

Frederick Hugh House
FIRE PREVENTION and RISK ASSESSMENT POLICY

This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Legal Status

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent School Standards (England) (Amendment) Regulations.
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- Whole School including all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), pupils on placement, the proprietor and volunteers working in the school.

Related Documents:

- Safeguarding Children - Child Protection Policy
- First Aid Policy
- Supervision of Children Policy
- Health and Safety Policy
- Fire Safety Audits

Availability

- This policy is made available to parents and staff on the staff shared drive and on request a copy may be obtained from the School Office

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Acting Headteacher.
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

On establishing Frederick Hugh House, the Trustees liaised with the local Fire Authority to determine the need for a Fire (Means of Escape) Certificate required by the Act. The Trustees have undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations 1997 (amended 1999). The General Site Manager ensures compliance and this is viewed as a minimum standard to be achieved. The Acting Headteacher will ensure, on behalf of the Trustees, any further modifications required as a result in changes in legislation or established best practice are approved by the local fire authority. In accordance with legislation, there is an annual Health and Safety Fire Risk Assessment. This is completed by an external contractor, currently Janjer Ltd (Tel No: 01666 510644), whose most recent Fire Risk Assessment was conducted on **08/12/2016**, recommendations from which have been put on an action plan. Additionally there is external fire safety training. Again, the most recent being on the 24.03.2016.

Signed:

Date: January 2017

Alan Simons
Acting Headteacher

Anne Marie Carrie
Chair of Trustees

Bill Brown
Education Officer

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1. SCHOOL ARRANGEMENTS AND ORGANISATION

	Responsibilities
Trustees	The Trustees have a legal responsibility to ensure that the School has suitable and sufficient arrangements for complying with their statutory duties.
Responsible Person Alan Simons	Member of SLT who co-ordinates Health and Safety - Plans, implements, monitors and reviews the policy. Inform new members of staff of matters relating to health and safety including, fire evacuation as part of Induction Training.
Site Manager Jamie Armstrong	Assist the Responsible Person in the Management of H&S including fire precautions and Fire Risk Assessment. Site Manager responsible for: <ul style="list-style-type: none">○ Portable Appliance Testing○ Grounds and waste maintenance○ Security○ Liaising with contractors and those who let the premises○ Testing the fire alarm and emergency lighting system○ Carrying out/arranging improvements to premises to reduce fire risk.
Administration Officer Cherelle Allen	Take Grab Bag and registers out to evacuation point in the event of a fire.
Acting Headteacher Alan Simons	Calling the Fire Brigade in the event of a fire. In her absence, this responsibility will be designated to a member of the SLT
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site

All members of staff are responsible for assessing fire risks and for ensuring they are aware of the requirements of this policy. Visitors will be briefed on any H&S issues that will affect them, as required, when they are on site.

Process of monitoring and review of the FRA

The school uses the monthly health and safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any problems are addressed immediately and reported to the Trustees in the usual way (as appropriate). The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the termly Health and Safety Meeting and again during the annual health and safety audit and whenever there are significant changes to the workplace, and implements any recommended changes as soon as possible.

Staff are requested to report issues to the health and safety co-ordinator if they arise during the year and to record in the Health and Safety Log on the Staff Share.

Communication and Dissemination of Information

All information received by the school concerning fire safety is passed to the Health and Safety Co-ordinator. It is disseminated via one or more of the following procedures:

- displayed on the Health and Safety notice board
- agenda item at the termly Health and Safety Meeting
- agenda item at weekly staff meeting

- agenda item at Trustees meeting (resources committee or Full Trustees)
- directly to individuals / staff

2. HAZARDOUS MATERIALS IDENTIFICATION

Hazards with regard to fire can fall into two categories:

- Something that has the potential to start a fire
- Something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire.

2.1 Electrical

Electrical hazards have the potential of starting a fire and should be controlled in the following ways:

- Always purchase to the appropriate British or European Standard
- Maintain an accurate inventory of equipment
- Ensure equipment is placed in suitable locations with regard to fire safety, particularly with respect to escape routes
- Ensure equipment is regularly tested and maintained in accordance with the manufacturer's instructions and the FHH Portable Appliance Testing procedure/recommendations.
- Ensure all staff are aware of the need to visually inspect electrical equipment for damage prior to each use and remove from circulation if damaged.
- The use of temporary/portable electrical heaters must be strictly controlled and should only be used in the event of a breakdown of the permanent heating supply and under the direction of the Site Manager.
- Ensure the mains supply is maintained and tested in accordance with the Electricity at Work Regulations 1989
- Ensure all staff are aware that they must not interfere with or amend the mains supply in any way.
- Ensure that adapters are prohibited from use at all times and that the use of extension leads is controlled in accordance to policy. Where extension leads are in long-term use, they are identified for planned replacement.
- Ensure Electrical Intake Cupboard is kept clear of combustible material at all times.

