



LYNDHURST HOUSE SCHOOL

FIRE SAFETY POLICY

For the Whole School including EYFS

See also: Health and Safety Policy, Fire Risk Assessment, and Evacuation Policy

Policy reviewed: March 2010, and annually thereafter.

Date of next review: July 2020.

1.1 Introduction:

Statistics produced by the Office of the Deputy Prime Minister show that the UK Fire and Rescue Services attend over 500,000 fires each year. The number of fire related deaths reported each year exceeds 600, with the number of fire related injuries exceeding 16,000. The financial loss to the UK economy is measured in billions of pounds.

Against this background Lyndhurst House School has established fire safety policy and procedures, which are designed to protect pupils, staff, visitors and school assets. The effectiveness of these policies depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the co-operation of every member of staff, pupil and visitor.

Compliance with fire safety policies and procedures is a legal requirement. All staff will have duties and responsibilities in respect of fire safety. The Headmaster is responsible for ensuring that the fire safety policy and fire safety procedures are brought to the attention of the staff and are observed by them at all times. All staff are made aware of the need to eliminate or reduce the risks from dangerous substances.

1.2 School Building:

Lyndhurst House School occupies one building located in Lyndhurst Gardens, in Hampstead, and is subject to the School's Fire Safety Policy and procedures.

1.3 Duties under the Law:

Principal legislation covering Fire Safety issues at Lyndhurst House School are:

The Fire Precautions Act 1971;
The Health and Safety at Work Act 1974;
The Fire Precautions (Workplace) Regulations 1997 (as amended);
The Management of Health and Safety at Work Regulations 1999; and
The Regulatory Reform (Fire Safety) Order 2005

The principal requirements of the above legislation include:

- Fire risk assessment;
- Fire precautions to minimise the risk of fire;
- Design of buildings to prevent the spread of fire;
- Means of detection and giving warning in the event of fire;
- Provision and maintenance of means of escape;
- Emergency evacuation procedures;
- Means of fighting a fire;

- The training of staff in fire safety; and the management of fire safety.

Principal Objectives of the School Fire Policy are:

- To safeguard persons who may be affected by fire at any of the schools premises;
- To safeguard the physical assets of the school, its staff, pupils and visitors;
- To reduce the incidence of fires;
- To minimise the potential for fire to disrupt the work of the school;
- To minimise the incidence of unwanted fire alarm signals and false alarms; and
- To protect the environment.

SCHOOL ORGANISATION:

2.1 Headmaster and School Proprietors:

Ultimate responsibility for this policy rests with the Headmaster as the employer. Governance will look to the Headmaster to ensure that the Fire Safety policy is effectively applied. As with all matters relating to health and safety, the Management Team and other staff have devolved responsibility for the application of this fire policy.

2.2 Responsible Person:

The Regulatory (Fire Safety) Reform Order 2005, states the meaning of “Responsible Person” as being:

- The employer, if the workplace is to any extent under his control; or
- The person who has control of the premises (as occupier or otherwise) in connection with carrying out their trade, business or undertaking.
- At Lyndhurst House School, the Responsible Person is the Headmaster who has received appropriate training.

2.3 The Management of Fire Safety:

The Headmaster and Senior Management Team are responsible for the ongoing management and maintenance of fire safety arrangements within the areas that come under their control.

This will include:

- Appointing a sufficient number of School Fire Wardens;
- Ensuring that all appointed Fire Wardens are appropriately trained;
- Ensuring that all staff, pupils, contractors and visitors are made aware of basic fire safety procedures;
- Ensure that day and, where required, evening fire emergency practices or fire drills are carried out each school term, to familiarise staff, pupils and other users of the school with the school evacuation procedures in the event of a fire emergency.
- Ensuring that all means of escape are kept clear of obstructions, and free of combustible material and any potential sources of ignition;
- Ensuring that good standards of housekeeping are maintained at all times;
- Ensuring that all statutory instructions relating to fire doors are observed;
- Reporting any defects with the fire alarm system, emergency lighting, fire doors, portable fire extinguishers or fire signs etc. to the appropriate persons; and
- Reporting any incidents of fire.

