



# **Fire Safety Policy**

*This policy was approved at a meeting of the Governing Board on:  
16 June, 2022*

**(Policy to be reviewed biennially)**

**Next review date – Summer term, 2024**

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## INTRODUCTION

The safety of students, staff and visitors is of paramount importance to Riverside School, and is given appropriate attention by management, to reflect this. It is our aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

Riverside School recognises and accepts our statutory responsibilities as an institution as defined in the relevant fire safety legislation. We will take all steps reasonably practicable, to secure the safety of everyone within our premises, together with that of other relevant persons by taking general fire precautions to make our premises safe. We recognise and accept a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

This guidance has been prepared to comply with statutory requirements contained in the Fire Precautions [workplace] Regulations 1997 [as amended], The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (fire Safety) order 2005.

Staff and Riverside's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within this document. Further clarification can be obtained from the Campus Facilities Manager and Riverside headteacher with responsibility for Health and Safety,

Riverside School will take steps which are reasonably practicable and within our power, to meet our responsibilities, paying particular attention to:

- Establishing and managing a fire risk assessment framework, to apply to all of our premises and workplaces;
- Managing and maintaining our premises so as to adequately control the risk from fire;
- Maintaining adequate fire precautions, with reference to:
  - Means of detection and giving warning of fire
  - Provision of means of escape
  - Means of fighting fire
  - Training of staff
- Providing safe systems of work, based on risk assessment, to minimise the risk of fire;
- Providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
- Keeping suitable and sufficient records;
- Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met.

## 1. AIMS OF THE POLICY

- To ensure that all who work or attend Riverside School know what to do in the event of a fire. The same procedure will also apply in the event of any other emergency where evacuation is required.
  - To ensure that all people within Riverside School, students and staff including supply staff, visitors, contractors or other workers are safely evacuated in the event of an emergency.
  - To form a basis of staff awareness/training
  - To form the basis of records of all fire safety inspections, tests, training and drills that are carried out.
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## 2. PREMISES EVACUATION

### MAIN SCHOOL BUILDING EVACUATION

#### IMMEDIATE ACTIONS FOR STAFF WHEN ALARM SOUNDS (March 2020)

1. **Fire Wardens (Headteacher and Campus Facilities Manager) hold overall responsibility.**
2. **All adults, (other than Clearance Staff who have area room-checking responsibilities), supervise students to exit immediately from each floor according to the Exit Route Maps displayed throughout the building.**
3. Evacuation from the **Ground Floor** is through Ground Floor classrooms or the playground doors (*in the case of wheelchair-users see below and accompanying information page*).
4. Evacuation from the **1<sup>st</sup> Floor** for ambulant students is via the Roof Garden or Sports Terrace external steps, (*exit gates open automatically with the access control overridden*).
5. **Wheelchair evacuation from the First Floor** (*using evac chairs and sleds*) – this procedure follows the Exit Route Map Wheelchair Routes: **Route 1 is the default exit**, but if blocked staff will exit via **Route 2**, which if also blocked, **Route 3** will be used. The Headteacher, Deputies or Team Leaders will announce which route is to be used, depending on a message received from site staff as to the location of the fire/incident.
6. **All adults and students file** through the playground to the rear exit gate, (an FB1 padlock), and muster for roll-call between the Bike Shed and the Sports Hall.  
**The only exceptions to this flow are:**
  - (a) Anyone in the **Reception area** exits through the Woodside door and congregates by the right-hand side of the Astro turf for roll-call.
  - (b) Agreed emergency exit routes are used in all cases except in the unlikely event of finding that **a fire blocks the way**, in which case the nearest alternative exit route should be used, (all are signposted), leading to the same Muster Point
7. **If the headteacher or deputies or SMT have confirmed evidence that a student has been observed setting off the alarm they will blow a whistle to instruct a return to the building.**

