

Kings Fire Safety Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
HEALTH & SAFETY OFFICER	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We believe this policy relates to the following legislation:

- [Health and Safety at Work, etc Act 1974](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Electricity at Work Regulations 1989](#)
- [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#)
- [Education \(School Premises\) Regulations 1999](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [Fire Safety \(England\) \(Employee's Capability\) Regulations 2010](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)
- [School Premises \(England\) Regulations 2012](#)

The following documentation is also related to this policy:

- [Fire safety risk assessment: educational premises](#)
- [Fire Safety – Health and Safety Executive](#)
- [Health and Safety Checklist for Classrooms \(HSE\)](#)
- [A short guide to making your premises safe from fire \(HM Gov\)](#)

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect students, school personnel and visitors to our school and residential accommodation.

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Officer (Health and Safety Officer) who has overall responsibility for fire safety matters at this school.

We believe it is essential to have in place an effective policy for the evacuation of the school buildings and residential accommodation in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school personnel to make themselves familiar with this policy and procedures to ensure the safe evacuation of all students.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

In the event of industrial action by the Fire Service we will ensure that an emergency action plan is in place and that the Health and Safety Officer will review all fire safety arrangements.

Aims

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.

- To have in place personal evacuation plans for any disabled student or member of the school personnel.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Health and Safety Officer undertakes regular training.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Board of Directors

The Board of Directors has:

- appointed the Health and Safety Officer to take overall responsibility for fire safety matters at this school and residential accommodation;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the Health and Safety Officer and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Principal

The Principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the Director of College Services and the Health and Safety Officer;
- liaise regularly with the Health and Safety Officer to review risk assessments, evacuation procedures and fire precaution systems;
- ensure that coordination takes place between the Health and Safety Officer and those in charge of residential accommodation;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure portable electrical equipment is annually checked;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- undertake risk assessments annually with the Health and Safety Officer and Site Manager;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure outside school security systems and procedures are in place;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy.

Role of the Director of College Services

The Director of College Services will:

- work closely with the Principal and the Health and Safety Officer;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- annually report to the Board of Directors on the success and development of this policy.

Role of the Health and Safety Officer

The Health and Safety Officer will:



- have overall responsibility for fire safety matters at both the school and residential accommodation;
- be familiar with relevant fire safety legislation;
- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, disabled school personnel and visitors;
- undertake risk assessments that deal with the:
 - sources of ignition
 - sources of fuel
 - sources of oxygen
 - structure of the building
 - location of people especially young people, special educational needs and disabled
 - procedures and escape routes for evacuation
 - fire-fighting equipment
 - fire safety training programme for school personnel
- keep risk assessments up to date;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation of the school and accommodation buildings plan;
- have in place personal evacuation plans for students and school personnel with disabilities;
- designate an adequate number of staff members to be Fire Marshalls in order to assist with fire evacuations and deputize for the Health and Safety Officer in his/her absence;
- conduct fire drills at least every term in each school building;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure fire signs and notices are in place:
 - on all exits
 - in classrooms
 - in corridors
 - next to fire alarm call points
 - on fire equipment
 - on fire assembly points
- ensure a reserve supply of fire safety signs are always in stock;
- check that all fire exit doors are clear of obstructions;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact/liaise with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;
- liaise with the Director of College Services;
- liaise with residential accommodation staff;

The Health and Safety Officer will undertake the following Emergency Action Plan in order to deal with any industrial action taken by the Fire Service:

- Fire alarms to be checked every day
- Fire evacuation procedures undertaken
- Escape routes and exits checked for obstructions
- Fire doors checked to see if working properly with intumescent / cold smoke seals in place and vision panels clear
- Manual call points visible and signed
- Fire procedures up to date for all school personnel
- School personnel to be extra vigilant
- Firefighting equipment checked and in working order
- Combustible materials and waste bins secured away from the building
- Portable Appliance Testing up to date
- Electrical points not over loaded
- Electrical rooms free of combustible materials



- Flammable liquids stored correctly
- Cookers must not be left unattended
- Toasters must only be used in the kitchen areas
- Halogen heaters must not be used
- Portable gas bottles stored correctly
- Boiler house and plant rooms free of combustible materials
- Fire evacuation procedures in place for all disabled persons.

In the event of a fire, the Health and Safety Officer with a suitably trained member of the school personnel (Fire Marshall) will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all students, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of students off-site if necessary.

Please note that in residential accommodation this will be conducted by the duty warden or house parent(s).

