



FIRE SAFETY POLICY

This policy is applicable to all pupils, including those in the EYFS

The aim of the Fire Safety Policy is to:

- **Produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances**
- **Develop fire procedures and provide staff training**
- **Ensure the safety of staff or anyone else legally on the school premises**
- **Carry out fire drills and contact emergency services when necessary**
- **Have one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation)**
- **Have a suitable system for the maintenance of; clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (maintenance of which must be by a competent person e.e.SO9001 certified or BAFE approved.)**
- **Provide staff and any others working on the school site with fire safety information.**

FIRE RISK ASSESSMENT 2017– 2018

Key Roles and Responsibilities

- **Fire Wardens: Mark Hammond (Headmaster) and Chris Walker (Groundsman)**
- **Health and Safety Committee (please refer to Health and Safety Policy):**
 - Chair - Health and Safety Co-ordinator (HSC), Lead First Aider: Mark Hammond
 - Deputy Head, DSL, Educational Visits Co-ordinator, Science, Games, Staff Rep: David Leggett
 - Member of SLT, EYFS: Loraine Pincott
 - Member of Site Staff, Kitchen, Domestic: Kim Martin, Chris Walker

Following CLG guidelines, this Fire Risk Assessment of Skippers has regard to 5 Key Steps:

STEP 1: FIRE HAZARDS

Fires start when heat (source of ignition) comes into contact with fuel (anything that burns, and oxygen (air). We need to keep sources of ignition and fuel apart.

- In establishing the hazard, we have considered the way a fire might start: heaters/lighting/naked flames/electrical equipment/other heat sources= SOURCES OF IGNITION
- In establishing the hazard, we have considered what might burn: rubbish/bins/packaging/petrol/wood/paper furnishings/materials/chemical store

STEP 2: PEOPLE AT RISK

Everyone in a school is at risk from fire. Children are particularly vulnerable but so are visitors and staff. In the assessment degrees of risk to particular people has been taken into account

STEP 3: EVALUATE AND ACT

- Evaluation means working through Steps 1 and 2 so as to consider the risks of a fire starting and which people might be at risk.
- Next we must remove and reduce any risk identified
- Then we must act to protect both premises and people from any future fire by implementing plans

STEP 4: RECORD, PLAN AND TRAIN

- Record significant findings on the relevant form (Record of Significant Findings)
- Emergency Evacuation Procedures and signage are in place

- Fire Drills are twice termly and a record of these is kept.
- All staff and pupils know their roles
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STEP 5: REVIEW

- This assessment will be reviewed annually or sooner should needs dictate or new regulations need to be implemented
- In July 2016, a full Fire Safety Risk Assessment was carried out for the school by a fully qualified assessor. Following the completion of the action points, the risk of fire at Skippers Hill is deemed to be tolerable.

AREA	HAZARD		AT RISK	SCALE			REMOVE/REDUCE RISK	ACTION
	SOURCE	FUEL		H	M	L		
GYM	Theatre lights Sound unit	Dust Clutter	Staff Pupils			*	Dust/Clean at start of term Check locked after use Remove clutter Do not overload sockets	Check main unit disconnected after use Placed on caretaker's schedule PAT Testing
GYM BOILER	Oil Boiler	Oil	Staff Pupils			*	Keep clear of clutter	Ensure locked/boilers inspected annually
PCHS Pool Chemicals	Boiler Room Pump Electrics Separate shed for chemicals	Oil Wooden walls Chemicals	Staff Pupils			*	Keep Boiler Room clear Regular check Shed door locked	On annual contract MH/CW pool plant checks
OFFICE (FRONT)	Storage Electrics	Paper	Staff Pupils			*	Keep entrance clear	Office staff regular tidying PAT Testing
OFFICE	Computers Shredder laminator	Paper	Staff Pupils			*	Promote good housekeeping Staff training - fire risk assessment, extinguishers Do not overload adapters	Stations closed down at night PAT Testing
DINING ROOM	Hot Plate		Staff Pupils			*	Promote good housekeeping	PAT Testing