2.4 Responsibility of Staff:

The effectiveness of the Fire Safety Policy will depend on the full co-operation of every member of staff, without exception. Co-operation should be encouraged from the highest level. Complying with fire safety procedures should be regarded as a basic duty by all staff and an essential obligation for all with management responsibility.

2.5 Responsibility of other authorised users, pupils, visitors, and contractors:

There is a legal responsibility on every authorised user of school premises to co-operate fully with this Fire Safety Policy.

FIRE SAFETY ARRANGEMENTS:

3.1 Fire Risk Assessment:

The Headmaster will take the lead role in ensuring that a fire risk assessment is carried out on an annual basis (most recently by Longbridge Fire Consultants in April 2019).

3.2 Building Design:

The Headteacher will be responsible for ensuring that the design of the building complies with all relevant fire safety legislation. The school's Architect will advise the Headteacher on building design matters and applicable CDM Regulations, which may be relevant to, or affect school fire safety.

3.3 Design of Fire Alarm Systems:

The Headmaster will be responsible for ensuring that the design and operation of the school fire alarm systems complies with all relevant fire safety legislation.

3.4 Testing of Fire Alarm Systems:

The Headmaster will also be responsible for the weekly testing of the fire alarm system within the school. Weekly tests are recorded in the Fire Log File, held in the headmaster's office.

3.5 Maintenance of Fire Alarm Systems:

The Headmaster will be responsible for ensuring the ongoing maintenance of the school's fire alarm system.

3.6 Portable Fire Extinguishers & other Fire Fighting equipment:

The Headmaster will be responsible for ensuring that suitable fire extinguishers are located throughout the school. Regular Fire risk assessments will identify the type, numbers and location of fire extinguishers.

3.7 Maintenance of Fire Extinguishers & other Fire Fighting equipment:

The Headmaster will be responsible for ensuring the engagement of contractual annual testing and maintenance of all fire extinguishers & equipment.

3.8 Emergency Evacuation Procedures:

The Headmaster will be responsible for ensuring that there is in place a suitable Emergency Evacuation Plan for all areas of the school. The Emergency Evacuation Plan will take into account the evacuation of disabled persons, pupils, staff and visitors.

3.9 Fire Zones:

Each floor within the school is designated a "Fire Zone", and the Headmaster is responsible for allocating a Fire Warden to each Fire Zone.

3.10 Senior Fire Wardens:

The Headmaster (or in his absence the Deputy Head Pastoral) is the senior fire warden. The senior fire warden will be responsible for coordinating the fire evacuation of all school buildings in the event of a fire emergency.

3.11 Fire Wardens:

Each fire warden will be allocated a fire zone; the fire wardens will be responsible for ensuring that all the fire zones are evacuated in the event of a fire emergency. Having confirmed that a zone has been evacuated the fire wardens will report to the senior fire warden or indicate that they were not in their zone at the relevant time.

The School's Fire Safety Committee will be responsible for the appointment of the above based on the following considerations:

- Fire Warden coverage is required, so far as reasonably practicable, throughout normal working hours. This is likely to have a bearing on who can reasonably be appointed as a Fire Warden. Absences, holidays etc will also need to be considered; it will probably require the appointment of a main Fire Warden and one or more deputies to provide cover across all working hours. It should be noted that all teachers share the responsibility for ensuring that everyone is evacuated.
- Appointees must not be required to go further in to a building (e.g. upstairs) to carry out their duties in the event of an alarm actuation; this presents an unnecessary risk to wardens.
- The actual role of the Fire Warden is fairly simple; they need to check designated areas of their building for completeness of evacuation and report any findings to the Designated Senior Person / Fire Warden at the control point. It is the responsibility of the Headmaster that the fire wardens have a thorough understanding of the following:
 - How and when to check areas to ensure that people have evacuated.
 - An overview of the School's emergency plan.
 - Understanding of the fire detection and alarm system and the fire equipment available.
 - Reporting procedures for non-compliant issues.