8. **CLEARANCE STAFF: AREAS TO CHECK FOR ANYONE REMAINING BEHIND:**

**TA FROM 2B**

Roof Garden corridor, toilets, playground + classrooms 3B/3C/2B/2A/3A

**1<sup>ST</sup> FLOOR DEPUTY (or 1C TA IN ABSENCE DEPUTY)**

Specialist Rooms - Art, Music, Food Tech, toilets + corridor classrooms 2E/1B

**HEADTEACHER (or THERAPISTS IN ABSENCE OF HEAD)**

Admin Office, toilets, Therapists' Office, Physio Room + Resource Rooms

**GROUND FLOOR DEPUTY (or COVER COORDINATOR IN ABSENCE OF DEPUTY)**

Toilets, Hall & Hall Annexe, Workshop, 4B/4C

**TA FROM 1A**

Sports Terrace, Library, toilets + corridor classrooms 2C/1A/1C/1D

**TA FROM 4B**

Hydro Pool, toilets + corridor classrooms 4B/3D/2D

**OTHER IMPORTANT MAIN SCHOOL INSTRUCTIONS AND INFORMATION**

1. **Staff/students should not stop for coats, bags or any other possessions.**
2. **Staff/students should not return to the building unless instructed to by SMT.**
3. **Individual students who have been identified as presenting an evacuation challenge will have additional adults allocated to them by prior agreement via their Behaviour Programme.**
4. **The first senior member of staff to arrive at the playground exit gate remains at the gate supervising.**
5. **TA Clearance Staff will sweep the rooms in their area for any students or staff who may not yet have exited.**
9. **Wheelchair evacuation from the First Floor (using evac chairs and sleds) – this procedure follows the Exit Route Map Wheelchair Routes: Route 1 is the default exit, but if blocked staff will exit via Route 2, which if also blocked, Route 3 will be used. The Headteacher, Deputies or Team Leaders will announce which route is to be used, depending on a message received from site staff as to the location of the fire/incident.**
6. **Office staff will bring the register print-out for the day to the Muster Point and hand them to classteachers for their roll-call, (unless the alarm goes in the periods 9.00–9.30 am or 1.15–1.30 pm in which case class staff will know which students are in). Office staff will also bring the Visitors' Book and the Off-site Visits Book.**
7. **Wheelchair-users on the Ground Floor who may be out of their wheelchairs on the floor- at the time of the alarm sounding these students should be taken out of the building using the specialist drag-blankets provided in classrooms and in the Hydro Pool.**
8. **Any ambulant students swimming or showering in the Hydro Pool should put on a dressing gown and sandals, (provided on hooks in the Pool area), as they leave the area.**

9. **All the above arrangements for the evacuation of the building apply to all times of the day, including during start and end of day transport loading times, and after-school clubs.**
10. **All staff should carry FB1 padlock keys at all times** in order to be able to unlock the rear playground gate for any reason, including during building evacuation drills.
11. **The Site Management Team** have responsibility for regularly inspecting the school premises with a view to identifying faults, potential problems and hazards in relation to the evacuation of the building. In addition, safety tours are carried out regularly by the **School Site Log Team** (Headteacher, Bursar, Safety Governor and Unison rep).
12. Full details of the school's fire protection arrangements can be found in the school's **Fire Safety Policy** which is regularly reviewed by governors.
13. Records of all fire drills are kept for inspection by the **Campus Facilities Manager**.

### **LEARNING CENTRE - IMMEDIATE ACTIONS WHEN ALARM SOUNDS**

1. All adults supervise students to exit immediately according to the flow charts displayed within the building (ie down the Fire Exit stairs).
2. Any wheelchair users are taken down the stairs in evacuation chairs. At the foot of the stairs they are put into one of the emergency wheelchairs stored there.
3. All adults and students file along the external alleyway towards the Woodside car park. The gate is opened by staff with their FB1 padlock key, and all proceed through the gate to the Metropolitan land muster point (same FB1 key).

### **OTHER IMPORTANT LEARNING CENTRE INSTRUCTIONS AND INFORMATION**

1. No one should stop for coats, bags or any other possessions. No one should return to the building unless instructed to by a senior member of staff
2. Individual students who have been identified as presenting an evacuation challenge will have additional adults allocated to them by prior agreement via their Behaviour Programme.
3. The first senior member of staff to arrive at the alleyway exit gate remains at the gate supervising. Other senior staff and site managers will sweep the building and check alarm points according to their judgement.
4. Nominated staff will bring the daily register print-out and the Visitors' Book and the Off-site Visits Book to the Muster Point.
5. Any wheelchair users who may be in the Learning Centre at the time of an evacuation will be taken down the stairs in evacuation chairs. In the lobby they will be seated in the spare wheelchairs and join the ambulant exiting group.
6. All the above arrangements for the evacuation of the building apply to all times of the day, including during start and end of day transport loading times, and after-school clubs.
7. All staff carry FB1 padlock keys, (access control disengages when alarm sounds).