2.2 Chemical

Chemical hazards will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Ensure all purchases of chemicals, including in non-curriculum areas, comply with the control of Substances Hazardous to Health Regulations and include the Hazard Data Sheet. This will provide the information on the chemicals flammability and safe storage arrangements.
- Ensure stocks of chemicals are kept to reasonable levels and do not exceed safe storage capabilities.
- Ensure regular stock checks are undertaken and chemical disposal is undertaken where appropriate, in the manner prescribed in the Hazard Data sheets.
- Ensure storage areas for chemicals have suitable health and safety signage.

2.3 Gas

Gas hazards have the potential of starting a fire and will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Ensure isolation equipment/valves remain accessible at all times and in good working order.
- Ensure gas equipment such as boilers and similar plant is regularly maintained and serviced.
- Ensure that boiler rooms etc. are kept clear of combustible material at all times and that paints are stored in a separate room.
- Portable gas heaters should never be introduced into schools unless under the direction of a competent heating engineer.

2.4 Furniture and Furnishings

Furniture and furnishings will accelerate the spread the ferocity of a fire and should be controlled in the following ways:-

- Ensure all budget holders are aware of the School's purchasing policy, which should ensure that upholstered furniture and soft furnishings have suitable fire retardant qualities. Upholstered furniture should meet the Furniture and Furnishings (Fire Safety) Regulations 1988. Any furniture purchased before this date is likely to contain foam, which gives off highly toxic smoke when ignited. Covers are also likely to ignite more easily than those are, which meet the Regulations. This includes PE equipment.
- Ensure inspection procedures identify any damage to furniture and furnishings, which will affect their fire retardant qualities and that they are stored safely until repairs can be made or disposed of, as appropriate.
- Any upholstered furniture, which does not meet the Regulations should be phased for replacement and should never be placed in open-plan or semi-open plan areas.
- Never accept second hand furniture or soft furnishings unless it carries a label confirming that it complies with the Regulations.
- All PE equipment must be stored appropriately when not in use.

2.5 Stationery, paper, cardboard, etc.

Stationery, paper, cardboard, etc. will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Only minimal amounts of stationery, paper, cardboard etc. should be kept within individual classrooms, all significant supplies should be kept in a suitable store.
- Ensure stocks are kept to reasonable levels and do not exceed safe storage capabilities.
- Displays of artwork, posters etc. must never be placed in stair enclosures
- Staff need to be mindful of fire escape routes when positioning displays in corridors. Never suspend artwork from the ceilings in corridors.
- Ensure fire exits are never blocked by displays, or the corridors or other escape routes are obstructed. Ensure fire alarm call points, notices and signs are not obscured by displays.
- Ensure artwork is never hung from light fittings.

3. HAZARDOUS ACTIVITIES IDENTIFICATION

Some activities that take place within the school may either be the cause of a fire, or may through poor management of them, make the consequences of any fire more severe.

3.1 Curriculum

The need to undertake risk assessments for curriculum activities is already well established for offsite visits and for visitors in to school. Where the activity includes the possible hazard of fire, the risk assessment must also include this hazard, and the control measures necessary to reduce the risk of fire as far as is reasonably practicable.

3.2 Smoking

Frederick Hugh House is a 'No Smoking Zone'. This policy must be made known to all staff, visitors, contractors and students. The restrictions on smoking should not be lifted for social events, community use or for contractors working during school holiday periods.

3.3 Waste Handling

All accumulated waste, including discarded furniture and equipment should be removed from the building as soon as possible but at least at the end of each day. Waste materials must never accumulate in corridors or stairwells where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread. The school must have a clearly acknowledged system for the removal and safe storage of large items of waste until collection can be arranged. External waste stores should be well away from the main building and as secure as possible.

3.4 Contractors

When contractors are working in school the work they are undertaking may be a potential source of fire, or their presence may cause an obstruction to escape routes. Before contractors are permitted to start work in the school, the following issues must be discussed with the Site Manager and agreed.

