

P

pupil voice

R

respect

I

independence

D

dignity

E

entitlement



FIRE SAFETY & ANTI-ARSON POLICY

Date Published	November 2015
Version	2
Approved Date	February 2018
Review Cycle	Every 2 Years
Review Date	February 2020

An academy within:



“Learning together; to be the best we can be”



CONTENTS

Page

1. Policy Statement	3	
2. Fire Information & Guidance	4	
Fire Doors		
Fire Exits		
Fire Instructions		
Fire Drills		
Fire Alarm Tests		
Fire Fighting Appliances		
3. Staff Responsibilities	7	
4. Anti-Arson Information	8	
Appendix 1	Procedures in the Event of a Fire	10
Appendix 2	Fire Action Notices	11



Policy Statement

The remit of the school with regard to fire safety is the safety of all students, staff and visitors.

Therefore it is the policy of Kelford School that all its employees will observe the principles of fire safety at all times to ensure that:-

- The risk of a fire starting is minimised
- When a fire is detected the alarm is raised immediately
- The spread of the fire is delayed and contained for as long as possible
- Occupants are aware of the basic requirements of fire safety and means of escape
- Staff are appropriately trained in the evacuation procedures
- Fire drills are conducted as appropriate

Policy Review

This policy is reviewed on a biennial basis by the Senior Leadership Team and the Local Governing Body. The school's CPD Co-ordinator will identify any training requirements.

Action in the Event of a Fire:

The procedures for action in the event of fire are contained in as Appendix 1 of this document and as Appendix 2 of the school's Health and Safety Policy



Fire Information & Guidance

Fire Doors:

Fire exits doors are clearly labelled and specifically kept unobstructed to enable the prompt exit of occupants from the building. Internal fire doors are kept closed when appropriate to prevent the spread of fire. Internal fire doors will be closed immediately in the event of fire, as their main purpose is to restrict the spread of smoke and fumes.

Fire Exits:

All fire exits are kept free from obstruction at all times and unlocked during normal occupancy.

Fire instructions:

Fire instructions are posted in every room in the school in order that visitors may be aware of the procedures in the event of fire.

Notices have been posted next to all firefighting appliances and in all teaching areas giving instructions for action in event of a fire.

Fire Drills:

Fire evacuation practices are held once each term, and the times of drill may vary. A record is kept of all fire drills noting the date, time and the total time to evacuate the building, and notes made of any problems encountered.

Fire Alarm Tests:

The Site Manager tests the fire alarm on a weekly basis before the start of morning school/or after children and young people have left, occasionally the alarm is tested during school time when full warning has been given to alert staff and children and all tests are recorded in the Fire Log. Should any defect be detected it is immediately reported to either the Head Teacher or Business Manager who will contact the appropriate alarm company or section immediately to arrange for speedy repair. Defects will also be recorded in the Fire Log, which is kept in the Business Administration Office.

Fire Fighting Equipment:

Fire-fighting appliances are checked at least annually by professionals to ensure that they function correctly and meet the required standards. All checks are recorded in the Fire Log. Fire-fighting appliances are clearly labelled as to their correct individual uses.

Extinguishers are provided to deal with the different types of fires that might occur in school.

Water Extinguisher

Signal Red

Best For

Fires involving organic solid materials such as wood, cloth, paper, plastics, Coal etc.

Danger

Do not use on burning fat or oil or on electrical appliances

How to Use

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

Powder Extinguisher (Multi-Purpose)

Blue Label

Best For

Can be used on fires involving organic solids, liquids such as grease, fats, oil, paint, petrol, etc but not on chip or fat pan fires. Can also be used on gas fires.

Danger

Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may re-ignite. This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again.

Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on domestic chip or fat pan fires. There is danger of inhalation if powder extinguishers are used within buildings.

How to Use

Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a hand control, wait until the air clears and if you can still see the flames, attack the fire again.

Foam Extinguisher (AFFF)

Cream

Best For

Fires involving solids and burning liquids, such as paint and petrol but not suitable for chip or fat pan fires. Safe on fires caused by electricity if tested to 35kV (dielectric test) and a 1m safety distance is adhered to.

Danger

Do not use on chip or fat pan fires.

How to Use

For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

Wet Chemical

Canary Yellow

Best For

Wet chemical fire extinguishers are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter.

Danger

Check manufacturer’s instructions for suitability of use. These extinguishers are usually not recommended for class B fires such as petrol, although Gloria has produced a 3l wet chemical extinguisher [with B rating](#).

How to Use

Apply the wet chemical using the extended applicator in slow circular movements, which give a gentle, yet highly effective application. Apply the fine spray onto the burning fat until the surface of the burning cooking oil changes into a soapy like substance which prevents re-ignition. The gentle application helps to prevent burning oil splashing out of the container. Make sure that you empty the entire content of the wet chemical extinguisher onto the oil/fat, as the fire can re-ignite otherwise.

