



# Pilgrims School

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## Fire Prevention Policy

January 2022

Next review date: January 2023



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims, Kindergarten and Pre- School) and Pilgrims Main School.

## **Introduction**

The Governors and the Headteacher are committed to the need for fire prevention and have put in place measures to minimise the risk to pupils, employees and visitors to the site who may be affected in the event of a fire.

Fire prevention falls within the remit of the School Committee and is delegated to the Finance and premises Sub-Committee. The School Health and Safety Committee, which oversees fire prevention at a school level, meet once a term and members include a Governor and the Estates and Property Manager.

Day to day fire prevention is delegated to the Estates and Property Manager who is assisted by the Deputy Estates and Property Manager (competent person). The School utilises services of a competent external consultant who advises on fire prevention generally and carries out the statutory fire risk assessment of the school on an annual basis.

The school fire alarm system is linked directly to the local Fire Brigade. Response time is in the region of 4 – 6 minutes once a fire has been confirmed by a member of school staff.

The fire alarm panel is checked daily for faults.

The alarm points are checked weekly on a rotational basis by the Caretaker and annually by the Fire Equipment Service Provider. The overall fire alarm system is serviced bi-annually by a responsible contractor.

The Emergency lighting system is checked monthly (flick test) by the Estates Team. The emergency lighting system is also checked annually (3 hrs drop test) by a responsible contractor to ensure there is sufficient emergency power.

Fire extinguishers are checked monthly by the Facilities Team and annually by a responsible contractor to ensure firefighting equipment is up-to date and in good working order.

The School will hold an evacuation at least once every term. Records of the Evacuations are kept by the Estates and Facilities Manager.

The School is aware of the obligations placed upon it by the Regulatory Reform (Fire Safety) order 2005 which states that the school must:

- Carry out a fire risk assessment for each building in the school.
- Appoint one or more competent persons to be responsible for fire safety.
- Provide employees with clear relevant information on risks identified in the Fire Risk Assessment
- Provide visitors and contractors with relevant information regarding fire safety and evacuation procedures.
- Consider the presence of dangerous substances and the risks these present
- Provide appropriate information, instruction and training to employees about fire precautions in the workplace.
- Ensure premises and equipment provided in connection with firefighting, fire detection and warning, emergency exits and routes are covered by a suitable system of maintenance by a competent person.
- Employees must co-operate to ensure the work place is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

The School in association with the Health and Safety Consultant will carry out fire risk assessments in accordance with the guidelines specified above. The risk assessments will be subject to constant monitoring and review in the event of any changes of circumstances within the school. The School will endeavour to comply with all provisions of the order as far as is reasonably practicable.

Actions to be taken in the event of a fire:

1. In the event of a fire, a member of staff should operate the nearest fire alarm call point and shout "fire fire". No attempt should be made to extinguish the fire unless the member of staff feels competent enough to do so within one minute.
2. The School is directly linked to the nearest Fire Brigade which will respond once the call point is activated and a fire has been confirmed by the school. Confirmation from site via 999 call will be made by a delegated person.
3. On hearing the Fire Alarm, everyone should leave the building by the nearest emergency exit and assemble in the hard play area adjacent to the Sports Field.
4. Classroom teachers / Room Leaders and all those supervising the children should escort pupils in an orderly and quiet manner. All school bags and personal belongings should be left in the rooms.
5. **Main School:** Teachers are responsible for bringing their classroom registers to the Assembly Area for the identification of anyone missing.
6. **Little Pilgrims, Kindergarten and Pre-School:** The Room registers should be taken from the room by the Room Leaders or other responsible adult.
7. **Out of Hours:** The signing in register for larks / owls, and any after school activities should be collected and taken to the assembly area.
8. At the Assembly area a roll call will be taken, and anyone missing should be reported to the Estates and Property Manager / Finance and Office Manager / Headteacher / Deputy Headteacher / Little Pilgrims Manager or any member of the SLT – who will then be responsible for informing the Estates and Property Manager or their deputy.
9. The Caretaker / Estates and Property Manager or their deputy will remain outside the school entrance in order to liaise with the fire officers when they arrive
10. No one will be permitted to enter the building until authorised to do so by the Estates and Property Manager / Headteacher / Deputy Headteacher / Little Pilgrims Manager.

The codes to all the gates on the school premises are on a list in the staff room and the front office. All staff should ensure that they are familiar with all of the codes relating to their place of work. All visitors are provided with relevant fire safety information on the back of their ID badge.

### **Fire escape routes**

The Estates team unlock the school each morning and ensure that all escape routes are clear and that all final fire escape doors are unlocked.

Staff must not block fire escape routes under any circumstances.

### **Use of Personal Electrical items in school**

Staff should not bring their own personal electrical items into school. If there is a specific need to do so, they should seek permission from the Estates Team who will then arrange for the item to be PAT tested before it is used in school. This includes chargers for personal devices.

Any organisations, including contractors, who bring electrical items onto site must confirm that they are PAT tested and fit for purpose before they bring them onto site.

### **Displays**

Staff must not hang any display material from the ceilings unless they are fire rated. Notice boards in corridors must be no more than 3m wide, with a gap of at least 1m between boards and must be covered by a suitable fire rated material e.g. polycarbonate. Notice boards in a classroom should be no more than 2.5m wide with a gap of at least 0.4m between boards. Display boards must not be located near to sources of ignition.

### **Personal Emergency Evacuation Plan**

Any child or member of staff who may have difficulty in hearing the fire alarm or in escaping the building will have a PEEP prepared for them. Copies of PEEPs will be held in the Fire Folder.

### **Hirers of the premises**

Anyone who hires the premises will be informed of the steps to take in the event of a fire and shown where their means of escape are. They must not compromise any fire precautions or the means of escape. They must include fire within their risk assessment to show that they are committed to fire prevention within the premises where they work.

### **Training**

All staff receive training on fire prevention and the steps to take in the event of a fire annually. This may be delivered live or as an information document. All new starters have fire training included in their induction. The school should have at least 8 fully trained fire wardens who are competent in the use of firefighting equipment.

### **Smoking**

The school is a no-smoking site. This includes e-cigarettes.

### **Arson**

External bins are kept in a locked compound. Excess materials / refuse are stored with due regard to the threat of arson.

### **Use of naked flames**

A risk assessment must be completed before any activities including the use of naked flames is carried out

### **Servicing**

The fire alarm is serviced every six months by a competent contractor. Firefighting equipment is serviced annually by a competent contractor. Emergency lights are tested monthly and serviced annually by a competent contractor. All gas plant and appliances are serviced annually by a competent contractor. All appliances in the commercial kitchen will be serviced annually by a competent contractor. The school's lightning protection will be serviced annually by a competent contractor. PAT testing is carried out every year for higher risk items and every two years for lower risk items (e.g. computer equipment that does not move) by a competent contractor.

**Reviewed /Approved by Health and Safety Committee: x/x/2021**

**Lucy Nightingale**  
Estates and Property Manager