



Tennyson Road Infant School

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www.tennysonroadinfants.org.uk

FIRE RISK POLICY

Safeguarding our children is our priority. All concerns must be reported to our Designated Safeguarding leads:
Miss Hall and Mrs Hilbourne.

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1. INTRODUCTION

- i. Fire has a devastating effect. In order to minimise the risk of fire and the serious consequences of fire, the following policy has been produced. Tennyson Road Infant School (TRIS) 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.

2. LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) 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.

TRIS will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

3. OBJECTIVES

The objectives of this policy are:

- To safeguard all persons on Tennyson Road Infants School (TRIS) premises from death or injury in the event of a fire or associated explosion by effective management of fire safety.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

4. APPLICATION

This policy applies to all persons on TRIS premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

TRIS will ensure that:

- adequate means of escape in case of fire exist for all persons on TRIS premises taking into account the needs of any disabled users.
- there are notices and signage relating to fire procedures
- all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff must not leave or store items in designated escape routes or block emergency exits.
- means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- adequate means for fighting fire are present and are maintained in efficient working order.
- appropriate instruction will be given to all persons on TRIS premises on evacuation procedures.
- TRIS premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

5. RESPONSIBILITIES

The FSO places duties on the 'Responsible Person'. If the Local Authority is the employer, they are therefore the 'Responsible Person.' Certain day to day responsibilities can be delegated down to a 'duty holder'.

All employees have the responsibility to cooperate and to ensure that the workplace is safe. The trained fire-risk staff along with the Head Teacher are responsible for conducting and monitoring fire risk assessments, providing advice and training, monitoring and auditing the TRIS School Fire Risk Policy standards and procedures.

Governors must ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.

The Head Teacher is also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, firefighting equipment and emergency lighting.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Head Teacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures (see Emergency evacuation procedures App 1) including knowledge of:
 - appropriate escape routes;

- location of fire extinguishers;
- the emergency services number (currently 999 or 101)

6. FIRE MARSHALL – Mrs Tracy Mallinson-Weir

The Fire Marshall should ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.

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. Ensure that all staff, students, 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.

7. 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 Chubby annually. The alarm sounders are tested on a weekly basis by the Site Supervisor.

Notices and Signage are updated as and when required and checked annually by the Site Supervisor.

Fire-fighting equipment is visually checked weekly by Site Supervisor and extinguishers are replenished or replaced annually by Chubb.

8. FIRE ALARM BELL

The fire Alarm Bell should be tested weekly- each alarm point tested in rotation.

The Fire Safety Log Book which contains records of fire safety issues is overseen by the Head Teacher with others entering information as appropriate e.g. Site Supervisor. This is located in the Headteachers office. These issues include:

- fire drills;
- hot work permits, etc;
- the inspection and testing of fire detection, alarm systems and fire-fighting equipment
- staff training records.

9. FIRE RISK ASSESSMENT

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

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 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.

10. TRAINING

The Head Teacher is responsible for over-seeing the arranging suitable staff training and for organising regular fire drills (at least once a term). This may be delegated to the Fire Marshall to carry out. Staff training carried out by Chubb.

All staff receive basic fire safety induction training from an outside provider and attend refresher sessions as appropriate (e.g. when there is a notable change of staff)

Key staff in the individual school buildings receive more detailed instruction - fire wardens, staff responsible for fire risk assessment should receive.

Pupils are given instruction by their class teachers 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 at the end of the Fire Drill and the drill details recorded in the Log Book. Any conclusions and remedial actions are recorded and implemented.

11. FINDING FIRE

In case of fire, the alarm should be activated using the nearest accessible fire call point. If appropriate tackle fire [small fire]. A member of the office staff should call the Fire Service. Once clear of the building, either the Head Teacher or her designated representative on the Management Team should check to see whether the Fire Service has been summoned.

12. FIRE ALARM

On hearing the fire alarm, all those present in school must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors and report to call point. An appointed member of staff from each year group should be responsible for taking children's medication [in a grab bag]. The Secretary (person on duty in the Office) should call the Fire Service and collect:

- Class Registers
- Staff Register [to be trialled this term]
- the Visitors' book
- Absentee List
- Information regarding children who have been collected early.

All persons should proceed to the designated assembly point which is on the playground at the front of the school. No-one should re-enter the building until the Fire Service or Head Teacher give the 'all clear'.

13. SMOKING

Smoking is banned on all of the school premises.

14. PORTABLE ELECTRICAL EQUIPMENT

All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired or replaced.

15. PLUGS AND CABLES

Access to plugs must be kept free. Unused plug sockets should be fitted with a cover. Cables should be kept neat and run in safe places so as to prevent damage.

16. STORAGE

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to fire risk. Cleaning chemicals must be kept out of reach of children and where possible shut away in the cleaning cupboard and used only by appropriate staff.

17. USE OF OVENS

Ovens should not be left unattended whilst in use, there should be an adult within the area designated to monitor its use. They should be checked at the end of the day to ensure they are turned off.

In the event of an oven fire children and adults should leave by the nearest safe exit. If they are using the outside area between the Computer Suite and Orange class they should leave the building via the nearest exit and not re-enter the building.

18. FIRE BLANKETS

Fire blankets should be stored near to but not above ovens and microwaves.

19. INSTRUCTIONS

Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

20. FAULTS

Staff must report any observed shortcomings in fire precautions to the Head teacher.

21. VISITORS

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

22. RISK OF ARSON

Doors should be locked and windows closed at all times when the school is unoccupied.

23. TENNYSON ROAD INFANT SCHOOL – FIRE PRECAUTIONS

The paper recycle trunk outside is stored in an area not too close to the school building [on the lower back playground].

Any electrical items brought into the School (except new items) must be tested before use.