3.12 Fire Assembly Points:

The Headmaster will be responsible for identifying and maintaining the suitable location for the fire assembly point(s).

3.13 Means of Escape:

Throughout the School, there will be adequate means of escape in the event of fire.

An Emergency Evacuation Plan in case of fire (or other emergency) exists and is reviewed annually (or more frequently). The Emergency Evacuation Plan will include the evacuation of disabled persons. Notices detailing the action to be taken in the event of a fire situation are displayed throughout the building, and are normally located adjacent to each manual fire alarm call-point.

3.14 Identifying Means of Escape Routes:

The Headmaster will be responsible for ensuring that all means of escape routes are clearly signed. Notices detailing the action to be taken in the event of a fire situation are displayed throughout the building, and are normally located adjacent to each manual fire alarm call-point and within all classroom areas.

3.15 Maintenance of Means of Escape Routes:

All staff share responsibility for ensuring that all means of escape routes are kept free of any obstructions, combustible material and any sources of ignition.

3.16 Fire Drills:

The Headmaster (or in his absence the Deputy Head Pastoral) will be responsible for ensuring that a fire evacuation drill is carried out every term. Such drills will be conducted as early as possible in each new term, to ensure familiarity by new pupils and teaching staff. A Fire Evacuation report will be completed following each evacuation (whether as a drill or actual event), so that any issues can be identified and improvements made where necessary.

In the event of an alarm being triggered, then this automatically alerts the Central Control who check with the Headmaster or other designated member of staff whether it is a false alarm – if not, then the Headmaster will call the Fire Brigade. Should other emergency services be needed then this will be the responsibility of the Headmaster, or in his absence the Deputy Head Pastoral. See also the Health and Safety Policy for further detail.

3.17 Emergency Lighting:

The Headmaster – following guidance from Longbridge Fire Consultants who are employed to conduct regular Whole School Fire Risk Assessments - will be responsible for ensuring that the School electrician installs suitable emergency lighting throughout the school. He will also ensure the routine testing and ongoing maintenance of the emergency lighting systems is carried out in all the school premises.

3.18 Fire Safety Training:

The Headmaster will be responsible for facilitating appropriate fire safety training courses, including any necessary training for all the School nominated Fire Wardens and also for the Responsible Person. The most recent fire safety training in use of fire extinguishers for all staff took place in September 2017, and is booked again for September 2019. Evacuation drills will be conducted as early as possible in each new term, to ensure a familiarity by new pupils and teaching staff at the School. Visitors to the school read the fire evacuation procedures as they enter the school and sign in at Reception.

General Staff training will be given at least annually to coincide with a teacher-training day. Specific fire training for Fire Wardens (and others with specific roles and responsibilities) will be given in addition to the general staff training. This will also include the system method of carrying out a “sweep” of the building and the appointment of responsible persons.

All training, fire drills and fire activations will be recorded and monitored within the Fire Safety Log Book, kept with the Headmaster.

4.00 Fire Reports:

All staff are responsible for ensuring that any incidents of fire are reported in the first instance to the Office and a report of the incident provided to the Headmaster.

5.00 Record Keeping:

In order to ensure that the duties are properly discharged, the Headmaster keeps records of the following:

- (a) The Fire Risk assessment and its review
- (b) The Fire Safety Policy
- (c) Fire procedures and arrangements
- (d) Training records
- (e) Fire practice drills
- (f) Certificates for the installation and maintenance of fire-fighting systems and equipment

Further Information:

Fire Safety Legislation:

1. Regulatory Reform (Fire Services) Order 2005 (RRO), implemented in October 2006
2. Risk Assessment Guide for Educational Premises 2006 (RRO Guide).

Health and Safety Executive:

3. The Health and Safety at Work Act 1974
4. The Management of Health and Safety at Work Regulations 1992 (as amended)
5. Fire Safety - An Employers Guide (ISBN 0 11 341229)

Headmaster

July 2018

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This policy is reviewed annually

To be reviewed: July 2019