INNOV4TE INDEPENDENT SCHOOL

FIRE SAFETY POLICY

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| Effective From | Sept 2024 |
| Review Date | Sept 2025 |
| Person Responsible | Carla Astbury |

At Innov4te Independent School, the safety and well-being of our learners, staff, and visitors are paramount. We are committed to ensuring that robust fire safety measures are in place and that everyone within our school community is aware of their responsibilities in maintaining a safe environment. Our Fire Safety Policy outlines the procedures and protocols we have established to prevent the outbreak of fire, to protect life and property in the event of a fire, and to ensure compliance with all relevant fire safety legislation and regulations in England including the Regulatory Reform (Fire Safety) Order 2005.

Aims:

1. Prevent Fire Outbreaks:
   * To implement and maintain effective fire prevention measures throughout the school.
   * To ensure that all electrical, heating, and cooking equipment is regularly inspected and maintained to prevent fire hazards.
   * To promote fire safety awareness among learners, staff, and visitors.
2. Ensure Safe Evacuation:
   * To establish clear, well-practiced evacuation procedures to be followed in the event of a fire.
   * To ensure all learners, staff, and visitors are familiar with the school’s fire evacuation routes and assembly points.
   * To conduct regular fire drills to ensure the effectiveness of evacuation procedures and the preparedness of all individuals.
3. Protect Life and Property:
   * To install and maintain adequate fire detection and alarm systems across the school premises.
   * To ensure the availability and maintenance of appropriate fire-fighting equipment.
   * To protect the school building and assets through the implementation of effective fire safety and emergency planning.
4. Comply with Legislation:
   * To adhere to all relevant fire safety laws and regulations
   * To conduct regular fire risk assessments and ensure any identified risks are promptly addressed.
   * To ensure that all fire safety measures and procedures are documented, reviewed, and updated regularly.
5. Educate and Train:
   * To provide comprehensive fire safety training to all staff, ensuring they understand their roles and responsibilities in fire prevention and emergency response.
   * To educate learners on fire safety practices and the importance of following fire safety rules.
   * To ensure that visitors are informed of fire safety procedures upon arrival at the school.
6. **Continuous Improvement:**
   * To review and improve fire safety procedures and policies regularly, incorporating feedback from fire drills and any fire incidents.
   * To stay informed about the latest fire safety developments and best practices and integrate them into our fire safety strategies.

By adhering to this Fire Safety Policy, Innov4te Independent School aims to create a secure and safe environment, minimising the risk of fire and ensuring that all members of the school community are prepared to respond effectively in the event of an emergency.

Fire Safety Management

Main duties are:

• To minimise risk from fire through 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 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 are unobstructed and 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 in each classroom and at each fire alarm call point.

Persons responsible for fire safety

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| Responsible persons | Carla Astbury/Stacy Millington Moss |
| Competent persons | Carla Astbury/Stacy Millington Moss |
| Fire safety, training and induction | Carla Astbury/Stacy Millington Moss |
| Fire risk assessments | Carla Astbury |
| Fire drills | Directors |
| Updating of logbook/recording | Directors |
| Checks on call points | Directors |
| Checks on emergency lighting | Directors and fire services central limited will audit and service. |
| Fire escapes unobstructed | Directors and all staff. |
| Check all fire detection and protection systems are maintained | Directors will complete checks- Fire services central limited will audit and service. |

Fire Safety Training

Appropriate specific training for the Directors will be undertaken at least every three years.

All staff will have internal training every three years. 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 – to protect escape route

• 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

In addition:

• Practical Fire extinguisher training to be provided every 3 years for all staff.

• All agency or voluntary staff to be given fire procedure information.

• New staff to be taken through the Fire Policy and training schedule as part of Induction.

All records of training and induction are recorded in Fire Safety Logbook, which is in the reception office.

Fire Risk Assessment Appraisal

Fire Risk Assessment is carried out annually by the Directors. This is informed by a Fire Risk Assessment and audit/service visit carried out by Fire services central limited.

All issues that present a fire risk must be transferred to an Action Plan, to be actioned as per the priority rating.

Where this is not possible a mitigating statement should be written into the assessment as per Health & Safety procedures.

The fire risk assessment can be found in risk assessment folder.

6. Evacuation Drills

The procedure for emergency evacuation (see Appendix 1) is displayed in each classroom and by each fire alarm call point. The main alarm panel is situated in the entrance hall by the reception office. Fire drills are executed by the Headteacher/Directors, via this panel or from call points around the school.

Fire evacuation drills should be carried out at least every term. Where required they may be undertaken more frequently, particularly if there are new staff or learners often to capture all persons that regularly use the building to ensure they are familiar with the procedures. Different times and days of the week are used; some drills are unplanned (false alarms) whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

See Appendix 2 for plan of where call points are situated.

7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm

The priority of all staff is to ensure that all learners, staff and visitors leave the building safely.

APPENDIX 1

**FIRE SAFETY PROCEDURE**

**In CASE OF FIRE The member of staff discovering the fire should alert staff, learners and visitors.**

**If the fire alarm sounds: Staff will ensure that everyone:**

* **Proceeds quickly to the nearest exit**
* **Leaves personal belongings**
* **Walks sensibly out of the building closing doors behind them**
* **Does not re-enter the building until told it is safe to do so**

**Staff will ensure they:**

* **Take a register of all learners, staff and visitors (if a learner, staff, member or visitor cannot be accounted for the Fire Marshall must be told immediately)**

**(Fire Marshalls will be in a high visibility jacket)**

* **Call the fire service if required**

**The fire assembly point is in the rear garden and a further assembly point is located on the adjacent car park.**

**Continency plan**

**Contingency Evacuation Procedure**

**In the event of an emergency or extenuating circumstances where it is deemed unsafe or impractical to remain near the premises following evacuation (e.g., due to smoke, structural risk, or emergency services instruction), an alternative evacuation protocol will be enacted.**

**All staff and learners will proceed immediately to Homer Hill Park, which has been designated as the secondary assembly point. This location provides a safe and open environment away from the building and is accessible by foot. Given our position within a residential area, Homer Hill Park offers adequate space to ensure the safety and accountability of all individuals.**

**Trained fire marshals or designated staff will lead and support the evacuation route to Homer Hill Park, ensuring that no one is left behind and that safe crossing and movement through residential streets are maintained.**

**Regular drills will include familiarisation with this contingency route to ensure all staff and learners are prepared should this measure be necessary.**

APPENDIX 2

A floor plan of a building

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A blueprint of a house

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