



MOORFIELD  
SCHOOL

# FIRE SAFETY POLICY

This is a whole school policy, including EYFS.



# FIRE SAFETY POLICY

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## INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005 requires that fire safety measures are in place to minimise the risks to staff, pupils and visitors which may arise from a fire. This is achieved by ensuring adequate precautions are taken to prevent fire and minimise the risk of casualties and damage should a fire occur.

## OBJECTIVES

It is the aim of the school to:

- Ensure all reasonable steps are taken to provide an adequate level of fire safety throughout the school.
- To ensure suitable steps are taken to ensure compliance with relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005.
- Accept that effective fire safety management is essential in the day to day running of the school and activities.
- Have a comprehensive Fire Risk Assessment produced and review it every year or as circumstances change.
- Carry out any necessary work to upgrade, maintain or improve the premises and equipment with regard to fire safety.
- Provide appropriate training and information to staff and pupils i.e. fire evacuation drills & fire awareness training.
- Maintain effective procedures to ensure the safety of all visitors and any persons requiring assistance in the event of fire.

## APPLICATION

This policy applies to all persons on Moorfield premises and in particular to staff, management and governors who have a duty placed upon them to actively monitor the implementation of this policy.

## RESPONSIBILITIES

The ultimate responsibility for Fire safety at Moorfield School is vested in the Governing Body.

The Head is responsible for the overall management of fire safety within the school and for evacuation and procedure during an incident.

The Bursar assisted by the Compliance Manager and Site Manager is responsible for the practical implementation of the Fire Safety Policy and control measures ensuring;

- The Fire Safety Policy is current and relevant.
- Staff and pupils are trained as necessary.
- A Fire Risk Assessment is reviewed annually or as circumstances change.
- A Fire Evacuation Procedure is in place and communicated to staff, pupils and visitors.
- The fire detection/alarm system is periodically tested and maintained.
- Firefighting equipment is regularly checked and maintained.
- Records are kept for drills/evacuations, alarm testing/maintenance, fire equipment checks/maintenance.
- Emergency routes and exits are identified and maintained and fire action notices displayed.
- Fire safety records and documentation is available to any enforcement agency.
- A fire evacuation drill takes place at least once during each school term.
- All plug-in electrical appliances are tested annually (PAT).
- The fixed wiring installation is tested every five years and certified safe.

## MAINTENANCE AND TESTING REGIMES OF FIRE SAFETY EQUIPMENT

In addition to in-house checks by staff contractors are employed for specialist maintenance. Records are held in the Health and Safety File in the school office.

EQUIPMENT	FREQUENCY	TEST METHOD	RESPONSIBLE	RECORDED
FIRE CALL POINTS	WEEKLY	ACTIVATE ALARM	SITE MANAGER	Y
FIRE PANEL	DAILY	VISUAL SCREEN CHECK	SITE MANAGER	N
FIRE ALARM SYST.	6 MONTHLY	SERVICE & TEST	CONTRACTOR	Y
EMERGENCY LIGHTING	TERMLY	TEST SWITCHES & ILLUMINATION	SITE MANAGER	Y
FIRE EXTINGUISHERS	MONTHLY	CHECK IN PLACE & INDICATOR	SITE MANAGER	Y
FIRE EXTINGUISHERS	ANNUALLY	INSPECTION & SERVICE	CONTRACTOR	Y
FIRE ESCAPE	TERMLY	CHECK & CLEAN	SITE MANAGER	N
FIRE EXIT DOORS	MONTHLY	CHECK FREE OPENING	SITE MANAGER	N
ESCAPE ROUTES, CORRIDORS, EXITS & SIGNAGE.	DAILY	CHECK UNLOCKED & FREE FROM OBSTRUCTION	SITE MANAGER	N

## GOOD PRACTICE AND HOUSEKEEPING TO REDUCE THE RISK OF FIRES

**SMOKING:** Smoking is banned on the school site.

**PORTABLE ELECTRICAL EQUIPMENT:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

**PLUGS AND CABLES:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

**STORAGE:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Bins are to be cleared every day. Corridors should be kept as clear as possible. Do not hang coats or other highly combustible materials in corridors.

**EMERGENCY EXITS:** must be kept clear at all times.

**CHEMICALS AND HAZARDOUS MATERIALS:** must be kept locked away and used only by authorised people or, in the case of pupils, under close supervision. Store areas containing hazardous materials must be orderly, clean and permanently secure. A lockable purpose-built cupboard is used for fuel and flammable liquids.

**BIG PAPER RECYCLING BIN:** must be stored away from school building.

**INSTRUCTIONS:** Staff must comply with all instructions given to them in regard to fire safety and procedures.

**REPORTING FAULTS OR HAZARDS:** Staff must report any observed shortcomings in fire precautions to the Site Manager.

**VISITORS:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

**RISK OF ARSON:** Internal doors and all windows must be closed at all times when the school is unoccupied.

**MAINTAIN SAFE WORKING PRACTICES:** Fire doors must not be wedged open for any length of time.

# FIRE EVACUATION PROCEDURE

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## DAY TIME DURING SCHOOL TERM

### Discovering a fire

In case of fire, the alarm should be activated by breaking the glass of the nearest accessible fire call point.