- Will any of the work carried out use heat? E.g. blow lamps, welding etc.
- What combustible materials or flammable liquids will the contractor have and where will it be stored? e.g. paints, thinners, gas cylinders
- Will any of the work being undertaken affect the existing fire protection? E.g. breaking through fire resistant structures to pass cables, make the alarm inaudible in a section of the building, etc.
- Will the presence of the contractor restrict the escape routes or exits in any way? E.g. position of ladders, trestles or other materials.

These matters must be considered even during holiday times, as cleaners, workmen, etc. may still occupy the school. Any work involving a heat process should only operate on a permit to work basis (See policy on use of Hot Work Permit.).

3.5 Shows and Productions

All shows and productions undertaken by the School are subject to a formal written risk assessment, which should include the hazard of fire. Consideration must be given to the activities within the show/production, which may cause a fire, such as the use of candles, the scenery or props. The number of people allowed into the space must be strictly controlled and ensure seating layout does not obstruct exits or escape routes. Scenery and curtains must not obscure fire signs.

3.6 Lets and Community Use

The school is responsible for assessing the suitability of the group and its activities for the space they are hiring to them. Any implications the group's presence may have on the school's normal occupation of the premises must be considered. The hirer is responsible for assessing the risks to those taking part in their activities and providing the school with any information they need to decide on the suitability of the venue. The school must also provide the hirers with information regarding emergency procedures to ensure they can react appropriately if a fire occurs during the let. Groups who let the premises regularly are recommended to have a fire drill at least once during the year.

4. FIRE FIGHTING EQUIPMENT

Frederick Hugh Trust is responsible for the scheduled maintenance of the firefighting equipment. The School is responsible for the purchase of new equipment and the repair or recharging of existing equipment. The school should advise the Trustees of any changes to the use of the facilities, which may indicate a need to review the firefighting equipment provision.

All staff are trained to use extinguishers in order to be used as a last resort in the event the only access to safety is by fighting the fire.

Details of firefighting equipment including extinguishers/blankets, location and maintenance are kept in the Fire Safety Log Book within the School Office. Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

5. FIRE DETECTION AND ALARM SYSTEMS

The school has an automated system to raise the alarm in case of fire. The alarm is activated by striking one of 10 call points/break glass units, which are located throughout the school. There are also smoke detectors installed throughout the school as well as heat detectors installed in the two kitchens.

The school is responsible for ensuring that the alarm system is maintained, and is inspected and serviced annually. The site manager tests the fire alarm weekly. A different location is selected each time. Details of the alarm system are kept in the School Fire Log.

- The school has a fire alarm system which is directly linked to the local fire station in the event of the fire alarm being triggered. However, it is the duty of the Acting Headteacher or a representative, in the event of the Acting Headteacher being absent, to contact the fire brigade directly in the event of an emergency evacuation being necessary.
- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers, staff signing in book, visitor’s book and children signing in and out book. An evacuation pack is stored in the lobby and will be taken out to the assembly point by the person designated to check the register.
- The alarm system is tested weekly, is distinguishable from any other school bell and is audible in every part of the premises.
- The alarm is never switched off and is routinely serviced.
- All the firefighting equipment is recommended by the Fire services and checked on a regular basis.
- Electrical equipment is regularly checked and maintained by an approved electrical company.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the HSM.

Fire Precautions Maintenance

The following arrangements have been made for maintenance:

Timeframe	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	Site Manager
Weekly	Test fire panels on a rotating basis each week between 3:30 pm and 5 pm	Site Manager
Termly	Test fire panels and emergency lighting	Elite Fire
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	Elite Fire

6. EMERGENCY LIGHTING

Emergency lighting is installed throughout the school. It is the Trustees’ responsibility to ensure that emergency lighting is provided in escape routes and in areas used out of normal school hours. Details of the location of emergency lighting and its maintenance are kept in the School Fire Log.

7. FIRE NOTICES AND SIGNS

All fire signs must comply with either the British Standards or with the European Standards and be of the same type. The need for signs is identified during internal inspection or annually during maintenance of fire equipment.

7.1 Fire Action Notices

Every occupied room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm, and all teaching rooms (classrooms, hall, library, Journey Room) as well as staff areas and offices, have a plan of the school with the escape routes and assembly points shown.

