



Longacre School Fire Policy and Procedures

This policy includes the Early Years Foundation Stage

Policy Written: October 2023

Policy to be reviewed: *October 2025*

It is the policy of Longacre School to ensure as far as is reasonably practicable the health, safety and welfare of its employees, pupils and members of the public through the identification, control and prevention of risks from fire.

The policy is intended to ensure that the school complies with the requirements of the relevant fire legislation, in particular the Regulatory Reform (Fire Safety) Order 2005 and such provisions of the Management of Health and Safety at Work Regulations 1999, of the Health and Safety at Work (1974) Act as relate to fire safety.

This policy applies to the whole school and specifically to the Early Years Foundation Stage

Nominated Person: Deputy Head is the Health & Safety Officer

This policy contains the following sections:

1. Responsibilities
2. Policy Implementation
3. Monitoring
4. Review
5. School Buildings and Occupancy
6. Means of Escape
7. Information for the Fire Brigade
8. Fire Detection and Alarm System
9. Maintenance and Inspection and Testing Regimes
10. Fire Precautions
11. Emergency Evacuation Procedures
12. Fire Wardens
13. Refuge Areas
14. Fire Drills

15. Fire Risk Assessment

Appendix 1 Fire Drill Log

Appendix 2 What to do if you hear the Fire Bell?

1. Responsibilities:

Overall responsibility for Fire Safety at Longacre School is vested in the Governing Body. This responsibility is devolved throughout the organisation as follows:

- The Head is responsible for the management of fire safety within the school;
- The Health & Safety Officer is the nominated person responsible for ensuring that the duties are properly discharged and should keep records of the following:
 - The fire risk assessment and its review;
 - The fire policy;
 - Fire procedures and arrangements;
 - Training records;
 - Records of inspection of escape routes;
 - Fire practice drills;
 - Certificates for the installation and maintenance of alarms, detectors, emergency lighting, firefighting systems and equipment.
- The Health & Safety Officer is supported by the Estates & Facilities Manager who is a trained Fire Marshall;
- The Senior Leadership Team are responsible for monitoring day to day fire safety in their area and reporting concerns to the Health & Safety Officer;
- All staff are responsible for co-operating with the fire safety arrangements and the fire safety management at the school.

2. Policy Implementation:

The school will:

- Assess risks from fire and eliminate or reduce the risks from dangerous substances;
- Review Fire Risk Assessments at least once a year or more frequently as necessary;
- Ensure the safety of staff or anyone else legally on the school premises;
- Provide and maintain adequate means of fire detection, firefighting; carry out fire drills and contact the emergency services when necessary;
- Provide and maintain adequate means of alerting staff, pupils and members of the public in the event of fire;

- Provide and maintain adequate means of escape in the event of fire;
- Have an Evacuation Procedure for action in the event of fire;
- Develop fire procedures and provide instruction, information and training to employees and others concerning fire precautions and evacuation procedures in the school (repeated periodically where appropriate);
- Consult with employees on the nomination of individuals to carry out specific roles within the Evacuation Procedure;
- Advise other organisations permitted to use facilities on the site in respect of Fire Safety arrangements and evacuation procedures;
- Comply with any recommendations of the enforcing authority (Surrey Fire and Rescue);
- Report to the Governors on Fire Safety at the school at least once a year via the Governors' Governance, Remuneration and Risk Management Committee.

Employees will:

- Comply and co-operate with the published Fire Safety Procedures. Failure to do so may be deemed a disciplinary offence for which the ultimate outcome may be dismissal;
- Not abuse or misuse any equipment provided for the purposes of Fire Safety;
- Observe the smoking ban;
- Not indulge in any act or omission which would compromise the safety of themselves and others by fire;
- Participate in Fire Drills and attend Fire Safety Training as required by the school;
- Familiarise themselves with fire action information, Fire Safety Procedures, and both general fire escape routes and those specific to certain areas and circumstances;
- Notify their line manager of any defects or deficiencies in Fire Safety Management or the Fire Safety Procedures.

3. Monitoring:

Fire Safety will be monitored by:

- Regular reviews of fire risk assessments by the Health & Safety Officer & the school's Health & Safety Committee;
- Regular inspection of the fire alarm system and fire safety equipment;
- A termly review of fire drills;
- A weekly test of the fire alarm;
- A full investigation of any fire event or "near-miss".

4. Review:

- The Fire Policy and its associated documentation will be reviewed by the school's Health and Safety Committee as required and at least once a year;
- An annual termly report on Fire Safety at Longacre School is submitted to the Governing Body via the Health & Safety Report to the Welfare Committee.