## SUMMARY OF ACTIONS ON HEARING ALARM

- All staff/adults, students and visitors evacuate the building, go through the playground to the muster point on the Woodside Sports Hall path where registers are taken.
- The Campus Facilities Manager contacts the Fire Brigade.
- Fire Marshalls and Clearance Staff confirm that the building is all-clear.
- All staff/adults, students and visitors remain at the muster point until instructed by the Headteacher/Deputies that it is safe to return to the building.

## ROLES AND RESPONSIBILITIES

<b>Head teacher/Deputy Headteachers</b>	<ul style="list-style-type: none"><li>• Has overall control</li><li>• Oversees evacuation of buildings</li><li>• Gives the all-clear to return to the buildings</li></ul>
<b>Campus Facilities Manager / Site Team</b>	<ul style="list-style-type: none"><li>• Isolates fire location from electronic panel and informs headteacher.</li><li>• Calls and liaises with the Fire Brigade if appropriate.</li><li>• The remaining site team is deployed by the Campus Manager as deemed appropriate.</li></ul>
<b>Receptionist</b>	<ul style="list-style-type: none"><li>• Evacuates the reception area and ensures that any waiting visitors make their way safely to the Astroturf Assembly Point.</li></ul>

## Means of escape

The means of escape are adequate for the size of the premises and the numbers of people using them, and can be found on the Evacuation Plans.

A weekly inspection is carried out to ensure that:

- All doors, which are required for means of escape from any part of the premises, are operable and easily openable.
- All means of escape routes, including staircases, corridors, doorways, are checked to ensure that they are free from obstruction. No doors are secured by locks or bolts, but two first floor terrace gates are secured by FB1 padlocks. All staff carry FB1 keys, and Riverside's Site Manager regularly checks efficacy of the locks.
- All self-closing devices fitted to doors are effective in operation and close the doors correctly against the rebates or frame. Fire doors are not wedged open.
- All doors fitted with automatic door closer or door release mechanisms are tested in conjunction with tests for the fire alarm system over the three monthly periods.
- All walls, doors, floors and glazing, which are required to be fire resisting are inspected to ensure that the fire resistance is being maintained eg no holes in walls and floors, no glazing is broken, doors are not damaged etc.
- Corridors for escape purposes do not have flammable displays i.e. picture and poster displays have been sprayed with suitable fire-retardants..
- Satisfactory tests are recorded on monthly test sheets and contractors service sheets

## **Emergency lighting**

- An emergency lighting system has been installed and tested in accordance with British Standard 5266 Emergency lighting. [Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.] The Campus Manager must ensure this system is tested every month.

### **Procedure for checking the Emergency Lighting:**

#### ***Daily Inspection***

- Check to ensure that every lamp in a maintained system is lit.

#### ***Monthly inspection***

- The main control or indicating panel of each battery system or engine driven generator plant should be checked to ensure that normal operation is indicated.
- Independent units should be tested with a fish key
- Faults noted should be recorded in this log along with the appropriate action taken.
- Satisfactory tests are recorded monthly test sheets, And contractors service sheets.

#### ***Additional Inspection and Tests***

- The periodic and annual tests should be carried out by a competent electrical engineer in accordance with British Standard 5266: Emergency lighting. Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.

**NOTE:** Any change of the internal décor of a premise can substantially alter the illuminance levels of emergency lighting systems. The Fire Authority will be consulted for advice prior to any substantial colour changes.