All adults working on the premises must familiarize themselves with the locations of the fire call points and their operation in order to raise the alarm.

The priority is the safe evacuation of the school. A fire should only be tackled with an extinguisher if a person is suitably trained, it is small i.e. waste paper bin or blocking your only exit and then only after the alarm has been raised.

### On Hearing the Fire Alarm:

The Fire Alarm sound is a continually pulsing siren. A flashing beacon is also visible in some rooms.

On hearing the fire alarm, everyone must immediately evacuate the building by the nearest safe exit, closing (but not locking) any doors and assemble at the assembly point in the school playground or if this position is unsafe proceed to the driveway and sports pitch behind the school. Visitors are guided to the nearest emergency exit. Staff will ensure children in their charge are led out safely. In the EYFS setting, one member of staff leads the children out, other members of staff follow, making sure no-one is left behind. Staff must always be aware of any pupils who are out of the room. Pupils will line up in their class groups at the assembly point for a roll call.

On evacuation the following is taken to the assembly point – normally by the Head's PA:

- Form registers from the wall box in admin office
- staff signing-in record from foyer
- visitors signing-in book from the admin office
- mobile phone
- pupil and staff contact information records from the admin office

Nursery staff bring the Nursery register with them.

The Head, Head's PA or another member of the office staff dials 999 with the mobile phone as soon as they are outside the building.

The Head checks that those in the visitors' book and staff signing in record are accounted for. Registers are handed to teachers as when they get to the assembly point with their class for them to check their own class.

The Head or SLT member/fire marshal ensures a roll call is taken for all pupils, staff and visitors to confirm the building is all clear. This responsible person will also communicate this information to the emergency services as well as the location of the building services isolation points if required (Gas in cupboard by back door and Electric in basement meter cupboard.) They will also ensure no person re-enters the building until the emergency services give the all clear to do so.

The site manager will check the school, in particular:

Toilets on first landing  
Toilets in basement  
Music rooms  
Cloakroom/toilets on ground floor  
Cloakroom on top landing  
Offices  
First Aid room

The site manager and Head will make sure they are in possession of the two way radios and the site manager will confirm that the building is clear.

### LUNCH TIME EVACUATION

- All children stand and walk from the dining room in orderly lines (not class lines), using a safe exit (top, cloakroom, into nursery). They walk to the correct area in the playground, supervised by dining room staff.
- Cloakroom area is checked by dining room duty staff before leaving the building.
- Staff also need to ensure any unsupervised children are led safely from the building.
- Roll calls and head counts are undertaken as in normal fire alarm procedure.

COVID 19 – evacuation is not affected as the same fire drill is carried out. Children are familiar with the drill and are always supervised by staff who on duty in the dining hall, playground and sports pitch.

### EVENING AND NON-SCHOOL ACTIVITIES

Non-school groups that are permitted to use school facilities are advised of the school fire procedures and the emergency contact number (999 or 112).

### HOLIDAY CLUB

Holiday Club is held in the school dining room. Everyone evacuates the building to the school playground. The Club Supervisor counts and marks the children off on the register which is collected as the building is evacuated.

### SPECIAL EVENTS

When there are functions involving the hall, parents are verbally advised of the fire procedure by the Head at the start of the function.

Drafted by:  
Date:  
Next review:

The Head and Site Manager  
October 2023  
As required or if there are changes to the grounds  
or building



# APPENDIX 1

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## EQUIPMENT

*All staff must make themselves familiar with the locations of the break glass points, fire exit routes and fire extinguishers.*

## BREAK GLASSES

Tower – roof exit  
Senior 6 – fire exit  
Top floor – corridor  
Lobby outside IT suite  
Staff room – fire exit  
Stairway – Form 2  
Reception – fire exit  
Nursery – double doors  
Nursery – entrance door  
Front entrance door  
Kitchen – cook area  
Kitchen – food prep area  
Music 2 – fire exit  
Music 3 – fire exit  
Ground floor – Form 4  
Main Hall – fire exit  
Main Hall – entrance  
Under hall - store

## FIRE EXTINGUISHERS for a variety of fires, located at:

Top Floor	Maths Room Landing
New Block	Outside F2 Outside F3
First Floor	Outside staff room Computer room Resources Room Library
Ground Floor	Office Milk Hall Kitchen (and fire blanket) Cloakroom
EYFS	Nursery and Reception
Music Department	Foyer Music Rooms 1,2,3
Hall	Foyer Hall Under Hall

## SMOKE DETECTORS

Every area of the school building is covered by smoke detectors. (39 in total)