

New Horizon Academy: Fire Safety Policy

Policy Statement

At New Horizon Academy we educate with purpose: to provide our pupils with the tools they need to become independent, achieve economic well-being, contribute to society, and always strive to do their best.

We provide a vibrant environment for the education of children with moderate and severe learning needs who are in the care of New Horizons Care Limited. We will be responsive enough in our teaching approach to consistently meet our pupils needs and prepare them for the ever-changing world.

To facilitate this, pupils should be safe in school and when undertaking out of school activities. They should be able to go on exciting school trips that broaden their horizons, play freely in the playground, take part in sports and feel safe while doing so. Staff, other stakeholders and visitors should also be safe while they do their jobs, use our school facilities or are under our care.

For this reason, we have prepared a Health & Safety policy in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974. In addition to the Health & Safety policy, we have prepared this Fire Safety to illustrate how we will keep pupils, staff, contractors and visitors safe from the risks of fire while they are at the school.

1. Introduction

New Horizon Academy will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises. This policy outlines how we will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) which came into force on 1st October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. Responsibilities

This Fire Safety Policy forms part of the school's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher has the ultimate responsibility for the implementation and management of this policy;
- The Health & Safety Coordinator is responsible for the effective implementation of this policy and its role within the school's Health and Safety Policy:

- The FSO places duties on the **'Responsible Person'**. The Responsible Person is the Proprietor – New Horizons Care Ltd however day to day responsibilities have been delegated down to the Health & Safety Coordinator.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e., the Health & Safety Coordinator. The Health & Safety Coordinator will:

Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;

Provide and maintain in working order all fire-fighting appliances and devices including:

- fire detection and alarm systems
- emergency lighting systems
- fire-fighting equipment
- notices and signage relating to fire procedures
- means of escape, taking into account the needs of any disabled users.

Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.

Providing appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.

Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.

Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.

Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.

Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by *[Katie Davis/Sukjit Bains]* *[each half term]*. The alarm sounders are tested on a weekly basis by the Health & Safety Coordinator

The school emergency lighting is checked *[each week]* by *[Neil- maintenance]*; **Notices and Signage** are updated as and when required and checked annually by the Health & Safety Coordinator;

Fire-fighting equipment is visually checked weekly by the Health & Safety Coordinator and extinguishers are replenished or replaced annually.

A Fire Log Book which contains records of fire safety issues is maintained by the Health & Safety Coordinator and located in the main office. These issues include:

- fire drills;
- hot work permits, etc;
- the storing of hazardous materials;
- the inspection and testing of: fire detection and alarm systems;

6. Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the main office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually, if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

7. Fire Safety Training

- All staff receive basic fire safety induction training and attend refresher sessions annually
- Key staff in the individual school buildings receive more detailed instruction Fire Marshall
- Pupils are given instruction by staff during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through during the following staff meeting any conclusions and remedial actions are recorded and implemented.

8. Evacuation Procedures

The Fire Alarm

The person discovering the fire should break glass of nearest alarm

Health & Safety Coordinator rings 999 on hearing alarm.

If fire is in the kitchen the Caterer rings 999 and immediately sends someone to break glass of alarm and tell the Health & Safety Coordinator that the Fire Service has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

The Fire Marshall will ensure that:

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible, leave windows open to dissipate gas and no electrical switches should be used.
- In classrooms, pupils nearest windows should be told to close them. Staff assemble pupils IN SILENCE and instruct them to proceed to the Assembly Point [*car park/playground*] IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their form rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- The Fire Marshall will collect pupils' registers, staff signing in/out, visitors' book and off-site lists from the Receptionist before proceeding to the Assembly Point
- The Fire Marshall will make contact with the caretaking staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.
- The Fire Marshall will report the safety and whereabouts of the caretaking staff to the Health & Safety Coordinator and will maintain contact throughout the procedure.
- The Fire Marshall will open the gates for the Fire Service and await their arrival and will discourage any casual visitor from entering the premises.

Personal emergency evacuation plans (PEEP)

PEEPs may need to be developed to ensure that occupants needing assistance in the event of an evacuation are not put at any disadvantage or treated less favourably.

These plans should identify:

- any specific needs of the individual;
- staff responsibilities and any training requirements;
- specific evacuation routes and refuge

Appendix 3 details the procedure we will follow to produce Personal Emergency Evacuation Plans

Appendix 1

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

Pupils line up in group order at Assembly Point.
The Fire Marshall will supervise roll call.