## **Fire alarm**

- The electronic fire alarm has been installed and tested in accordance with British Standard 5839 Part 1 Fire detection and alarm systems for buildings. Code of practice for system design, installation and servicing. The alarm sound is a continuous sound which is easily recognised. The change of class alarm is intermittent buzzer so that the two cannot be confused.
- The fire alarms between Riverside School and Woodside High School are linked. In the event of the fire alarm being activated in Woodside there will a five minute delay before the fire alarm activates in Riverside. The site staff and Woodside's fire marshals will investigate the fire alarm activation and if it is found that there is a fire will evacuate Woodside as well. If the fire alarms are not attended within five minutes the alarm in Riverside will activate.
- The alarms are tested every week on both sites. The alarms are initiated from different call points each week to ensure their correct functioning. All call points should be tested every 13 weeks so that they are all tested on a termly basis. The Campus Manager keeps test records.

#### **The aims of the tests are:**

- To test the system.
- To ensure the fire alarm (sounders) covers all buildings.
- To ensure the alarm can be heard by everyone throughout the buildings.
- To familiarise staff, pupils and visitors with the sound of the alarm.
- To ensure that fire doors held open on magnetic catches close adequately.

### **Procedures in the event of fire alarm system failure:**

- In the event of the fire alarm systems failing the Riverside School's wardens/marshals will sweep the buildings for signs of fire at 30 minute intervals whilst the building is in use.
- If a fire is discovered the fire wardens will notify the Headteacher or Deputy and the Campus Facilities Manager to contact the fire brigade and notify staff in their designated areas
- All fire wardens and marshals will then ensure the buildings have been evacuated following normal evacuation procedures
- Fire wardens should then proceed to their designated safe area on the assembly points on each site to help to prevent anyone re-entering any of the buildings.

### **Fire routine and training**

A fire routine has been formulated and annual training is given in accordance with employee's specific responsibilities. This will vary from a visitor being told of how to act should the fire alarm be operated whilst they are on the premises to people being shown the action to take in case of fire or the use of fire extinguishers.

### **Fire-fighting equipment**

Extinguishers are supplied and tested in accordance with British Standard 5306 Part 3 Fire Extinguishing Installations and Equipment on premises. Maintenance of portable fire extinguishers: Code of practice and BS 5306 Part 8: Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers. This requires a 13A-rating extinguisher for every 200 sq.m. of floor area plus extinguishers for special risks i.e. Co2 extinguishers for computer rooms. 9-ltr water or 3-ltr special foam can achieve a 13A rating.

### **Sprinkler System**

There are sprinkler systems fitted to both sites.. The systems are tested monthly in accordance with manufacturers Instructions. Servicing by the installers is carried out every six months.

