



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Fire Policy

Objectives

It is the overall aim of Holton Sleaford Independent School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire Safety Management

Main duties are:

- To minimise risk from fire through thorough risk assessments.
- To ensure adequate staff/ fire manager training has taken place.
- To produce an emergency plan and put up fire notices.
- To conduct fire drills.
- To check adequacy of firefighting apparatus and its maintenance.
- To implement recommendations from the Fire Risk Assessment.
- To consult with the LA Fire Risk Assessment officer on matters of fire safety.
- To conduct regular fire safety inspections and record the findings.
- To make frequent informal checks.
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly.
- To check fire detection and protection systems are maintained and tested and records kept.
- To ensure Fire Safety Logbook is kept up to date and accessible.

Fire procedures

- Notices displaying the fire procedures are displayed at each fire alarm call point.

Responsibilities

- Responsible Person - Luke Hollingworth (Proprietor)
- The identified responsible person - Most Senior person on site or person with responsibility for the people and/or building.
- Competent person - Daniel Laughton (Executive Headteacher) - A person with relevant training and experience or knowledge or other qualities. This may be the person that undertakes the assessment or conducts training, checks and tests etc.
- Fire safety training, induction and revision - Luke Hollingworth/Daniel Laughton.
- Fire risk assessments - Andrew Charlton/Luke Hollingworth/Daniel Laughton.
- Fire drills - Andrew Charlton/Luke Hollingworth/Daniel Laughton.
- Updating of logbook /recording- Andrew Charlton/Luke Hollingworth/Daniel Laughton.
- Checks on call points - Andrew Charlton
- Checks on emergency lighting - Andrew Charlton.
- Fire escapes unobstructed - All members of staff.
- Check all fire detection and protection systems are maintained - Andrew Charlton
- Fire safety training, appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years - Luke Hollingworth.

Fire Safety Training

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure.
- The importance of fire doors.
- The significant findings of the Fire Risk Assessment.
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets.
- Reporting to the assembly area.
- Exit routes including alternatives.
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources.
- Assisting visitors and any disabled persons from the building.
- All agency staff to be given fire procedure information with induction pack.

- New staff to be taken through annual training schedule as part of induction package.
- All records of training & induction to be recorded in Fire Safety Logbook located in the School Office.

Fire Risk Assessment Appraisal

This will be carried out on an annual basis by the nominated persons, future risk assessment reviews may be carried out by Local Authority Fire Risk Assessment officer as decided by the school/ business. All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

Evacuation Drills

The procedure for emergency evacuation is displayed by each fire alarm call point. See plan of where call points are situated kept in the office. Fire drills are executed by the nominated person.

Evacuation drills will be carried out twice a year. Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm. If Luke Hollingworth is absent the evacuation of all staff and pupils is the responsibility of Head of School or most senior person onsite.

Evacuation Drills Responsibilities

- Collection of registers and staff/visitor signing in book/ sheets is responsibility of Head of School/ Deputy head.
- Checking of toilets (all areas) Deputy head/ SLT member.
- Calling the fire brigade (Head of School/ Office staff).
- Meeting the fire brigade (Head of School/ member of SLT).

In general, all staff will assemble at the agreed assembly points (Side of Driveway at Westgate House and Front Car Park at Ensign House) unless the source of the fire makes this impossible. Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

Fire Doors and Exits

- All doors should be closed after the last person has left the premises. This will prevent fire spreading and so minimise damage.
- All fire exit routes are signed clearly with directional arrows.

Fire Safety Logbook

A record of all drills must be recorded in the Fire Safety Logbook located in the office. The timing of each evacuation must be recorded accurately, and all relevant persons will receive immediate feedback on the success of the evacuation at their assembly point. Head of School will check the Fire Safety Logbook and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems, fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants and are the responsibility of Andrew Charlton.

Routine Testing

Staff will also carry out the routine tests on the systems and precautions as follows:

- A plan of where fire extinguishers are located, and their specific use can be found in the Office.
- System Frequency Method of test.
- Fire alarm Daily Check Checking indicator light each morning.
- Fire alarm At least 6-monthly Servicing/ Battery test.
- Fire extinguishers Annual (5-yearly) Extended Service.
- Records for these tests are kept in the Fire Safety Logbook located in the office.

Disabled Pupils/Members of Staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised:

1. Action on discovering a fire raise the attention of others by sounding the fire alarm.

2. Evacuate all occupants according to fire procedure.
3. On hearing the unscheduled alarm, Head person or next in charge to contact 999, ask for the Fire Service stating that there is a fire at Holton Sleaford Independent School and supply the address.
4. Notify a senior manager as soon as possible and give precise details about the fire.
5. Use fire-fighting equipment, as last resort if trained, confident and necessary to make your escape.

What to do if the Fire Alarm Sounds

1. Follow fire procedure and evacuate all occupants to the assembly point.
2. Head of School to collect registers and signing in book.
3. Ensure all windows and doors are closed.
4. All areas to be checked for occupants. (Deputy Head and Head of School)
5. Keep silent to ensure instructions from Head of School can be heard.
6. When a drill or false alarm pupils to enter the school building one class at a time.

Liaison with Emergency Services

On arrival the emergency services will require the following information:

- Where is the fire located? - give site map
- What does the fire involve?
- Are all persons evacuated from the building?

Escape Routes and Fire Exit

- Means for escape routes are checked daily.
- Doors currently without thumb screws or quick release handles must be unlocked while in use
- Staff must be aware of alternative routes.

Firefighting Equipment

Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.

Responsibilities and Duties to Assist Others

All persons have a responsibility to ensure the building is evacuated immediately, and the safety of all occupants is always our priority. Once evacuation complete, the fire procedure will be put into place and logged.

<u>Written by...</u>	<u>Daniel Laughton</u>	<u>17/11/25</u>
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<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>17/11/26</u>