							Staff training - fire risk assessment, extinguishers	
MUSIC ROOM	Clavinova Stereo Keyboards Electrics Projector		Staff Pupils			*	Staff training - fire risk assessment, extinguishers Do not overload adapters	Items only moved by CW PAT Testing Switch off when not in use
FUSE CUPBOARD			Staff Pupils			*	No storage in Fuse Area	Locked
WASHING UP/ LINEN ROOM	Water Heater Tumble driers Washing machines		Staff Pupils			*	Staff training - fire risk assessment, extinguishers	Medicine cupboard locked PAT Testing Switch off when not in use
MANOR HOUSE BOILER ROOM	Boiler		Staff Pupils			*	Keep boiler room clear	On annual contract
CLASSROOMS STAFFROOM	Electrical Computers Smart Boards	Soft furnishing Paper materials	Staff Pupils			*	Teachers to check regularly /switch off at end of day Staff training - fire risk assessment, extinguishers	Stations off when not in use Check Leads are clear Good housekeeping Regular cleaning at end of day by cleaners PAT Testing
MUSIC PRACTICE ROOMS	Electrical items and instruments	Drums and instruments	Staff Pupils			*	Good housekeeping Staff training - fire risk assessment, extinguishers Staff training - fire risk assessment, extinguishers	Switch off electrical items PAT Testing, including peripatetic electrical equipment
ART ROOM	Paper Paint storage Glue guns	Paint/paper Art materials	Staff Pupils			*	Good Housekeeping Paints away from electrics Staff training - fire risk assessment, extinguishers	Storage door locked Glue guns stored Refer to separate risk assessment in place

SCIENCE ROOM	Chemicals Cylinders Computers Fume Cupboard Matches	Chemicals Gas Paper	Staff Pupils	*			AA completes annual Risk assessment Locked chemical cupboard Staff training - fire risk assessment, extinguishers	Promote good housekeeping Shut down stations when not in use See separate risk assessment in place
LIBRARY	Computer storage unit Electrical equipment	Books Furniture	Staff Pupils			*	Good housekeeping Staff training - fire risk assessment, extinguishers	IT technician checks on chromebooks and storage
KITCHEN LARDER	Gas ovens Equipment Matches	Calor gas source Electric appliances	Staff Pupils	*			Gas tanks located externally	Gas certification Electrical checked annually See separate risk assessment
OUTSIDE GAS STORAGE		Gas	Staff Pupils	*			Clear signage	Fenced off and locked Annual checks
GROUNDSMAN WORKSHOP	Matches Equipment	Materials Chemicals Paints Tools	Staff Pupils	*			Good housekeeping Staff training - fire risk assessment, extinguishers	Workshop locked
KILN ROOM	1 kiln and independent boiler	Oil boiler in separate room	Staff Pupils	*			Check kiln off	Part of annual electrical check Boiler door to kept locked Kiln annual service and check
OIL TANKS	Oil tanks X 3	Oil	Staff Pupils			*	All tanks are purpose built and meet regs	Tanks locked Annual check

1. School has a no smoking in building policy
2. Evacuation routes checked and cleared daily
3. All alarms/detection checked by external specialis
4. Fire Evacuation Drills twice termly minimum/Route 1/2
5. Detector and Alarm points checked weekly by rotation
6. Keep school clean and tidy with the careful disposal of rubbish and waste materials
7. Electricians checked yearly by outside contractor and checks on boilers/extinguishers/alarms/boilers/kiln
8. Caretaker on site for immediate resolution of day to day risks; Headmaster and family onsite for H & S reasons

This Review Risk Assessment was Reviewed by MH October 2017

East Sussex Fire Service Record of Inspections

The last one was carried out in July 2016. The original is kept in the Office.