### **Suitable for Purpose certificate.**

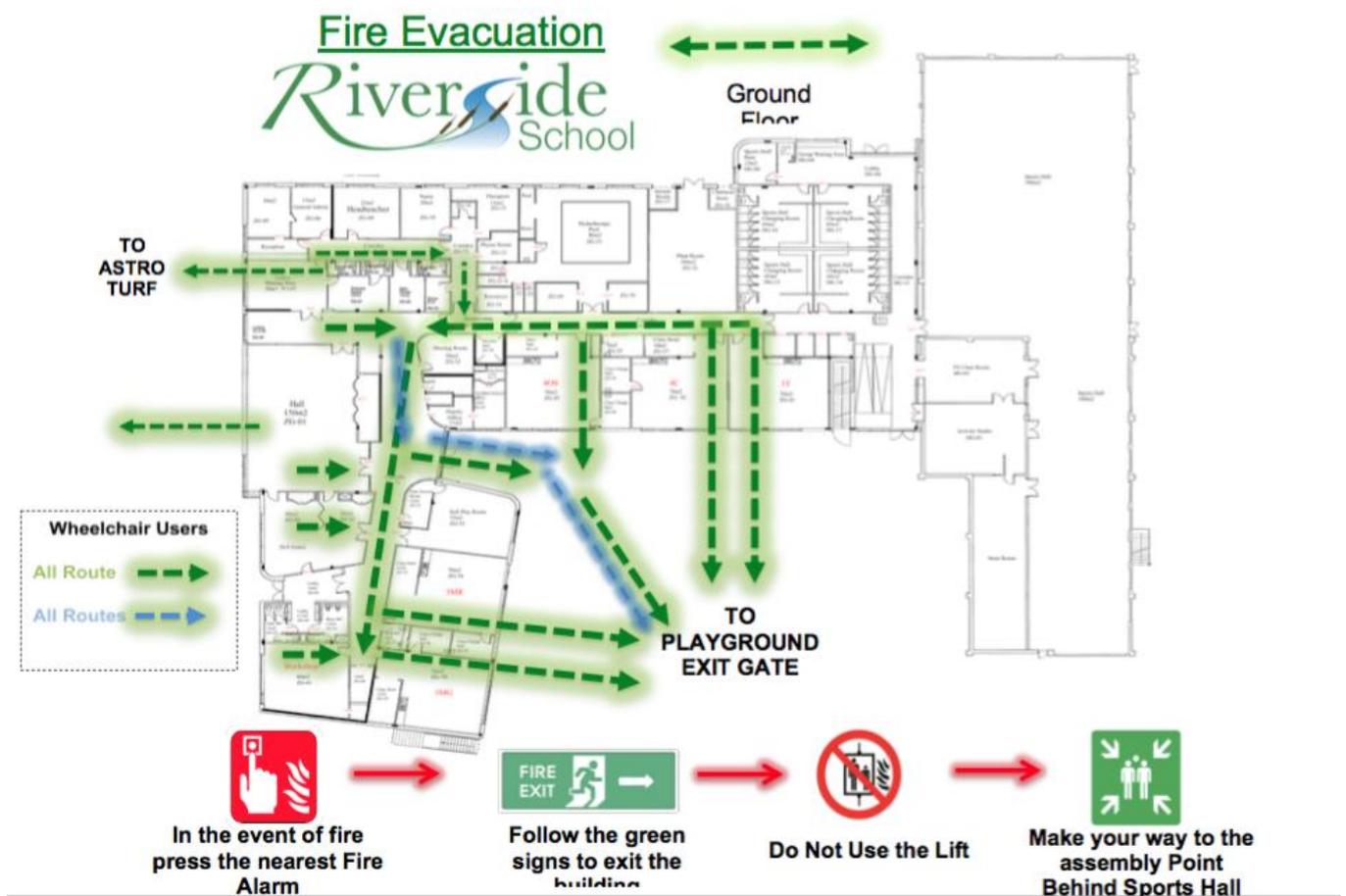
Whenever any work is carried out it is necessary for the 'employer' to have a record. When servicing of the fire alarm, emergency lighting and fire-fighting equipment is carried out it is important that the engineer states not only what work has been carried out, but also whether the system is suitable for its intended purpose. A worksheet stating what work has been done does not necessarily mean that the system as whole is suitable for its intended purpose.