Carbon Dioxide Extinguisher

Black

Best For

Live electrical equipment, although it allows re-ignition of hot plastics. Now mainly used on large computer servers, although care has to be taken not to asphyxiate people when using the extinguisher in small server rooms.

Danger

Do not use on chip or fat pan fires, as it carries burning fat out of container. This type of extinguisher does not cool the fire very well and you need to ensure that the fire does not start up again. Fumes from CO2 extinguishers can asphyxiate if used in confined spaces: ventilate the area as soon as the fire has been controlled. Only use CO2 extinguishers with frost-free horns, as the hand holding the horn can otherwise be frozen to the horn, as the gas is getting very cold during the discharge.

How to Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.



Fire Blanket

Signal Red

Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets conforming to British Standard BS EN 1869: 1997 are suitable for use in the home BS 7944: 1999 is suitable for industrial use. These will be marked to show whether they should be thrown away after use or used again after cleaning in accordance with the manufacturer's instructions.

Best For

Fires involving both solids and liquids. Particularly good for small clothing fires and for chip and fat pan fires providing the blanket completely covers the fire.

Danger

If the blanket does not completely cover the fire, it will not be able to extinguish the fire.

How to Use

Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.



Staff Responsibilities

ALL staff have duties and responsibilities in respect of fire safety and are personally responsible for complying with the fire procedures

The first priority of staff is the safety of the pupils in their charge. Each class should establish a class risk assessment at the beginning of each new school year/class group activity which identifies specific issues for that group in the event of an emergency evacuation and every pupil should have an Emergency Evacuation Plan written that highlights how to quickly and safely help this pupil evacuate.

Fire Fighting

Members of staff should only consider fighting a fire after they have seen to the evacuation of the pupils in their charge and raised the alarm. They **MUST** inform other members of staff of their intention to fight the fire and they **MUST** be certain that their actions will **NOT** place themselves or others in danger. If they are in the slightest doubt they must evacuate the building along with their pupils.

End of day:

ALL staff have a responsibility to ensure that shut down / close down procedures are adhered to and whenever you are the last person leaving the classroom / room at the end of the day you must ensure:-

- ALL none essential electrical equipment is SWITCHED OFF.
- ALL computers have been SHUT DOWN and SWITCHED OFF appropriately.
- ALL windows are closed and locked if appropriate.
- ALL lights are SWITCHED OFF.
- ALL doors are SHUT especially all FIRE DOORS.

Storage:

Paper and other combustible materials are stored away from heaters and suspended lighting.

Electricity:

All electrical apparatus is safety checked annually. When not in use and during out of school hours, appliances are switched off, with the exception of the fridges and essential charging units.



Routine Inspection and Testing of Electrical Equipment:

The school has responsibility for the maintenance of all fixed electrical systems in the building. School staff however, must be vigilant and report promptly any defects, which may affect and safety of these installations.

The school has responsibility for the purchase, maintenance, repair and testing of all portable electrical equipment in the building (PAT testing). An inventory of all such equipment has been drawn up and it is routinely examined in order to satisfy legal requirements and ensure safety. Information regarding the use of portable electric heaters is contained in the School's Health and Safety Policy.



Anti-Arson Information

Background:

No school is immune from the threat of Arson.

Reducing the arson risk will also reduce the risk of other crimes such as burglary, theft and vandalism. Statistics from the Fire Protection Association show that large fires i.e. those over £250,000 shows that schools are top of the list of building types vulnerable to arson attacks.

The majority of school fires are at night or when the school is closed during holiday periods and therefore casualties are rare. Many fires are started outside school buildings often with material found easy to hand (such as bins or skips)

Purpose of Guidance:

To include an action plan to be used in conjunction with the Fire Risk Assessment to minimise the risk of Arson by addressing any weaknesses identified in the 'significant findings' section and ensuring all staff and governors support the policy.

Responsible Person(s):

The Head Teacher is the responsible person, supported by the Site manager, Governing Body and School Business Manager.

Advice and Support:

Advice and support has been provided and/or available from the following sources:

- Rotherham Buildings Manager
- Children and Young People's Services Health and Safety Officer
- Crime Prevention Officer
- Neighbourhood Watch Schemes

5 point Action Plan:

To be prioritised within available budgets based on need through past incidents as programmed within the Fire Risk Assessment Significant Findings.

