



New Forest Small School

FIRE SAFETY POLICY

Member of Staff Responsible	Sarah Lumber
Regularity of Review	Annually
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Next Review Due	January 2021

The New Forest Small School is committed to upholding the Regulatory Reform (Fire Safety) Order 2005(b). In this policy, we outline the precautions that the School will take to ensure the safety of students and staff from the risk of fire, as well as any visitors who may be on site. These include actions that we will take in order to:

- Reduce the risk of fire on the premises;
- Reduce the risk of the spread of fire, if it should break out;
- Ensure adequate means of escape from the premises in the event of fire;
- Ensure that at all times, the means of escape can be safely and effectively used;
- Provide means for fighting fire on the premises;
- Provide means for detecting fire on the premises and giving warning;
- Clarify the arrangements for action in case of fire, including measures to mitigate the effects of the fire;
- Provide appropriate training and information to staff and students;
- Ensure the safe handling and storage of any dangerous substances.

The responsible person is the Sarah Lumber who is the Fire Safety Coordinator and the first point of contact for all enquiries relating to fire safety. The Assistant Fire Safety Coordinator is the Office Administrator, Caroline Bright, who will deputise if the Site Manager is unavailable in the event of a fire safety issue. Both are competent persons for the purposes of compliance with fire safety legislation and regularly attend refresher training.

1. Risk Assessment

The Fire Safety Coordinator has commissioned a detailed professional risk assessment to identify the general fire precautions that need to be taken, and the specific precautions relating to the use and storage of dangerous substances on the premises. This risk assessment will be reviewed and updated every two years, or more frequently if:

- (a) there is reason to suspect that it is no longer valid;
- (b) there is a significant change, extension or conversion, e.g. in the premises or in the organisation of the work.

The significant findings of the assessment, and the measures to be taken, will be recorded in writing, along with information on any person or group of people identified by the assessment as

being especially at risk. No new work activity involving a dangerous substance may commence unless the risk assessment has been completed, and the required measures implemented.

The Fire Safety Coordinator, supported by the Assistant Coordinator, is responsible for the planning, organisation, control, monitoring and review of the preventive and protective measures. This will include emergency evacuation plans.

2. Elimination of risks from dangerous substances

So far as is reasonably practicable, the Fire Safety Coordinator will ensure that any dangerous substances and processes (e.g. flammable, explosive, corrosive or oxidising substances) are replaced with lower-risk alternatives.

Where the use of a dangerous substance on the premises cannot be avoided, the Fire Safety Coordinator will apply measures consistent with the risk assessment to control the risk and mitigate the detrimental effects of a fire. This will include measures for the safe handling, storage and transport, as appropriate, of dangerous substances and of waste containing dangerous substances. Details of these measures are provided in the 'Hazardous Substances' section of the Health and Safety Policy.

3. Fire detection and fire-fighting

The Fire Safety Coordinator will ensure that the premises are equipped with appropriate fire detectors and fire alarms, and fire-fighting equipment. In determining what is appropriate, they will make reference to the findings of the risk assessment, which in turn will depend on the size and use of the premises, the physical and chemical properties of the substances present, and the maximum number of people likely to be present at any one time.

The Fire Safety Coordinator will take overall responsibility for the following, supported by the Assistant Coordinator where necessary:

- (a) Taking measures for fire-fighting in the premises;
- (b) Ensuring that all non-automatic fire-fighting equipment is easily accessible, simple to use, and indicated by signs;
- (c) Ensuring that fire-fighting equipment is sufficient to meet the school's needs, and appropriate to the hazards identified in the risk assessment;
- (d) Ensuring that all staff are competent in the use of fire-fighting equipment and that training is refreshed as necessary;
- (e) Arranging any necessary contacts with external emergency services, especially as regards fire-fighting, rescue work, first aid and emergency medical care, or ensure that other staff can do this if required.

Fire-fighting equipment will be checked monthly and the results recorded in the online Fire Safety Log, in the section entitled 'Monthly Checks'.

4. Emergency routes and exits

The School has been inspected by a professional fire safety consultant to confirm the adequacy of its emergency routes and exits. Following any change, extension or conversion to the premises, the Fire Safety Coordinator will check that:

- the number, distribution and dimensions of emergency routes and exits remains adequate, in regard to the use, equipment and dimensions of the premises and the maximum number of people who may be present there at any one time (with reference to the previous assessment or, in the event of a significant change, by commissioning a new professional assessment);
- all emergency routes and exits lead as directly as possible to a place of safety;
- all emergency doors open in the direction of escape, and are not sliding or revolving doors;
- all emergency doors can be easily and immediately opened in an emergency;
- all emergency routes and exits are indicated by signs;
- emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

The results of all such checks will be recorded in the online Fire Safety Log, in the section entitled 'Alterations to Premises'.

The Fire Safety Coordinator has overall responsibility for monitoring routes to emergency exits and the exits themselves, and ensuring that they are kept clear at all times, to ensure that people are able to evacuate the premises as quickly and as safely as possible. This may be delegated to the Assistant Coordinator as appropriate.

Daily checks on emergency routes and exits will be recorded in the online Fire Safety Log, in the section entitled 'Daily Checks'.

5. Procedures for serious and imminent danger and for danger areas

The Fire Safety Coordinator will establish and, where necessary, carry out appropriate procedures to be followed in the event of serious and imminent danger to staff and students.