### 3. FIRE PLANS

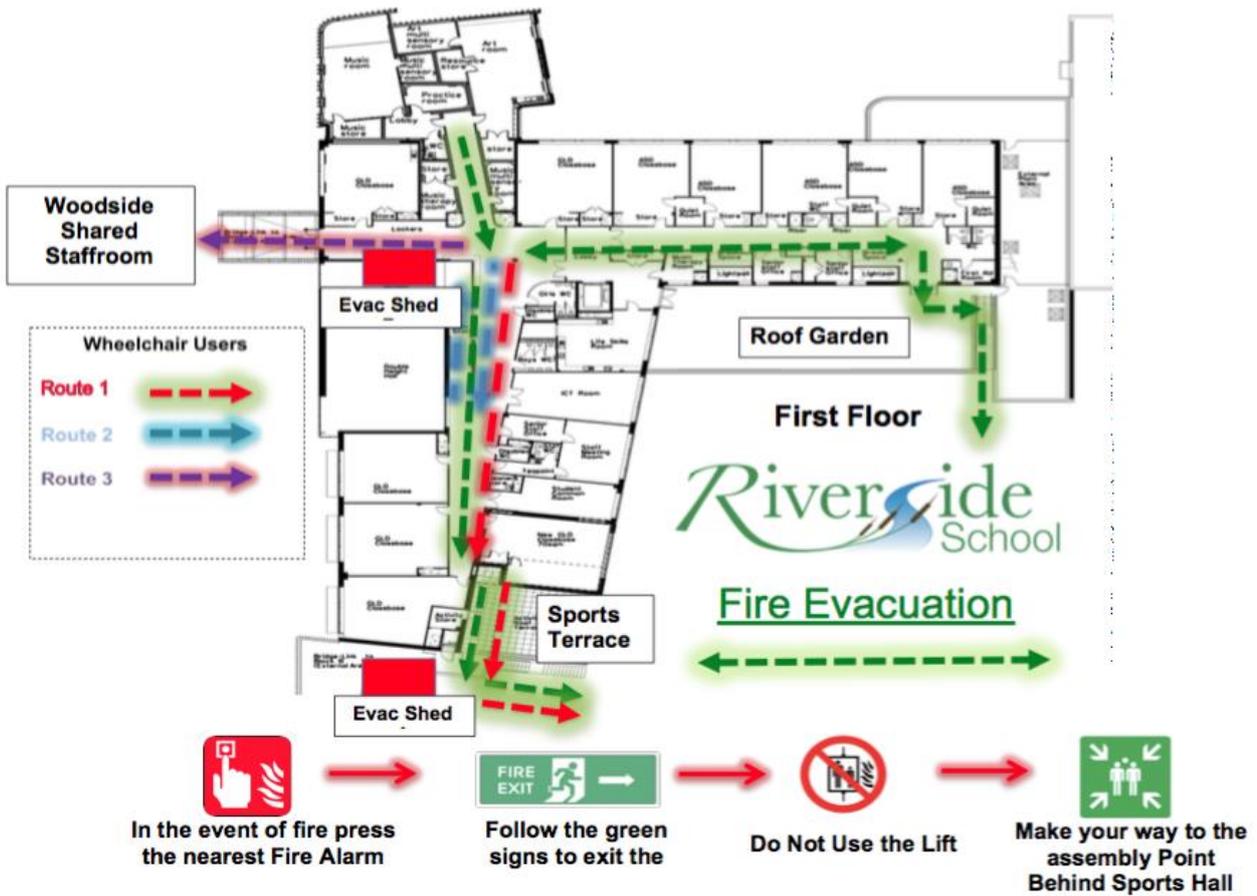
4x floor maps follow below, marked with the means of escape:

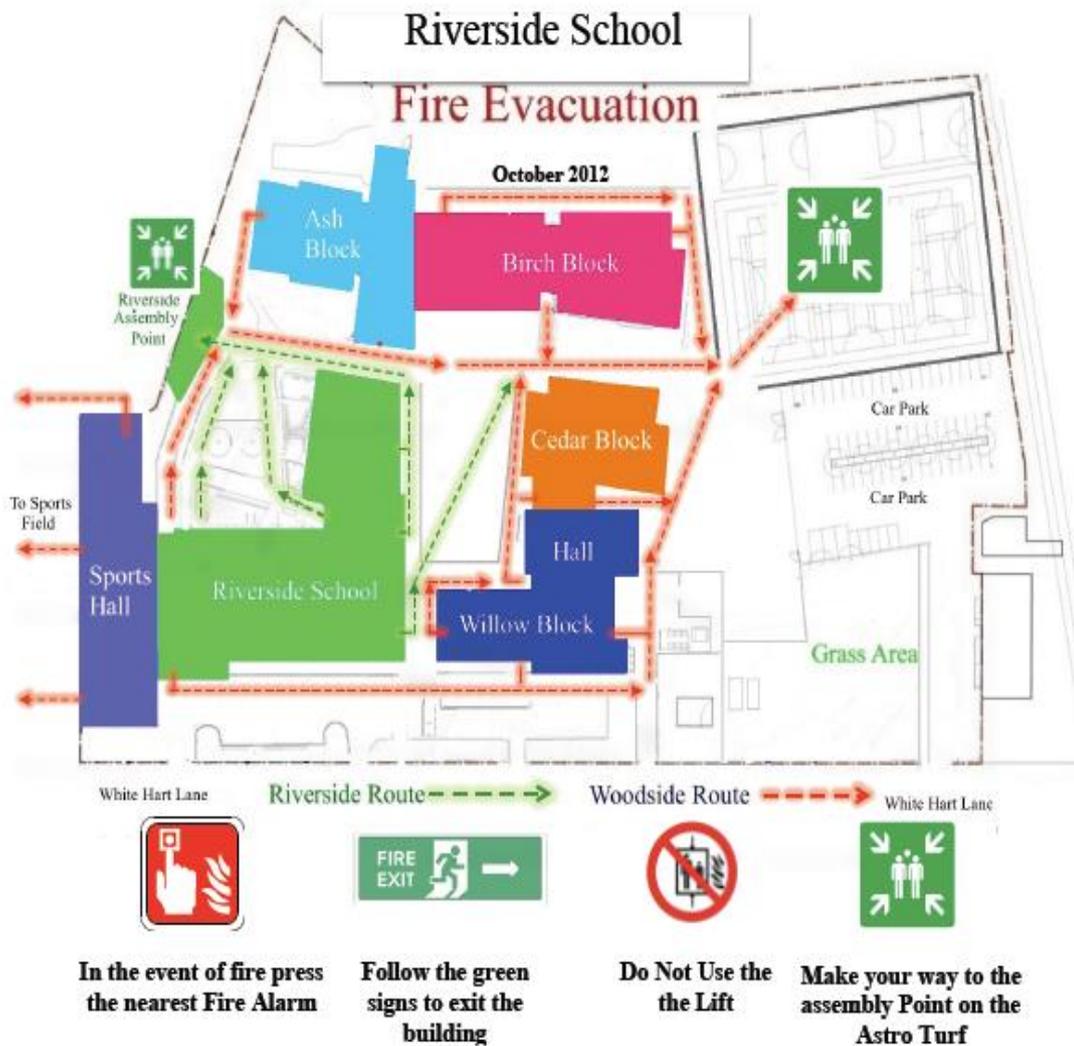
- MAIN SCHOOL - GROUND FLOOR & FIRST FLOOR
- WHOLE CAMPUS
- LEARNING CENTRE

#### GROUND FLOOR



## FIRST FLOOR





Learning Centre



**Responsibilities**

***Maintaining the fire log:***

The Fire Log will be maintained by:

Name:     **Derek Martin**    

Position:     **Campus Manager**    

         Signature

When this person is on leave or unable to maintain the log it will be maintained by:

Deputy to named person: (this may be the named person’s manager)

Name:     **Sam Frempong**    

Position:     **Riverside Site Manager**    

Any faults will be passed to the Campus Facilities Manager

Tel Number **07515851673 or 07949098702**

The Campus Facilities Manager / Headteacher will arrange for repairs to be carried out

***Checking the fire log***

The Fire Log will be checked monthly by the Campus Facilities Manager, and by the Headteacher on request

Name     **Martin Doyle**    

Position     **Headteacher**    

If the named person is absent the Fire Log will be checked by:

Name     **Kelly Whiting**    

Position     **Deputy Headteacher**    

***Calling the fire service:***

Person designated to call the fire service during school hours (08:00 – 16:00):

Name     **Derek Martin**

Position: **Campus Facilities Manager**

When this person is on leave or otherwise unable to call the fire service the deputy to the designated person will call the fire service:

*Deputy to designated person:*

Name: **Sam Frempong**

Position: **Riverside Site Manager**

Outside of school hours the Site Manager in charge of the premises will call the fire service.

### **Fault rectification**

Any urgent fault, which has not been rectified in the appropriate time, will be notified to the Campus Manager/ Site Team

### **Meeting to review fire safety**

There will be a meeting between the Headteacher and the Campus Facilities Manager in the last week of each term to discuss any fire matters particularly any which will be rectified during the holidays.

### **Fire drills**

Fire drills carried out during school hours will be arranged and recorded by the Campus Facilities Manager. The Campus Manager is responsible for ensuring that fire drills are carried out outside of school hours for the benefit of staff, such as cleaners, who do not work during school hours

### **Duties of Campus Facilities Manager/Duty Site Managers designated to call the fire service**

- 1 On hearing the alarm stop visitors entering the building
- 2 Call the Fire Service by dialling 999, with the following message:  
“Fire at.....”  
**Riverside School**  
**White Hart Lane , Wood Green,**  
**London N22 5QJ**
- 3 Operate the Security gates to allow fire service access
- 4 If the fire is near the reception ring the Fire Service from a place of safety.
- 5 Put on their fire high visibility vests.
- 5 Collect the visitors’ book and present it to the headteacher at the assembly point then remain there.
- 7 Ensure that people do not re-enter the building until given permission by the Head teacher who will be advised by the senior fire officer present.