7.2 Fire Exit Signs

Signs direct people from the place within the building that they are at, to the final fire exit. Signs are also located at the final fire exits. These signs must include the words "Fire Exit", a directional arrow and a pictogram of a running-man.

7.3 Fire/Smoke Control Doors

Fire doors and Smoke Control doors should have "Fire door keep shut" notices on both sides.

7.4 Fire Point Signs

The location of fire extinguishers is indicated by the use of fire point signs.

7.5 Flammable stores

Flammable stores need to have appropriate signs on the outside to warn others of the nature of the materials stored within.

8. EMERGENCY EVACUATION PROCEDURES

The fire alarm is a constant siren alarm and is used in case of any emergency requiring immediate evacuation of the building. The aim of the practices is to familiarise children and staff with evacuation procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes. The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings, these details are to be passed to the Responsible Person for record keeping purposes.

Fire drill procedures endeavour to emulate the real thing in as many situations as possible. Staff must be aware of the location of fire exits, fire blankets and fire alarm call points.

- The Acting Headteacher, Deputy and Site Manager decide on times/dates of drills.
- Drills take place at least once a term
- The Site Manager or Acting Headteacher sets the alarm ringing.
- On hearing the alarm all supervising adults (teachers, teaching assistants, 1-2-1) will evacuate the children by the nearest fire exit in a calm orderly fashion.
- Staff should visually check each room as they pass through to their nearest exit to check that no one has been left behind, checking first through the glass viewing panel in each door to ensure it is safe to do so.
- Administrator takes out registers and Fire Evacuation bag
- Doors must be closed on exiting classrooms and the building, and registers taken outside by the school Administrator.
- Children and adults assemble at the designated assembly point and await further instructions. Administrator performs the roll call and Site Manager reports clearance of areas/rooms to the Acting Headteacher / H & S co-ordinator.
- The Site Manager records the date and time, and any important points relating to the drill.

Fire drill procedures are displayed in each classroom and non-teaching areas and fire exit signs are displayed in accordance with Health and Safety requirements. Matters arising from the drill are reported to the Acting Headteacher, Deputy and Site Manager so procedures can be reviewed as necessary. Children or staff with special needs or disabilities have access to Evacuation chairs but must be supervised by support staff to ensure rapid evacuation. False alarms are treated as the real thing, and are investigated as necessary by the Acting Headteacher.

Action On Discovering A Fire Or An Emergency Evacuation Is Required:

- On discovering a fire break the nearest fire glass and proceed to the nearest safe fire exit.
- If you hear the fire alarm proceed to the nearest safe fire exit.
- If you are on the 2nd floor, go down to the nearest safe staircase and exit the building at the 1st floor. From the 1st floor exit along the nearest external staircase. From the ground floor leave from the nearest safe fire exit.

- If you are in the lift when you hear the fire alarm, return back to the floor you entered the lift on and exit the building from the nearest, safe fire exit.
- The fire curtains on the ground floor close when the fire alarm is activated on the ground floor only. If the fire curtains are down, **do not raise them**.
- Acting Headteacher/person with responsibility will call the Fire Brigade (999).
- It is important that students are evacuated to safety, do not stop to collect your belongings, go straight to fire exit and assembly point – wall outside the front-gate to flat. Each teacher is responsible for their class and the students in it.
- Where possible close the door behind you to prevent the spread of fire.
- The School administrator will collect the registers and visitors book, evacuation bag and take them to the assembly point being the wall outside the front-gate to flat. Exit the schools blue gates to the wall outside the front-gate to flat immediately to left.
- Staff should visually check each room as they pass through to their nearest exit to check that no one has been left behind, checking first through the glass viewing panel in each door to ensure it is safe to do so.
- Check any toilets that are passed on the way to the assembly point only if door handle is cold to touch on the back of hand.
- Evacuation chairs are placed at the top of each staircase.
- Fire equipment is provided on each floor. Fire equipment is to be used for safe evacuation only.
- The Acting Headteacher/person with responsibility will dial 999 to call the fire service. Other emergency services will be called if necessary.
- In the event of casualties, these will be looked after by the designated first aid persons.
- Any incidents will be recorded in the incident book.

Evacuation drills are carried out once a term. The first drill should be carried out as soon as early in the new academic year as possible so that all new students and staff are aware of the procedures.

The fire alarms are tested once a week by the Site Manager and records are kept in the School office. The Site Manager is responsible for reporting any defect and ensuring that they are repaired.

