so that others are aware of the fire by smashing the nearest fire break glass.
4. Leave the building using the shortest and quickest escape route, making your way to the fire assembly point (school yard)
5. Never waste valuable time and put yourself at risk by stopping to get personal belongings, find friends etc.
6. As you leave the building, do not run, shout or panic. Instead, walk quickly and behave in a calm manner.
7. When you reach the assembly point, line up with your teacher and do as your teacher asks of you.
8. Remain silent so that teachers can be heard and everybody is quickly accounted for.
9. The register will be taken, so listen out for your name and respond clearly and loudly.
10. You must remain with your form group until you are instructed by your teacher to return indoors.

THE ACTION TO BE TAKEN ON HEARING THE FIRE ALARM:

- Follow steps 4-10 above
- You must never assume that the alarm is faulty (unless this has been communicated to you by a member of staff shortly after the alarm is heard)
- You must never assume that there is no fire
- You must not assume that it is just a mock fire drill
- Just leave the building!