

## Fire Safety Policy

<b>Issue Date:</b>	This policy takes effect from January 2016, 2018, September 2020
<b>Review Date:</b>	This policy will be reviewed and revised by the administration team on a biennial basis.
<b>Endorsement:</b>	Full endorsement to this policy is given by:
<b>Name:</b>	Thais Bishop
<b>Position:</b>	Brighton Waldorf School Trustee
<b>Signed:</b>	
<b>Date:</b>	03/09/2022

### Policy Statement

It is the policy of this school as part of its health and safety policy to ensure that the risk of fire is minimized by undertaking regular risk assessments, having in place suitable fire precaution systems and to have robust procedures for the evacuation of the building in case of fire. Reference is made to the Fire Safety Order 2006.

Our policy is that:

1. No life be put in jeopardy in any way whatsoever.
2. Regular evacuation procedures are regularly tested.
3. Possessions, equipment, etc. are replaceable and no person's life or an injury to a person is worth their rescue.
4. The responsible person will undertake a fire safety risk assessment on a regular basis.
5. Suitable fire precaution systems are implemented and followed.
6. Fighting any fire is only undertaken when there is no risk to a person or persons and that person to have received appropriate training.

It is the responsibility of the School Fire Warden to carry through this policy.

### Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to make themselves familiar with the agreed emergency evacuation procedures. As part of the regular review of the risk assessment, the arrangements for ensuring fire safety will be under continual review.

### Arrangements for Ensuring Fire Safety

#### Risk Assessments

On an annual basis, the School Fire Warden undertakes a fire risk assessment for every room and location on the premises.

In addition, any fire risks are considered for practical activities and are included in the risk assessments specifically prepared for these tasks. This consideration

is also undertaken for individuals who may need extra support.

### **Emergency Evacuation Procedures**

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated place of safety.

When an alarm sounds, pupils should be marshaled in an orderly fashion following the nearest escape route and, if possible, any open windows should be closed. If there are two adults one adult should lead. The person responsible will bring up the rear with the attendance register. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked. Fire Marshals will assist in re-directing if necessary.

Any staff or children with a disability should have an agreed personal risk assessment and evacuation plan in place which will ensure they are provided with suitable assistance to ensure their safe evacuation.

The group will assemble at the pre-determined place of safety, which is *The Main Playground or Grassy Garden* (All staff are informed). On assembly, names should be checked against the attendance register. At the Singing Tree site, the group will gather at the *Front of the Building*.

The person responsible for summoning the fire brigade may vary amongst the designated fire marshals.

As a general rule, if someone is missing, the building should not be re-entered but information should be given to the fire brigade for them to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.

### **Fire Warning Equipment**

The building is equipped with fire warning devices designed to activate the alarm system in the event of a fire. The warning of a fire will be a bell which will sound continuously.

At the Singing Tree site, hand-held sirens are placed in strategic positions for use as the warning system.

Call buttons are located throughout the building. In the event of a fire, the glass should be broken and the alarm will automatically sound.

### **Fire-fighting Equipment**

Fire-fighting equipment is located throughout the premises. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting.

Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

### **Fire Evacuation Signage**

All fire evacuation signs comply with current legislation. The location and condition of signs are regularly monitored by the Fire Warden and immediate arrangements are made to replace.

Every room has a floor plan showing evacuation routes and fire action plans.

Corridors have directional signs, pointing occupants to the fastest route out.

### **Evacuation Drills and Equipment Tests**

There will be termly drills to test the emergency evacuation procedures, together with weekly tests of the audible fire alarm equipment. A report for each evacuation is written up and information shared amongst staff and pupils when appropriate.

In depth tests of the fire detection and warning system are checked every 3 months. Daily visual tests are undertaken too.

The emergency lights is checked in-house on a monthly basis and quarterly by a fire safety company.

Fire-fighting equipment such as fire extinguishers and fire blankets are checked on an annual basis by a fire safety company, sooner if necessary. Visual weekly checks are undertaken in-house.

### **Good Housekeeping**

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

1. Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
2. Portable electrical equipment should be checked annually (PAT tests).
3. Rubbish should not be left to accumulate.
4. Care should be taken to avoid large flammable displays along escape routes.
5. Escape routes should always be kept clear and fire exit doors never blocked.
6. Outside rubbish should always be stored in a secure, locked compound located away from the building.
7. Fire doors kept in good working order.

### **Outside Security**

To prevent arson, a high priority is placed on outside security and systems are in place to secure the building.

### **Training**

All staff shall receive annual top-up training in fire safety which will include:

- Good house-keeping.

- Use of fire extinguishers and fire blankets.
- How a fire starts and spreads.
- Fire evacuation processes.
- Pupil training

### **Monitoring and Record Keeping**

The School's Fire Warden will monitor all fire safety practices.

Fire Marshals and staff are expected to report back any observations and / or recommendations to the Fire Warden.

#### **Records**

The Fire Log folder holds all paperwork in relation to checks undertaken by the Maintenance Team and the Fire Warden, fire evacuation reports and training records.

A separate record is held for all paperwork relating to checks undertaken by those contracted to do so.

#### **Related Policy:**

Health and Safety