All staff and students will be trained, through regular safety drills, to implement these procedures in order to ensure a safe and efficient evacuation of people from the premises. This will involve:

- Informing people of the nature of the hazard and of the steps taken, or to be taken, to protect them from it;
- Enabling people to stop work and immediately proceed to a place of safety in the event of serious, imminent and unavoidable danger;
- Preventing people from resuming work in any situation where there is still a serious and imminent danger.

The Fire Safety Coordinator will ensure that nobody has access to any area to which it is necessary to restrict access on grounds of safety, unless that person has received adequate safety instruction.

As far as reasonably possible, the Fire Safety Coordinator is responsible for ensuring that everyone on the premises, or nearby, can escape safely if there is a fire. This includes visitors and contractors as well as employees and students.

The register of all students and staff in attendance during any given session (morning or afternoon), and a list of visitors present on the premises, will be maintained in the office and checked in the event of an emergency evacuation.

Particular attention will be paid to anyone who has a disability or needs special help. Staff and students with disabilities will be engaged in creating emergency evacuation plans to enable them to leave the building safely in the event of a fire.

Any concerns or action points arising from fire drills will be recorded in the online Fire Safety Log in the section entitled 'Fire Drills', and monitored by the Fire Safety Coordinator to ensure that the relevant actions have been taken.

6. Additional emergency measures in respect of dangerous substances

In order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the Fire Safety Coordinator will ensure that:

- (a) information on emergency arrangements is available, including:
 - (i) details of relevant work hazards and hazard identification arrangements;
 - (ii) specific hazards likely to arise at the time of an accident, incident or emergency;
- (b) such information is displayed at the premises, and made available to relevant accident and emergency services, unless the results of the risk assessment render this unnecessary;
- (c) suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs;
- (d) where necessary, before any explosion conditions are reached, visual or audible warnings are given and relevant persons withdrawn;
- (e) where the risk assessment indicates it is necessary, escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.

In the event of a fire arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the Fire Safety Coordinator will ensure that immediate steps are taken to mitigate the effects of the fire, restore the situation to normal, and inform people who may be affected. If applicable, only those persons who are essential for the carrying out of repairs and other necessary work will be permitted in the affected area, and they will be provided with appropriate personal protective equipment and protective clothing, and any necessary specialised safety equipment which must be used until the situation is restored to normal.

7. Maintenance

The Fire Safety Coordinator will ensure that the premises and any facilities, equipment and devices provided in connection with general fire precautions are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

Monthly checks will be carried out on fire alarms and firefighting equipment, and the results recorded in the 'Monthly Checks' section of the online Fire Safety Log.

8. Safety assistance

The Office Administrator is the Assistant Fire Safety Coordinator and is required to assist the Fire Safety Coordinator in undertaking the preventive and protective measures. Specific tasks may be delegated to the Assistant Coordinator by the Coordinator as appropriate.

The Fire Safety Coordinator will ensure that the Assistant Coordinator receives the appropriate training to be regarded as a competent person, and refresher training as required (at least every three years, or earlier if there is a change in legislation).

9. Provision of information

The Fire Safety Coordinator will provide all staff, and any external contractors working on or in the premises, with comprehensible and relevant information on the findings of the risk assessment, appropriate preventive and protective measures, and the procedures described above.

Students will be provided with adequate and age-appropriate information to enable them to respond safely to the threat of fire or the outbreak of fire. In providing such information to students, staff will take into account their capacity to understand and respond effectively, with particular consideration of disabilities, medical conditions and special educational needs. The provisions of the 2010 Equality Act will be respected to ensure that nobody is subject to direct or indirect discrimination on the grounds of disability or any other protected characteristic.

All staff will be advised to refer fire safety enquiries to the Fire Safety Coordinator (or Assistant Coordinator, if the Coordinator is unavailable).

Where a dangerous substance is present in or on the premises, the Fire Safety Coordinator will provide staff with the details of any such substance, including the name of the substance and the risk which it presents, access to any relevant safety data sheet, legislative provisions relating to the substance if applicable, and the significant findings of the risk assessment.

10. Training

The Fire Safety Coordinator will ensure that all staff are provided with adequate safety training, including instruction on the precautions and actions that they should take to safeguard themselves, their students, and other people on the premises. This will take place:

- (a) at the time when they are first employed; and
- (b) on their being exposed to new or increased risks because of
 - i. their being transferred or given a change of responsibilities;
 - ii. the introduction of new work equipment, or a change respecting work equipment already in use;
 - iii. the introduction of new technology;
 - iv. the introduction of a new system of work, or a change respecting a system of work already in use;
 - v. a change to the premises.

Training will take place during working hours, and will be repeated periodically where appropriate.

11. General responsibilities of all staff

Every member of staff is responsible for taking reasonable care for their own safety, and the safety of students, contractors and visitors at the school, in accordance with this policy.

All staff must cooperate fully with the Fire Safety Coordinator and comply with any requests or requirements that are presented to them in order for this policy to be met.

All staff must immediately report to the Fire Safety Coordinator any situation which they consider (a) a serious and immediate danger to safety; or (b) a shortcoming in the school's protection arrangements, when it either affects their own safety or arises in connection with their own activities at work and has not been previously reported.