9. EMERGENCY PLAN

In the case of unsafe conditions, the Acting Headteacher or member of the SLT will arrange for evacuation of the area or lockdown of the building, having decided on the extent of the area to be evacuated or closed down.

In the event of an evacuation, initially those evacuated will assemble at the assembly point in Rectory Chambers and await further instructions. These may include assembling in another location e.g. The Hampshire School Chelsea. Having called the emergency services, the Acting Headteacher will contact the Trustees, Fardokht and parents (if time and if appropriate).

In the case of any evacuation, the Site Manager and/or Administrator must take out registers and the Grab Bag. This enables children and adults to be accounted for and parents and carers to be informed of the situation.

To assist the Fire Brigade, a plan of the school is given to them on arrival. This includes:

- Position of fire exits
- Position of firefighting equipment
- Main isolation valves/points
- Areas of high fire risk such as chemical stores, furniture and equipment stores such as gymnasium/sports hall stores.
- An indication as to whether asbestos is known to be present in the building or not.

In the event of a lockdown, staff will be informed to stay in place with their students and to use the keys to lock their doors. The emergency services will be contacted by the Acting Headteacher and will remain in contact with staff on Walkie Talkie. Staff will remain in the room they are in until the All Clear has been given.

10. COMMUNICATION AND DISSEMINATION

The contents of this document is communicated to all persons affected by it, (including staff, trade union, health and safety representatives, students, contractors and members of the community) by:

- Distribution of copies to members of staff
- Display on Health and Safety notice board
- Display on school website
- Drawing staffs' / students' / contractors' / community's attention to certain aspects verbally and /or in writing

It is part of the School's Induction Policy to ensure new members of staff, including support staff, are informed of matters concerning Health and Safety. It is the Site Manager's responsibility to advise contractors and those who let the premises occasionally. Organisations that may let the premises will be given a copy of this policy and the school recommends that potential regular users have an evacuation drill annually.

11. EMERGENCY CONTACT

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the School Office as soon as possible. Notification of any change to these details must be reported to the School Office. Every employee at the school has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed. A copy of all emergency contact information for children and staff is kept offsite with the clerk to the Trustees in the event of an emergency either offsite or which affects the school preventing access to contact information at school.

Were there ever to be a disaster or crisis affecting the staff and/or children of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress. The management of The School has in place a Crisis Management Plan agreed with Trustees and the School insurers.

12. TRAINING

The school ensures that all members of staff given duties within this document are trained and competent to do so. If training is required, the school ensures this is provided. Staff must take responsibility for attending training that is offered / provided. A record of training relating to this policy is kept in the School Fire Log

13. SCHOOL FIRE RISK ASSESSMENT

The school is audited annually for Fire Risk by Janjer Ltd. The findings in terms of the risk of fire are summarised in the Risk Assessments in the Fire Log.

14. MONITORING AND REVIEW

The school uses the monthly health and safety inspection process to monitor compliance with the detailed fire precautions set out in this document. Any problems should be addressed immediately and reported to the Trustees in the usual way.

The school reviews the suitability and effectiveness of the fire precautions arrangements detailed in this document at the annual health and safety audit and whenever there are significant changes to the workplace, and implement any recommended changes as soon as possible.

Fire Marshals

Introduction

The Acting Headteacher is appointed as the Fire Safety Coordinator at our School. She is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the Acting Headteacher, staff have been appointed Fire Marshals. Please refer to table at the end of this document.

Tasks

Fire marshals have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of children, staff and visitors in the fire assembly area
3. If there has been a false alarm the Acting Headteacher will decide when to silence all fire panels and re-enter the building.
4. To assist the fire safety co-ordinator (Acting Headteacher) by reporting faulty firefighting and fire detection equipment.
5. To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the school evacuation procedure is available in all key areas. There is one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at Frederick Hugh House is in full at the bottom of this document.

BOMB THREATS

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Trustees must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access

Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes

Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

Telephone Calls

These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said.

Fire and Bomb Alerts

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

PREVENTION OF ARSON

Arsonists in schools often start their first fires by chance. Perhaps they break into the school just for the hell of it. (“Let’s break into the school,” “yeah” – and the bravado and adrenaline take over).

There is no planning, no organisation. Having got inside, they can’t find too much to steal, they have matches in their pocket, they see the waste paper bin and they start a fire. It all happens by chance. This chance element in arson makes some people believe that arson is the hardest of all the security risks to control.