FIRE PRECAUTIONS AND MEANS OF ESCAPE

Our Emergency Plan is to cover all foreseeable major incidents which could place at risk the occupants or users of the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence determines the priorities of the Emergency Plan.

Each means of escape is detailed on a Zonal Evacuation Map.

The plan is regularly rehearsed at least twice per term, by staff and pupils and forms part of the regular risk assessment survey.

MEANS OF ESCAPE

Each working room has a copy of the Emergency Operating/Evacuation Procedures posted with its own specific route detailed.

A Risk Assessment of each Means of Escape is carried out at the beginning of the academic year by the Headmaster and Health and Safety Designated representative.

The Health and Safety representative, as part of the general Risk Assessment, issues each teacher/member of staff with a Risk Assessment Proforma to complete to identify all risks within their own teaching area.

FIRE DRILLS

Fire Drills are carried out on a regular basis, at least twice a term. When the alarms sound, teachers immediately and calmly escort pupils out of the building by the routes given below. Silence is insisted upon and doors are shut en-route. Registers will be brought to the line up .

The Prime Assembly point is the Top Quad. If the route to this point is blocked, then pupils will be escorted to the Secondary Assembly Point on the Netball/Tennis Court.

Office Staff check the Junior cloakrooms prior to exiting .

No member of staff will be permitted to re-enter the building unless the “All Clear” has been given by the Headmaster, or his Deputy/Senior Teacher or the Fire Brigade.

The Headmaster/Deputy or Caretaker will check the main Fire Alarm Board for faults to establish the potential Fire Zone. False Alarms are noted in the Fire Book.

At “Line Up” at the Assembly Point, Form Teachers will line up their pupils and check the numbers against the Attendance Registers. Office, Domestic and Maintenance staff will be checked also.

The lead member of staff may call the Emergency Services.

FIRE EXITS

These are detailed in the Emergency Operating/Evacuation Procedures and shown on the Zonal Evacuation Map.

- Option 1** - Primary Escape Route
Option 2 - Secondary Escape Route

	ROOM	ROUTE
1	Y2 & Y1 Classroom	Back Quad – Lane – Front Car Park – Top Quad
2		Tennis Court
1	Gym	
2		Front Car Park – Lane – Tennis Court
1	Y4	Front Hall – Front Door – Front Car Park – Top Quad

2		Front Door – Front Car Park – Lane -Tennis Court
1	Dining Room & Library	Exit to Playground – Top Quad
2		Exit via Washing Up-Room – Rose Garden – Lane – Tennis Court
1	Reception and KG	Exit to Playground – Top Quad
2		Y2 /Back Car Park – Tennis Court
1	Year 4	Back Quad – Lane – Front Car Park – Top Quad
2		Back Quad – Tennis Court
1		Back Quad – Lane – Front Car Park – Top Quad
2		Exit – Back Quad – Tennis Court
1		Exit on corridor – Playground – Top Quad
2		Exit by Room 2 – Tennis Court
1	Art Room	Exit on corridor – Playground – Top Quad
2		Exit by door to Back Quad– Tennis Court
1	Science Room	Exit own door – Playground – Top Quad
2		Exit Art Room via door to Back Quad– Tennis Court
1	Washing Up Room and Linen Room	Exit to Rose Garden – Front Car Park – Top Quad
2		Exit to Rose Garden – Lane – Tennis Court
1	Kitchen	Back Quad – Lane – Front Car Park – Top Quad
2		Back Quad – Tennis Court
1	Main Offices	Front Door – Front Car Park – Top Quad
2		Front Door – Front Car Park– Tennis Court
1	DH Office	Front Hall – Front Door – Front Car Park – Top Quad
2		Interior Office Door – Back Stairs – Washing Up Room – Rose Garden – Lane – Tennis Court
1	Flat	Lounge Door – Front Door – Front Car Park – Top Quad
2		Rowan’s Bedroom – Back Stairs – Washing Up Room – Rose Garden – Lane – Tennis Court
3		Assemble in Sam’s Bedroom – Exit window to Fire Escape – Rose Garden
1	LLOYDS/HOODS/ RICHARD JONES	Landing-Front Stairs-Front Door- Top Quad
2		Landing- Front Stairs-Front Door-Lane-Tennis Court
1	BRAITHWAITES	Landing-Back Stairs-Front Door-Top Quad
2		Landing-Back Stairs – Front Door-Lane-Tennis Court
1	Performing Arts’ Room	Exit door to Top Quad
2		Exit Door – Lane – Tennis Court