5. School Buildings and Occupancy:

Longacre School consists of several buildings that are detached from each other.

The school day is fluid and staff and pupils move around the school buildings to attend subject specialist lessons. The following are approximate numbers of maximum occupancy at any one time

Longacre House (including dining hall) - 130
Founders' Building - 140
Early Years building - 70
Jubilee Building - 90
Temporary classroom block - 40
Old Hall – 150
Palmer – 300

6. Means of Escape:

All exit routes are clearly marked.

7. Information for the Fire Brigade:

a) **Access to school:** The only access route to the school for fire appliances is the main drive via Hullbrook Lane. It is possible for fire tenders to reach all buildings from the front drive, apart from the rear temporary classrooms. These can be accessed by opening the gates and fencing adjacent to the play equipment alongside the car park.

b) Location of gas fired boiler rooms:

- Basement of Longacre House
- Small boilers located in Jubilee Building and Early Years building.
- Separate boiler room in Founders' Building
- Small mounted boiler in Old Hall.

c) Storage of hazardous chemical:

The school only stores small quantities of hazardous chemicals. Main areas of storage are:

- External Garage (caretaker's store): Gardening materials;
- Kitchen in Longacre House: Cleaning Materials;
- Cleaner's cupboard in Founders building: Cleaning Materials.

8. Fire Detection and Alarm System:

The main control panel is in the entrance hall to Longacre House.

9. Maintenance and Inspection and Testing Regimes:

Individual call points are tested on a weekly basis within a 13-week cycle. Maintenance records are held by the Estates & Facilities Manager.

Fire Exit doors are checked during fire drills, and walk rounds by the Health and Safety Officer.

The school has a service agreement with a competent external provider for checking that systems are in working order and maintained in accordance with current regulations. This agreement is held in the Finance Office. The fire extinguishers are serviced annually. The fire alarm system is serviced every 6 months.

10. Fire Precautions:

Information is provided on fire evacuation procedures to all Longacre staff in the form of notices and the 'Staff Handbook'. All staff have access to this policy via the school's network. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and subsequently reviewed by the school's Health and Safety Committee.

All contractors are required to sign in using the InVentry 'signing in' system, where they are provided with detailed instructions on what to do in the event of a fire specifically for contractors and visitors. Outside term time the Estates & Facilities Manager is notified of the presence of contractors. Where necessary hot work permits are issued to contractors.

11. Emergency Evacuation Procedures:

- a) **Day time in term time:** All classrooms are provided with "What do you do if you hear a Fire Bell?" **Appendix 2**. Details of staff fire procedures are also contained within the Staff Handbook and Health and Safety Policy. Registers are taken by Form Teachers to account for all pupils and once taken, must be returned directly to the School Receptionist with an indication that either all pupils are present or the names of any pupils not accounted for. All visitors, visiting music staff and part-time staff are accounted for by the school receptionist against the InVentry System
- b) **Evening non-school activities:** Non-school groups that are permitted to use school facilities are advised of the school fire procedures and an emergency contact number.
- c) **Special Events:** Where there are functions involving parents/visitors in the hall they are verbally advised of the school fire procedures by the Head/Deputy Head at the start of the function.
- d) **Before School:** Normal procedures are expected although consideration must be given to evacuation points and the ability to count the number of pupils in attendance prior to registers being taken will require a more thorough sweep of buildings where possible.
- e) **After School:** Normal evacuation procedures apply and after school care, extra-curricular and homework registers will be taken and are stored in the School Office.
- f) **Break and Lunchtime:** All staff are expected to collect children from the Dining Room and woodland area and move to the assembly point as soon as possible. Fire wardens are expected to sweep the buildings as normal.

The following statement should be issued:

The fire alarm is a continuous bell. If this should sound during the performance/assembly (as appropriate) please make your way out of the hall through the indicated exits.

The Assembly point for staff and pupils is the Top sports pitch

The Assembly point for parents and other visitors is the Top Sports Pitch. Please wait in this area until notified that children have been accounted for and are ready for release to parents.

- g) **Non-term time:** All contractors are advised of school evacuation procedures by the Estates & Premises Manager. All school staff who are on the premises outside term time will sign in at reception upon arrival. The Estates & Facilities Manager will to the best of his ability account for all contractor and staff in the event of an evacuation.

Assembly Point: The assembly point is the Top Sports Pitch.