A copy of the school's fire policy is displayed in the staff room. Please familiarise yourself with it, paying special attention to the responsibilities of staff detailed below.

To minimise the risk of arson, staff should close windows in their areas before leaving.

Items should not be placed too near to the wheeled drawer units along the corridor so that they can easily be pushed back against the wall should the need arise.

Items should not be placed on heaters or near cooking equipment.

There is a notice in the Reception Waiting Area above the signing in book explaining evacuation procedures.

24. FIRE CALL POINTS

All adults working on the premises must familiarize themselves with the locations of the fire call points in order to raise the alarm.

These are located as follows:-

- Next to the Year 2 exit door
- By the red doors leading to the Years1/2 outside area.
- In the Entrance Hall near the Office
- Old Kitchen next to the shelving housing books
- Library x 2
- Next to the Reception doors that lead out into the playground.
- In both Reception classrooms
- In the Sunshine Room

25. PORTABLE FIRE EXTINGUISHERS – (Wall Mounted)

The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

26. VISITORS TO THE SCHOOL

Where possible staff should guide visitors on the premises to the nearest exit and assembly point.

27. PUPILS WITH A DISABILITY

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that the pupil is led safely to the nearest exit and assembly point. [see appendix 2 for further information].

28. CONTRACTORS

Contractors should have relevant work permits and be aware of escape routes and evacuation procedures.

Site Supervisor to check whether contractor has a Hot Work permit (if appropriate) and what needs to be done to ensure area around is safe.

There should be a time lapse before signing off a job e.g. one hour later.

Contractors should provide a safe system of work document which should be checked each time work is carried out.

29. OVERVIEW OF EMERGENCY PROCEDURES

In the event of any emergency, whether it be a bomb threat, intruder, abduction, serious injury etc. the following guidelines should be followed:

1. Establish the nature and extent of the emergency
2. Check that all children are as safe as possible
3. If the building needs to be evacuated, use the nearest fire call point to activate the alarm system, so that the whole school can follow the fire alarm procedures
4. Inform another adult quickly so that the Secretary or Head Teacher can call one of the emergency services
5. Ensure that children are supervised and kept calm
6. Record on paper, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants
7. All contacts with the police or press are to be made through the Head teacher.

30. ARSON PREVENTATIVE MEASURES

To avoid a possible arson attack on the school, staff should observe the following immediate preventative measures:

All litter bins should be emptied at the end of the day
All doors throughout the school should be closed at the end of the day
All windows should be securely fastened at the end of the day.
All corridors should be kept as clear as possible of combustible materials.
All stores in and around the school containing combustible materials should be made secure.
All waste bins and wheelie bins should be located away from the buildings where ever possible.
All rooms and stores containing hazardous materials such as chemicals e.g. cleaning cupboard, caretaker work- shed, should be well managed, clean and permanently secure.

This policy should be reviewed and updated as appropriate on a yearly basis:

Appendix 1

EMERGENCY PROCEDURES

All staff are requested to familiarize themselves with the fire notices displayed around the school and to make the children aware of fire procedures.

Note each day the number of children present in the class.

FIRE DRILL/FIRE EVACUATION PROCEDURES - A Fire drill should be carried out once a term.

On finding a fire, break glass of nearest alarm, evacuate anyone from area and if the fire is small tackle it with appropriate fire extinguisher.

On hearing continuous fire bell: -

- School Secretary (or Head Teacher) to ring 999 for the Fire Service.
- A member of the Office staff should alert dinner staff working in the Dinner Pod, who should then make their way to the Assembly Point.
- If the Hall is being used by the playgroup a member of the Office staff should alert them to the situation. They should then make their way out through the Food preparation area (old Kitchen) fire door and on to the Assembly Point in the school carpark.
- Children and other staff as appropriate to follow adults in charge to the nearest exit route as quietly as possible. All should walk quickly and quietly to the assembly point.
- All visitors to exit the building via the nearest fire exit and make their way to the Assembly Point.
- Fire Warden from each Year Group to check that no-one from their class has been left in the building.
- Anyone working in the Library (classed as an inner room) should leave by the classroom door and exit the building through one of the three doors depending on the location of the fire. If it is safe to do so, exit via the main door, however should the fire be along the Reception corridor children and adults should exit the building via the Sunshine Room.
- Fire Warden from each year group should close windows and doors if possible before leaving.
- Children and adults to assemble in classes on the front playground, account for all children, then make their way to the Fire Assembly Point in the school car park.
- Each member of staff to count the class they are teaching at the time and then take the register.
- School Secretary to take staff and visitors registers and check all visitors are present at assembly point.
- At no time re - enter the building.
- Where safe to do so the zone triggered by the alarm should be noted.
- The school secretary should open the gates for the Fire Service and await their arrival.
- In the case of a public performance visitors/members of the public should be informed of the fire escapes at the start of the performance. [Anyone visitor with difficulty in evacuating due to a disability to inform member of staff.] They should be reminded that on no account should they take their child/children with them but should leave them to exit the building with the rest of their class.
- The Fire Marshall will check with the Head teacher (or with the most senior teacher or member of staff in their absence) 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 Head Teacher.

Appendix 2

GUIDANCE ON THE EVACUATION OF DISABLED PERSONS FROM THE SCHOOL BUILDINGS

Pupils and employees with a disability should already have been identified and information held in the School Office. Any child or adult with a disability should have a Personal Emergency Evacuation Plan (PEEP) to ensure they are able to leave the building safely.

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 employee 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 Head Teacher 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 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 at the top of the stairs. 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.

REVIEW AND UPDATE

Reviewed: September 2021

Signed by:

Head Teacher: Miss C Hall

Chair of Governors: Mr M Kendall

Review date: January 2022

Edited: May 2022