

Pathways School

Fire Safety Policy

Policy Monitoring

This policy was written: 30/08/21

Date agreed and ratified by Trustees: 16/11/21

Date of next review: June 2022

This policy will be reviewed at least annually, and following any concerns and/or updates to national/local guidance or procedures

1. Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all staff and volunteers to have read and understood this policy and procedure.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the students, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

2. Links to other school policies and practices

- Pathways School Fire Safety Manual
- Health and Safety Policy
- Risk Assessment Policy

3. Fire Risk Assessments

A fire risk assessment will be carried out by the Headteacher

The risk assessment:

- Identifies any person especially at risk in a case of fire, e.g., a person with a disability, and make plans to include their safe evacuation;
- Reviews the evacuation plan and each room's instructions for this;
- Analyses the previous years' records of fire drills and trainings;
- Ensures the provision of adequate training;
- Reviews the provision of instruction to students or visitors to the building.

The Risk Assessment will be reviewed annually or more frequently if there are significant changes to the site or members of the school community.

4. Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the Fire Logbook. All members of staff will receive refresher training every 12 months. Students will be trained on admission to the school and on an ongoing basis. Visitors will be given instructions at the beginning of their attendance.

5. Fire Drills

Fire drills will be carried out at least once a term. This will include a simulated evacuation drill. When a fire drill is held, it will be recorded in the fire logbook.

6. Testing of the Fire Alarm System

The fire alarm system will be tested weekly by the Headteacher. Each alarm point is numbered, and a different number will be tested each week and recorded in the Fire Logbook.

7. Emergency Lighting

The emergency lighting will be tested each week by the Headteacher and recorded in the Fire Logbook.

8. Emergency Exits

All emergency exits are to be always kept clear and free from obstruction and weekly checks are made by Headteacher and recorded in the Fire Logbook.

9. General Fire Safety

All staff will make it their responsibility to ensure:

- The entrance/exit doors are unlocked when the first person arrives. The Headteacher is responsible for locking up at the end of school;
- Fire doors are not to be propped open;
- Tops and fronts of heaters are kept clear;
- There is a minimum of 1 metre clearance to the routes of exit doors;
- Displays, where possible, are not above heaters, and if this is unavoidable, they are securely fixed;
- Combustible materials (paper, card, fabrics etc) are not stored near sockets or lights;
- Unnecessary lights or unused electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are switched off and where possible unplugged;
- All electrical items, plugs and cables are checked each year.

10. Smoking

Smoking is prohibited in or around the school.

11. Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass;
2. Call the fire brigade by dialling 999;
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school;
4. Attempt to extinguish the fire with the nearest suitable fire appliance (Staff must be aware that there are different extinguishers for different fires). Do not attempt if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors and windows;
2. Proceed to your assembly point.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer;
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire;
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary;
2. The nearest fire alarm point;
3. The nearest fire appliance and how it should be used;
4. The assembly point.

Safe Evacuation Procedures



Staff escort all students from the building without hesitation and leaving behind all belongings. A member of the management will check all areas of the school, take out the register and visitors log and close windows and doors if possible. Teachers will take responsibility for their students. If a small group of students are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.

Assembly Point

The Assembly point is in the playground at the northern edge of the site away from the building. Teachers will wait with their students.

Any missing student or member of staff will be reported to the Headteacher. If the playground is no longer deemed safe, the assembly point will be the front of the school on Shrewsbury Avenue.

Once the building is declared to be safe, staff and students will re-enter the building.

	Name	Signature	Date
Chair of Trustees	Saima Ali Majid		16/11/21
Headteacher	David Haswell		16/11/21

Review Date	June 2022
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