Hove Micro-School

Fire Safety policy and procedures

April 2023

Hove Micro-School 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 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 adequat ely controlled.

**RESPONSIBILITIES**

The School 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:

• The head of school has the ultimate responsibility for the implementation and management of this policy

• The head of school is responsible for the effective implementation of this Policy and its role within the School’s Health and Safety Policy:

• 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.

**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

**MANAGING FIRE SAFETY**

The school has delegated day to day responsibility for managing fire safety to the head of school: Rachael Ammari. The deputy fire marshall is Emma Corbin-McKenzie.

The head of school will:

1. Ensure that all means of escape are properly maintained and are kept free from obstruction and available for safe and effective use at all times

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

a) fire detection and alarm systems

c) fire fighting equipment

d) notices and signage relating to fire procedures

e) means of escape, taking into account the needs of any disabled users

3. 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.

4. Provide 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.

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

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

7. 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.

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

**MONITORING**

A Fire Safety Log Book which contains records of fire safety issues is maintained by the Head of School and located in the fire safety folder in the school office. These issues include:

* fire drills
* the storing of hazardous materials
* the inspection and testing of: fire detection and alarm systems
* fire fighting equipment
* staff training records

**FIRE RISK ASSESSMENT**

The school has carried out a comprehensive fire risk assessment for the building. These assessments are kept in the fire safety folder in the 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 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

**FIRE SAFETY TRAINING**

* All staff receive basic fire safety induction training and attend refresher sessions
* Key staff in the individual school buildings receive more detailed instruction
* Pupils are given instruction by their 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.

**EVACUATION PROCEDURES**

THE FIRE ALARM

PERSON DISCOVERING FIRE should set off the nearest alarm and the head of school or deputy fire marshal rings 999 on hearing alarm.

On hearing the fire alarm ALL PERSONS PROCEED TO ASSEMBLY POINT (DRIVEWAY)

* 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 outside IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave
* 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 classrooms. All doors should be opened by those who are first to reach them and closed by the last person to pass through them
* The head of school opens the premises for the Fire Service and awaits their arrival and will discourage any casual visitor from entering the premises

**PROCEDURE FOR ASSEMBLY AND ROLL CALL**

Pupils’ Reporting Procedure:

1. Children line up in their classes at Assembly Point
2. Head teacher completes roll call for staff and children
3. No-one should leave the Assembly Point until instructed to do so by the head of school.

**Guidance on the Evacuation of Disabled Persons from the School Building**

Students and employees with a disability should already have been identified and information held in the Fire safety file.

Having considered the risks, the Head teacher will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy‟ will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student 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 of school and any specific requirements must be addressed as soon as they are known.

**Specific Evacuation Requirements**

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. Wheelchair users must not access the second floor of the building. 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.