



## GREENFIELD SCHOOL

### **Policy for Fire Safety 2023-2024**

This document is a statement of the aims, principles and strategies for Fire Safety at Greenfield School.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Greenfield School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### 1. ROLE OF THE SCHOOL FIRE SAFETY MANAGEMENT

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT
- The fire safety policy is promulgated to the entire school community
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire
- Records are kept of the fire induction training given to new staff and pupils
- Procedures for emergency evacuation are regularly tested and lessons absorbed
- Fire risk assessments are reviewed and updated at least on an annual basis
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired

#### 2. EMERGENCY EVACUATION NOTICE

An emergency evacuation notice is displayed by the door of every room in school:

1. Operate the nearest fire alarm
2. Where possible, shut all windows
3. Leave the building by the nearest exit
4. Report to the Assembly Point on the Playground

Greenfield School operates a whole site evacuation in the event of an alarm being sounded in any building. If a member of staff is responsible for a class, you should make them leave quietly with you. No one should talk or run. Make your way to the evacuation assembly point on the playground.

Children in Little School who cannot walk will be placed in the evacuation trolley and the other children will be attached to an evacuation rope.

No-one should take anything with them when leaving the building apart from the emergency grab bag.

The School Office will summon the Emergency Services if the alarm sounds.

Staff will tick children off against a register provided. Any children missing must be reported to the Bursar or Deputy Head who will inform the Fire Brigade.

On no account should anyone return to any building until given permission by the Fire and Emergency Services.

Remain at the assembly point until the all clear is given.

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## PART 2: FIRE SAFETY PROCEDURES

### 1) BRIEFING NEW STAFF AND PUPILS

All new staff and all new pupils are given a briefing on the school's emergency evacuation procedures as part of their induction to Greenfield School. They will be shown where the emergency exits are, the escape routes (with appropriate signage), and a walk through to the outside assembly point.

'Grab Bags' containing a small first aid kit and foil blankets and a hi-vis vest are located in Reception and taken to the Assembly Point by the School Office. Fire Marshals are to wear hi-vis vests so they are obvious points of contact for children, staff and Emergency Services personnel.

The safe evacuation of everyone is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training to all staff biennially (with the most recent training taking place in the Summer Term 2023). This will include the basic use of fire extinguishers. Staff that join intermittently will be required to complete training online. No one should attempt to use a fire extinguisher before they have been trained in its use.

### 2) SUMMONING THE FIRE BRIGADE

The School Office is covered between 8.00am and 5.30pm during weekdays in term-time and between 8am and 4.30pm during school holidays apart from the Christmas shutdown and bank holidays.

There are two master panels that show the location of all the alarm call points on the networked alarm system in the school building. These are located in Little School and in the Main Reception.

The Fire Alarms in Martinsyde and Forest School are not currently connected to system in the Main School Building. The Main School Building does, however, have external sounders which can be heard around the site.

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services. The Bursar must be informed immediately so that effective liaison takes place with the Emergency Services.

### 3) VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency exits and escape routes and are shown the way to the Assembly Point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement will be made by a member of SLT advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

### 4) DISABLED STAFF, PUPILS OR VISITORS

If a pupil or member of staff sustains an injury which means their mobility is compromised, such as a leg break causing the person to be on crutches, the school must complete a PEEP (Personal Emergency Evacuation Plan) to ensure they can be catered for on-site and that specific staff are assigned to help the injured person in the event of an Emergency Evacuation. The completed PEEP must be submitted to the Deputy Head and Bursar for review before allowing the pupil or member of staff to continue to attend the school.

There are refuge points on the first floor of the building. Any member of staff, pupil or visitor who is unable to evacuate down stairs should be directed to one of the three safe refuges on the first floor. There they can communicate with the main fire panel or, alternatively, staff should assist with safe evacuation where this is possible.

As a general rule when the fire alarm is sounded, it is the responsibility of the Teacher of a pupil who may not understand (or be able to respond appropriately to) verbal instructions, to guide them to the assembly point.

### 5) RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar or Deputy Head. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

### 6) EVACUATION PRACTICE

We hold evacuation drills every term at Greenfield School. This is combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire.

### 7) FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Greenfield School:

#### a) Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional

advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. All stairs, passages and emergency exits are illuminated by emergency lighting.

- There are two master panels for the alarm system (located in Little School and Main Reception) and shows the location of a fire. They are fitted with an uninterrupted power supply (UPS).
- Keeping fire routes and exits clear at all times. The Estates Team responsible for unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lighting works, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Estates Manager, who in conjunction with the Bursar, also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Termly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- Records of all tests are kept in a file in the Estate Manager's office.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed next to the entrance of the building.
- The Kitchen is fitted with heat alarms and smoke detectors.

b) Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular (annual) portable appliance testing takes place.
- Records of all tests are kept in the Estates Manager's office.
- The Estates team check that all scientific and DT equipment is switched off at the end of the school day.
- The Estates team checks that all computers (except the email server and file server), projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

c) Lightning Protection

- All earthing conforms to BS 6651-1999. It is tested every 5 years by a specialist contractor. Records of all tests are kept in the Estates Manager's office.

d) Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Manager's office.
- All kitchen equipment (barring refrigeration units) are switched off at the end of service.

e) Safe Storage

- Any inflammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

f) Rubbish and Combustible Materials

- Any inflammable rubbish will be stored away from buildings in the secured rubbish compound.
- Any combustible materials used in teaching, catering, maintenance, grounds and caretaking will be stored in flame proof cupboards.

8) LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the School's fire safety policy and procedures. The Bursar or Estates Manager is always on call when the school is let or hired for an outside function or event.

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PART 3: FIRE RISK ASSESSMENT

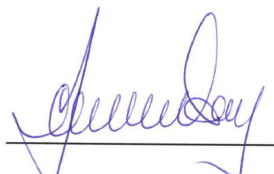
The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard 5 X 5 Risk Assessment Matrix for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2012. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At Greenfield School, we use simple line diagrams to supplement the grids.

Greenfield School has a professional Fire Risk Assessment which is updated every 2 years, or more frequently if significant changes are made to the interior of buildings, or new buildings are added. An internal Risk Assessment will be undertaken in the interim years by the Responsible Person.

Copies of Greenfield School's fire risk assessments are available for staff to read. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.



Chair

Chair of the Board of Governors  
May 2023

Next Review Date: May 2024