FIRE CHECKS/SAFETY PROCEDURES

1. Weekly check of each Fire Point. Register kept in Fire Check Book. Fire Registers are kept in the School Office.
2. Emergency Lights checked annually by the electrician and regularly by CW.
3. Fire Doors are checked regularly and are checked during Fire Drills..
4. Fire Drill Register
5. Annual Safety check on Fire Extinguishers on contract.
6. Fire Alarms Emergency Lights are also inspected annually on contract.
7. All electrical appliances are checked annually on contract.
8. School assessed and rezoned by London Fire Alarm Company and new Fire system and Fire Points installed in September 2011.
9. All staff trained to use Extinguishers
10. Mark Hammond and Chris Walker are the Fire Wardens.

Fire Alarm System

The Headmaster and the Caretaker test a zone and relevant call points on a weekly basis. This is recorded in a red log book kept in the office. Any action taken or required is logged in this book. The school is contracted to the London Fire Alarm Company (0208 6815881). A new system was installed in September 2011 to incorporate the new classroom areas and associated facilities. Fire alarm tests are carried out annually by an external specialist company. A scan of the last year's fire alarm test is in the appendix. The Fire alarm test certificate is stored in the Office.

Fire Drill Records

Fire drills are carried out at least twice a term and each event is recorded in the Blue Book, which is located in the Study. Any defects are logged and remedial action taken.

Emergency Lighting

Emergency lighting is placed in all key areas of the building. It is inspected annually by the school electrician. It is also regularly inspected by the caretaker, who keeps a record of these tests. A scan of the last year's emergency lighting certificate is in the appendix. The test certificate is stored in the Office.

Fire extinguisher checks

Fire extinguishers are situated in all key areas of the building. Each fire point has the appropriate type of fire extinguisher to deal with different causes of fire.

They are tested annually. The Fire extinguisher test certificate is kept in the Office and fire extinguishers carry service dates. Staff have been trained in the use of different types of fire extinguishers and when to use them. The certificates are in the Health and Safety file. Any faults must be reported to the Headteacher or the Health and safety Rep for immediate remedial action.

Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell and siren. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so. The Headmaster, Caretaker or a Senior Teacher will immediately check the alarm panel to establish which zone the fire or fault is in. They will then go to the zone and investigate, using due care. A decision is then made as to whether to call the emergency services or not. On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room. Emergency Evacuation notices are posted in all rooms. An example of one of these is in the appendix.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. (Route 1 or Route 2) Check that all pupils/visitors/volunteer helpers, etc are accounted for.

Visitors:

On arrival visitors and any tradesmen are signed in to the Visitors Book and given a badge. On the reverse of the badge are simple instructions as to what action to take in the event of a fire

The office administrators (or in their absence the company/Headteacher) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching (posted in each room), and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors from their classrooms in an emergency.

The detailed staff will check the toilets. The Caretaker will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.

STAFF TRAINING FOR FIRE RISK REDUCTION

Staff members are instructed at the start of year meeting as to procedures for evacuating the premises if the alarm is sounded: including being aware of escape routes from various rooms and use of fire extinguishers

All staff members are required to read the Health and Safety Policy which includes all Fire Safety information

Reviewed September 2017 MH