Role of Designated Fire Marshalls

In the event of a fire, Fire Marshalls, with the Health and Safety Officer will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all students, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of students off-site if necessary.

Role of the Site Manager

The Site Manager will ensure that:

- building security checks take place every day;
- all escape routes and fire exit doors are kept clear;
- all rubbish and recyclable material is stored securely;
- all refuse bins are kept away from the building in a secure compound;
- undertake periodic training in all fire safety procedures;
- periodic discussions take place with the Health and Safety Officer and the Principal.

Role of School Personnel

School personnel:

- are responsible for the safe evacuation of all students in their charge;
- must be familiar with personal evacuation plans for students and school personnel with a disability;
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;
- will only attempt to tackle small fires that pose no major threat to students, school personnel or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
 - not covering heaters
 - not overloading electrical sockets
 - not leaving rubbish lying around
 - securing recyclable waste in a secure area away from the school building
 - not having large flammable displays along escape routes
 - periodic checks to portable electrical equipment



- keeping escape routes clear at all time
 - not blocking fire exit doors
- must ensure that students for whom they are responsible are informed of fire evacuation procedures;
 - undertake periodic training in all fire safety procedures;
 - undertake training in the use of portable fire-fighting equipment;
 - must report any concern they have in regard to fire safety;
 - must report any breaches in outside school security systems and procedures;
 - implement the school's equalities policy and schemes;
 - report any concerns they have on any aspect of the school community.

Role of Students

Students will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Students are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene;
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

Emergency Evacuation Procedures of the School Buildings

All school personnel to be aware of guidelines for the evacuation of the building.

- When the alarm sounds the students should remain calm and they must listen to the following instructions from the teacher.
- The students will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.
- Before leaving the room all windows should be closed.
- Doors must be closed when leaving the room.
- The class teacher should count the number leaving the class and then recount at the assembly point.
- Registers will be brought from the office and distributed.
- Under no circumstances should anyone re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
 - Designated staff will be assigned to all physically challenged or immobile students, staff or visitors.
 - Designated staff will be trained in appropriate evacuation procedure for disabled and immobile persons.

Emergency Evacuation Procedures of Residential Accommodation

All school personnel to be aware of guidelines for the evacuation of the building.



- All students, on induction should be made aware of fire evacuation procedures for residential accommodation;
- When the alarm sounds the students should remain calm and they must listen to the following instructions from the residential warden or house parent.
- The students will then leave via the nearest exit indicated by the warden who will be the last person to leave the building.
- Before leaving their rooms all windows should be closed.
- Doors must be closed when leaving the room.
- The accommodation present list (student register) will be brought from the office and all students will be accounted for;
- Under no circumstances should anyone re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
 - Designated staff will be assigned to all physically challenged or immobile students, staff or visitors.
 - Designated staff will be trained in appropriate evacuation procedure for disabled and immobile persons.

Fire Safety Training

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices
- health and safety
- risk management
- school security

All staff should complete an online Fire Awareness course (iHASCO or Educare) on induction and then at least every 3 years or sooner if required.

Key staff who are designated as Fire Marshals should complete online Fire Warden/Marshall training (iHASCO) on induction and then at least every 3 years or sooner if required.

Alarm System

- Each week the alarm system will be sounded and checked.
- Annual maintenance will take place.
- Staff will be trained in how to use it.

Emergency Exits

- All exits to be free from obstructions.
- All exits to be checked every day.
- All exits to be clearly signed.

Fire Equipment

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the Fire Service.
- All staff to be trained in its use.

Evacuation Exercises

Regular evacuation exercises to be undertaken by students and school personnel.

Role of Parents/Carers

Parents/carers will:



- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Student Handbook
- the school website
- staff induction and training
- school events
- meetings with school personnel
- reports such Principal reports to the Board of Directors
- information displays around the school

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Health and Safety Officer, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

- Kings Health and Safety Policy
- Kings First Aid Policy
- Kings School Security and Intruders Policy
- Kings Visitors and Contractors Policy
- Kings Premises Manager Policy
- Kings Behaviour and Discipline Policy
- Kings Sickness and Medicines Policy
- Kings Lone Workers Policy
- Kings Risk Management Policy
- Kings Crisis and Critical Incident Management Plan



Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community		
		✓	✓	✓	✓	✓	✓		
Question	Protected Characteristics							Conclusion	
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'
YES									Yes No
NO	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNSURE									
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes No
NO									✓
UNSURE									
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.								



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	




Monitoring the Effectiveness of the Policy

The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.

Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...

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Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:		Date:	01/01/2015
Name of School:			
Next Review Date:			