Once roll call is completed, report absences to Health & Safety Coordinator and return register to Receptionist and take appropriate action.

Staff/Visitors Reporting Procedure:

The Health & Safety Coordinator will check with the Fire Marshall that all persons are accounted for, and will await the arrival of Fire Service and respond to and relay Fire Officer's instructions

No-one should leave the Assembly Point until instructed to do so by the Health & Safety Coordinator

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Pupils and staff with a disability should already have been identified and information held in the pupil register and staff signing in/out book held by the Receptionist

Having considered the risks, the Fire Marshall will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any pupil or staff member requiring assistance in an emergency evacuation. Where teachers have a pupil with a known disability, they must ensure that that pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g., anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e., when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must not be used during an emergency evacuation

Appendix 3

Procedure for producing a Personal Emergency Evacuation Plan (PEEP) for pupils or employees

- Pupils requiring additional assistance to evacuate should also be identified via the school's admissions or health care planning process.
- Staff requiring additional assistance to evacuate should raise this with their line manager who should then arrange for the completion of a PEEP.
- For a PEEP to be suitable it must be tailored to an individual's needs and thus be developed in discussion with them (and in the case of pupils with their parents / carers where necessary). The questionnaire below can be used to help with this discussion if required.

| Hearing impairment | | YES | NO |
|---------------------------|---|-----|----|
| 1. | Can you hear the fire alarm in normal circumstances? <i>If no discuss with individual any supplementary hearing system or device which might assist in hearing the fire alarm more clearly? Consider options such as visual indicator, vibrating pager, text alerts etc.</i> | | |
| 2. | Would your response to a fire alarm be helped by assistant(s) who could provide support in the fire evacuation procedure? | | |
| Visual impairment | | | |
| 3. | Can you leave the building unassisted in an emergency? <i>Detail any aids required to help move around the building</i> | | |
| 4. | Determine how long it takes to leave the building in normal circumstances. | | |
| 5. | Could you find your way to exit the building by an alternative route should your normal route be unavailable? | | |
| 6. | Are the signs indicating the Emergency Routes or the Emergency Exits clear enough? | | |
| 7. | Could you raise the alarm if you discovered a fire? | | |
| Mobility impairment | | | |
| 8. | Can you leave the building unassisted? | | |
| 9. | If, no what assistance will you require? <i>In-particular any assistance negotiating stairs / changes in level.</i> | | |
| For wheelchair users only | | | |
| 10. | Is the wheelchair a standard size? <i>If electrically powered type check dimensions and whether that presents any access / egress issues.</i> | | |
| 11. | Is the wheelchair required at all times or can it be dispensed with for short periods? <i>What type of assistance will you require e.g.? Assisted to walk downstairs with support / using handrail; Accompanied as you move down on your bottom; Carried downstairs, use of evac-chair</i> | | |
| 12. | Are you able to self-transfer to an evacuation chair if required? <i>If no what other support / aids will be needed?</i> | | |
| 13. | Could the medical nature of your disability be aggravated by the use of such a device? | | |
| General | | | |

| | | | |
|-----|--|--|--|
| 14. | Are there any other considerations during an emergency evacuation, anything else which you must have with you? | | |
| 15. | Have you identified any other potential problems / observations / or solutions? | | |
| 16. | Are you aware of the emergency egress procedures, which operate in the building(s) in which you work or visit? | | |
| 17. | Do you require written emergency egress procedures? | | |

Appendix 4: PEEP Template

| | | | |
|--|--------------------------|--------------------------------|--------------------------|
| Name | | | |
| Date | | Review Date¹ | |
| EVACUATION PROCEDURE | | | |
| <u> INSERT NAME </u> informed of a fire evacuation by: (✓ relevant box) | | | |
| existing alarm system | <input type="checkbox"/> | visual alarm system | <input type="checkbox"/> |
| pager device | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |
| METHODS OF ASSISTANCE (e.g., Transfer procedures, methods of guidance etc) | | | |
| EQUIPMENT PROVIDED (including means of communication) | | | |
| PERSONALISED EVACUATION PROCEDURE (step by step account beginning with the first alarm) | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| ACTION REQUIRED | | ACTION TAKEN | |
| | | | |
| MONITOR AND REVIEW | | | |
| | | | |
| Name / signature of assessor | | Date | |
| Signed by Individual | | Date | |