1. **Deter unauthorised entry onto site** (fencing, lighting, CCTV, onsite site manager, random security patrols).
2. **Prevent unauthorised entry into the building** (eliminate alcoves or light well, keep number of external doors to minimum required, approved window and door locks, effective intruder alarms, good relationships with neighbours, be part of a



neighbourhood or school watch scheme, check all doors and windows are locked at end of each day)

3. **Reduce the opportunity for the offender to start a fire** (secured waste bins away from building including any recycling bins, sheds or outdoor storage at least 8m from building, skirting under mobile units, waste bins not attached to buildings but secured in the grounds)
4. **Reduce the scope for potential fire damage** (consider additional fire breaks during alteration work, close all internal doors at the end of each day, protect high value equipment in out of site secure room, installing automatic fire detection systems, sprinkler systems)
5. **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan** (suitably located and appropriate fire extinguishers, adequately trained staff, and salvage plan to recover high value equipment and school records which may be irreplaceable.

Site Recovery Plan:

- Details of people who can help in an emergency contained in the school's Disaster Recovery Plan
- Information on suppliers to be provided as required by the Building Manager and Business Manager
- Inventory information to be completed by School with a copy kept off site

Site Inspections:

The Premises Health and Safety Checks are completed on a weekly and monthly basis by the Site Manager and any defects or problems rectified or reported.



Appendix One - Emergency Evacuation Plan:

In the event of needing to evacuate the building, staff will be made aware by either the fire alarm sounding, by telephone call or by word of mouth. All rooms display an exit route map that show fire exits and assembly points.

Any external users of the building will be instructed on how to exit the building, raise an alarm and summon help.

In the event of a fire:

Upon hearing the alarm, staff are advised to check their surrounding environment and adjacent corridor for signs of fire. If fire is not apparent, staff are aware that each closed door will hold a fire for 30 minutes. This means that any moving and handling necessary for children or young people can be carried out safely and thoroughly. (All children and young people that require any moving and handling assistance will have an emergency evacuation procedure as part of their Pastoral Support Plan (PSP). Class Teachers are responsible for ensuring that this is written, shared and understood. The Well Being Team will assist, if required, in the writing of these risk assessments.) However, staff are to assist all able children and young people out of the building as quickly and safely as possible. Once assembled, the Business Admin Team will take a roll call and ensure that all children, young people and staff are accounted for. If a child, young person or staff member is missing the fire service will be informed immediately.

In the event of a bomb threat, violence or aggression:

The building will be evacuated following the above procedure. However, after roll call, everyone will be directed to move to a location further away from the school building.

Fire Evacuation Admin Procedures:

It is the responsibility of the Business Administration Team to ensure that all members of staff, visitors, colleagues, children and young people have been roll called to show that they are out of the school buildings. The Business Admin Team follow the procedures outlined below:

On hearing the fire alarm:

Amanda Hobson will...	David Carr or Catherine Bentley will...	Matthew Sorby will...	Tammie Forrest / Amanda Bennett / Helesha Thompson / Sam Sayles will...
Investigate the fire alarm panel and locate where the fire has been detected.	Collect staff signing in book from the Sixth Form building and make way to Assembly Point 1 to start staff roll call.	Collect gate keys and a mobile phone.	Collect: Out of school forms Registers Staff signing in book Visitor book
Inform the swimming group to not evacuate if the fire has been detected in the Secondary or Sixth Form buildings.	Wait at Assembly Point 4 to assist return into school.	Disconnect main door from key pad (push glass on green panel).	Make way to Assembly Point 1 and start staff, student and adult roll call.
Investigate the detected fire.		Open all gates and make aware any users of the Outdoor Classroom are aware of	Meet at Assembly Point 4 to assist return into school.



		the evacuation.	
If signs of fire emergency services will be contacted.		If fire present, instruct emergency services.	
If no sign of fire, make way to Assembly Point 4 to assist return into school.		Assist with children and young people where needed. Wait at Assembly Point 1 to assist return into school.	

In the event of Amanda Hobson not being present a member of SLT will cover, and the Business Administration Team will cover as needed.



Appendix Two – Fire Action Notice:

FIRE / EMERGENCY EVACUATION PROCEDURE

On discovering a fire:

- 1. Sound the alarm by breaking the glass.**

On hearing the alarm:

- 2. Leave the building by the nearest suitable exit, supporting as many pupils as possible.**
- 3. On the way out close all doors if safe to do so.**
- 4. Do NOT tackle the fire unless trained to do so. Evacuation is top priority.**
- 5. Proceed to designated Assembly Point and maintain supervision.**
- 6. More vulnerable students will have an evacuation plan as part of their Care Plan.**
- 7. Conduct a roll call of class.**
- 8. Names of any unaccounted for persons should be reported to Fire Officer / Senior Member of Staff immediately.**
- 9. Do NOT go back into the building until directed to do so by Fire Officer / Senior Member of staff.**



Fire