12. Fire Wardens and Responsibilities:

The Senior Fire Warden is responsible for arranging that there is a volunteer Fire Warden for each building. Fire Wardens are required to check that there is no-one in these areas, in particular toilets. Fire Wardens will be a member of staff not directly attached to a class. In the event of a fire alarm, all such staff should gather in front of School House to be allocated roles. Fire Wardens will need to be assigned to:

- Pre-School
- Jubilee Block (Pre-Prep)
- Old Hall
- Founders Building (Prep)
- Porta Cabins
- School House (including Kitchen & Stores)
- Palmer Hall

All staff members are responsible for the children within their care and have a responsibility to evacuate those in their immediate vicinity.

Senior leadership Team and Admin Staff have additional responsibilities to ensure that all visitors and visiting staff are accounted for as follows. The following roles will be allocated by the Senior Fire Warden (or appointed deputy):

- Locating the source of fire and where necessary, contacting the emergency services and informing the Head
- Cover the front gates to limit on site traffic to emergency vehicles only

- Accounting for the whereabouts of all pupils
- Floating to oversee all issues
- Accounting for all admin and ancillary staff (Catering, cleaning, visitors, peris, contractors etc)
- Handing out registers to all teaching staff and absence list to the Deputy Head

13. Refuge Areas:

As required under Fire Regulations, a refuge area has been designated at the top of main stairwell in the Founder's Building, to allow disabled people unable to use stairs without assistance a place of safety until assistance arrives.

14. Fire Drills:

Fire drills are held at least once a term. The Estates & Facilities Manager will submit a Fire Drill Log report see **Appendix 1** to the Health & Safety Officer and file signed copies in the Health & Safety Folder. These are reviewed at the school's Health and Safety Committee meeting, unless requiring more urgent action at which point the matter will be referred to the Governors' relevant committee.

15. Fire Risk Assessment:

A Fire Risk Assessment is reviewed and updated with expert advice annually or when any significant change is made to the premises. The most recent assessment is kept in the Health & Safety Officer's office. The Fire Risk Assessment and any required action is reviewed annually by the school's Health and Safety Committee.

16. Risk from Dangerous Substances:

It is the duty of staff to mitigate against the risk of fire from dangerous substances. This includes storage in known identified locations, reducing the quantity of materials on site to that required for normal use. Ensuring its appropriate use and taking any necessary precautions when transporting, filling, handling and use. Including the risk from naked flames. Any concerns should be reported to the Health & Safety Officer or Estates & Facilities Manager.

17. Emergency Services:

The first priority in the event of a fire is to safely evacuate all persons to a place of safety. As part of the evacuation process it is the duty of the Estates & Facilities Manager to summon help from the Emergency Services by phone using 999 or mobile using 112. There is no automatic link to a call centre or the Emergency Services from the current alarm system.

15. Training

All new staff receives basic fire safety and the use of different types of fire extinguishers. This is currently under direction of the Health & Safety Officer, via EduCare Online Training. Fire Wardens including the Senior Fire warden receive regular training and feedback during the termly fire drills.

Appendix 1

**Longacre School
Fire Drill Log**

Date	<input type="text"/>	
Time	<input type="text"/>	
No. Pupils	<input type="text"/>	
No. Staff	<input type="text"/>	
No. Others on site, including contractors and parents		<input type="text"/>
Evacuation time	<input type="text"/>	
Miscellaneous information (e.g. persons with mobility issues)	<input type="text"/>	
Problems identified	Action to be taken	Date action completed
Signature	<input type="text"/>	
Date of next drill	<input type="text"/>	

Appendix 2 – Fire instructions to be posted in classrooms

WHAT DO YOU DO IF YOU HEAR THE FIRE BELL?

- 1. BE SILENT**
- 2. LINE UP AT THE CLASSROOM DOOR**
- 3. WALK, IN SILENCE, TO THE TOP SPORTS PITCH**
- 4. LINE UP IN THE CORRECT PLACE FOR YOUR FORM**
- 5. LINE UP IN REGISTER (ALPHABETICAL) ORDER**

DO NOT GO INTO ANY BUILDINGS AFTER THE BELL HAS SOUNDED

IF YOU ARE PLAYING IN THE GROUNDS OR GARDEN, DOING SPORT, OR ARE IN ANY OTHER PLACE, WALK SILENTLY TO THE TOP SPORTS PITCH ASSEMBLY POINT.

TEACHERS – CLOSE DOORS AFTER THE LAST PERSON HAS LEFT.