



Fire Safety Policy

This policy applies to all sections of the school including EYFS

1. Fire Safety

Introduction

At Kirkstone House School our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils, visitors, and contractors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures, and risk assessments at Kirkstone House School are designed to help staff, pupils, and visitors to respond calmly and effectively in the event that fire breaks out on campus.

Kirkstone House School takes all necessary steps to fulfil its statutory duties under existing Health and Safety legislation and all new legislation as it emerges. Particular attention is paid to creating:

- Sufficient information, instruction and supervision to enable all staff, pupils and visitors to identify and manage hazards safely and to contribute positively to their own health and safety on school premises
- A safe place of work/education and safe access to it
- A safe environment for those visiting the school
- Adequate selection and supervision procedures to ensure that all external contractors working on/in the school and its environs are Health and Safety competent

2. Fire Safety Management

Fire Safety Management at Kirkstone House School is the responsibility of Mr E G Wyman (Co-Principal of Kirkstone House School) with assistance from Mrs C Jones (Headmistress) and Mrs M Dolby (School Administrator). Mr E G Wyman ensures compliance by:

- Carrying out an annual review of this policy, the fire safety procedures and completing the fire safety risk assessment, or as events or legislation change requires.
- Being aware of and meeting the requirements of **The Regulatory Reform (Fire Safety) Order 2005** in that fire safety management includes:
 - ✓ Carrying out a Fire Risk Assessment and formally records the results to assess possible dangers and risks;
 - ✓ Giving consideration as to who and which areas may be especially at risk;
 - ✓ Aiming to reduce the risk from fire and provide general fire safety guidance and procedures to deal with any remaining risk.
 - ✓ Taking measures to make sure there is protection if flammable or explosive materials are stored or used;
 - ✓ Creating a plan to deal with any emergency and keeping up to date records of the findings;
 - ✓ Reviewing the findings on a regular basis.



The Fire Safety Manager will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

There are currently no significant recommendations of the Fire Service outstanding.

3. Risk Management

Outline of the Fire Safety Managers Obligations

The Fire Safety Manager meets his statutory obligations by:

- Carrying out fire risk assessments of the building to estimate the risk to occupants. Records of the assessments are available for inspection.
- Implementing the measures identified by the risk assessment as essential and necessary for safety.
- Ensuring that the risk assessments are reviewed and updated either on an annual basis or as necessary.
- Appointing an adequate number of competent people to ensure that the statutory obligations can be effectively fulfilled.
- Maintaining a high standard of housekeeping including
 - Keeping escape routes clear of obstructions
 - Ensuring that fire doors are not wedged open.
- Maintaining fire safety equipment such as fire alarm systems and fire extinguishers.
- Carrying out regular fire drills.
- Keeping records of fire drills and training.

4. Fire Precautions

The Fire Safety Manager ensures that the school buildings have suitable means of escape from fire at all times. The following control measures are available to either prevent fire, or to reduce the effects if a fire breaks out:

- Fire instruction notices
- Escape routes
- Provision of fire alarm and automatic fire detection
- Emergency lighting
- Smoking prohibition
- Provision of safe heating appliances
- Electrical apparatus to be safely installed, regularly inspected and tested
- Safe storage of flammable liquids/substances
- Good housekeeping
- Security measures to reduce the risk of arson.



5. Fire Safety Equipment

The Fire Safety Manager ensures that the following are maintained and tested in strict accordance with the appropriate British Standard. Regular inspections of the school are carried out to ensure that the maintenance of the equipment mentioned below is adequate and a copy of the test records are kept in the School Administrator's office:

- Fire alarms and automatic fire detection test records
- Fire extinguisher annual testing and maintenance certificate
- Emergency lighting test records
- Emergency door closing mechanism test records
- Dry rising mains and fire hoses
- Templates for signs and notices

Regular inspections are made of the means of escape, including all fire exits, to ensure that all escape routes are clear of obstructions and combustible items.

6. Standard Procedures

Fire Drills are carried out by the Fire Safety Manager on an annual basis. A record is kept by the Fire Safety Manager in the School Administrator's office together with any recorded issues noted as requiring attention.

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff will advise the Fire Safety Manager and the Headmistress and upon their direction summon the Fire and Emergency Service.

At the start of the new academic year all year group tutors provide a reminder to pupils of the routine should the fire alarm sound, which will include:

- Procedure for safe exit of classrooms
- Position of fire safety information points in classrooms, corridors and other public areas
- Position of the main fire exits/escapes in the Senior and Lower School
- Assembly points for Senior and Lower School

Fire safety information is provided to Kirkstone House School staff during induction and fire safety equipment training will be held periodically dependent upon the number of new staff joining the school. All staff, through reading of this document, should have an understanding of what their responsibility is regarding fire safety precautions and procedures and should know what to do in an emergency.

Contractors and visitors are advised by staff of the nearest safe final exit should the fire alarm sound. All contractors and visitors sign in on arrival at the main reception and are escorted to the location of their visit, and if they are working alone they are provided with fire and emergency guidance.



When large numbers of visitors are at the school for open days, plays, concerts etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

7. Emergency Evacuation Procedure

If a fire is discovered in school, break the glass in the nearest alarm point to set off the alarm, or raise the alarm by calling the school office via mobile phone or by sending someone to the school office.

The following sample Fire Evacuation notice is displayed in all classrooms, corridors and other public areas around the school campus:

FIRE EVACUATION

When the alarm sounds

- **Close all windows.**
- **Turn off the lights.**
- **Leave the room speedily in an orderly manner – no talking, no running.**
- **Do not stop to collect personal belongings.**
- **Close the door behind you.**
- **Assemble on the playground in front of the Pavilion.**
- **The office staff will collect on exiting the Main Office.:**
 - **the attendance registers,**
 - **the absence list,**
 - **the late book,**
 - **the visitor book**
 - **the staff fire safety register**
- **At the assembly point tutors will take their registers and check absentees against the absentee list/late book and report any pupil not accounted for immediately to the Headmistress (or Deputy Head).**
- **No person may return to any room until given permission by the Fire and Emergency Services.**
- **All staff should remain at the assembly point with the pupils until the all clear is given.**

The location of this sign is:

Senior School - Sports Hall

The nearest exit is: via signposted Fire Exits within the Sports Hall