With the number attacks on schools rising rapidly and the number of large fires also rising fast, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the school a good chance of preventing the fires.

Because it seems to be easy, because they don’t get caught, because of the thrill they get from the adrenaline rush, because the school seems powerless to do anything about the problem, the arsonists do it again – which is why school fires come in cycles.

Larger scale attacks – a serious attempt to burn the whole school down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in schools.

Arsonists do not normally bring the method of starting the fire into the school – they are reliant on finding scrap paper, etc., in the school to start the fire. There are few instances of arsonists seemingly tearing up books etc. in order to create the blaze – they look for loose paper on desks, in waste bins, etc.

The school policy on arson prevention is therefore:

- As far as is practicable flammable materials are locked away.
- All waste bins are emptied.
- The Acting Headteacher makes occasional unannounced checks that the procedure is being adhered to.

Appointments

The following personnel are appointed as Fire Marshals:

Name	Training completed	Update required by
Alan Simons	24/03/2016	24/04/2019
Alan SIMONS	24/03/2016	24/04/2019
Jamie ARMSTRONG	03/11/2016	03/11/2019
Andreja STEFULJ	24/03/2016	24/03/2019
Alex HEGGIE	24/03/2016	24/03/2019
Ciara STORAN	24/03/2016	24/03/2019
Cherelle ALLEN	24/03/2016	24/03/2019
Courtney KIRK	24/03/2016	24/03/2019
Katie HILL	24/03/2016	24/03/2019
Kati BAUKO	04/08/2014	04/08/2017
Kristen DOBBINS	24/03/2016	24/03/2019
Lindsay ROBERTS	24/03/2016	24/03/2019
Marije PETERS	24/03/2016	24/03/2019
Maeve MCDONNELL	24/03/2016	24/03/2019
Melanie De POUQUEVILLE	24/03/2016	24/03/2019
Samantha SPARG	24/03/2016	24/03/2019

(In the holidays the function will rest with the Acting Headteacher when she is on site or another delegated person).

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- a. **General introduction.** With only a small numbers of people likely to be effected it is relatively easy to keep risk management under continual review.
- b. **Sources of ignition.** The number of sources of ignition are relatively few, hot surfaces are few – kitchen (well managed), electrical sockets etc. are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks – contractors are supervised by school staff.
- c. **Sources of fuel.** With the exception of the Acting Headteacher’s accommodation, there are no fitted connections to the gas supply. The heating is controlled through electrically powered air conditioned units.
- d. **Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are no stored oxygen containers on site. All doors are fire doors and must not be wedged open.

2. People at risk.

- a. **By day.** By day the numbers fluctuate and although at this stage we are a very small school with a high staff ratio there are often external people using the school, this includes the Local Authority, professional bodies, the Diocese and others for continuing professional development. Therefore, although we have 12 children on roll, there could be occasions when there are up to 20 children and 30 adults on the premises.
- b. **By night.** At night there is nobody in the school but the Acting Headteacher’s accommodation forms part of the premises and she along with her 2 children reside there full-time.
- c. **During holidays.** During the holiday periods there could again be occasions when the school is used for activities and continuing professional development but these numbers are low, but, the Acting Headteacher’s accommodation is still in use.
- d. **People especially at risk.** All pupils have learning difficulties so our policy is written with regards to their needs. Some pupils have a physical disability so we have written and discussed at fire training their Personal Emergency Evacuation Procedure (PEEP), which are updated annually by the school Physiotherapist and Occupational Therapist.

Evaluation of risk.

- e. **Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are few ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the school premises or the entrance area. Electrical equipment is inspected regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the school.
- f. **Evaluation of risk to people from fire.** Risk to people from fire is low.
- g. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
- h. **Reduction of risk to people.**

- i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting, warning bells and a sprinkler system.
 - ii. **Fire fighting.** All staff are trained fire marshals and have practise with fire extinguishers. Although the school policy is not to fight fire unless it is to ensure a safe evacuation.
 - iii. **Fire Marshals.** All fire marshals will receive annual training.
 - iv. **Escape routes.** The school follows the principal that main escape routes are all signed.
 - v. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
3. **Records and Review.** The Acting Headteacher as the Responsible Person plans, implements, monitors and reviews the fire safety policy. She is responsible for record keeping and maintaining the emergency evacuation and liaison with other interested parties.