## **Duties of Headteacher or Deputy**

- Oversee the complete evacuation of the building, including office staff, checking that they have brought class registers for completion at the muster point.
  - Prevent reoccupation of the building.
  - When the Fire Service arrives, liaise with them as to the extent and position of the fire.
  - When the fire is under control, arrange for the building to be reoccupied.
  - Receive the Campus Manager's reports of the evacuation of the building and any other key information.
- **In many cases the alarm panel will give a read-out of the alarm activated**  
- **The panel should not be reset until after the area has been searched for signs of fire because once reset there will be no record of the activated point.**

*The Headteacher or Deputies must ensure that the premises satisfy all requirements for the safety of personnel before reoccupation of the building takes place.*

## **Fire Investigation**

After any incident the Headteacher will discuss the fire with the Fire Service Officer to establish the damage and cause, and arrange if necessary an independent fire investigation so that lessons can be learned and remedial action taken.

## **Fire Evacuation Procedures Outside School Hours**

It is essential that whenever a school is occupied out of school hours that a fire procedure is in force. This will be similar to the procedure during school hours but will not normally have the benefit of regular disciplined staff, and this must be taken into account in the letting procedure.

Particular attention should be given to the areas to be occupied by the visitors for example it may be that the computer room is let for a computer club. It is essential that the means of escape from this room remain effective i.e. if there are normally two exit routes from this room there are still two exit routes although much of the school remains closed.

When preparing the school for occupation for third party use therefore it is essential that adequate means of escape are maintained for the part of the building that is in use. If necessary a written procedure should be prepared explaining what doors to keep open when the building is in use out side of normal school hours.

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# Riverside School

## Emergency / Fire Evacuation Procedures (Outside Core Hours)

### Hirer Confirmation

**I confirm that we have received information relating to the location of the emergency Fire Alarm Call Points and emergency exit routes to be used in the event of an emergency.**

**I confirm that we are aware of the actions to be taken in the event of an emergency occurring on the site below**

**I confirm that we are aware of the emergency assembly point**

**I confirm that we will ensure all our members / Guests are fully aware of the procedure to be taken**

*To be copied, one to be handed to hirer, one to be held by school.*

Name	
Organisation / Hirer	
Signed	
Date	

Facility	
Area To be Used	
Organisation / Hirer	

**ACTION TO BE TAKEN IN CASE OF FIRE  
(Outside normal school hours)**

**If You Discover a Fire**

Sound the alarm by breaking the nearest fire alarm break glass point.

**On Hearing the Alarm**

Evacuate the building via the nearest exit and assemble at your designated assembly point.

The Assembly point is **RIVERSIDE ASSEMBLY POINTS ON BOTH SITES**

Leave personal items behind

Use the nearest fire escape route

Do not use lifts

Persons in the vicinity **WHO ARE COMPETENT TO USE EXTINGUISHERS** should attack the fire with the extinguishers provided. Only use an extinguisher if you have been trained to do so. Do not put yourself at risk.

Do not re-enter the building until instructed to do so.

**Duties of person hiring the room or other designated person.**

On hearing the alarm stop visitors entering the building

Call the Fire Service by dialling 999, with the following message

**“Fire at...”**

**Riverside School**

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**White Hart Lane , Wood Green**

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**London N22 5QJ**

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#### **4. FIRE SYSTEMS MAINTENANCE**

##### **Tests**

- Daily inspection of indicator panel
- Ensure that the panel indicates normal operation and that any faults indicated are recorded along with the action taken to remedy the fault. Satisfactory daily inspections need not be recorded in this register.
- Weekly Test
- The system should be tested at the same time each week by using a different call point each time. Ensuring every call point on the system is tested over a period of three months.
- A visual inspection of all call points, smoke or heat detectors should be carried out to ensure they are not obstructed, covered or damaged.
- Quarterly and Annual Inspection and Test
- A competent person, in accordance with the relevant British Standard carries out, every 3 months and annually a check and test sequence.
- Quarterly and Annual inspections should be recorded in this register.
- Satisfactory tests are recorded monthly test sheets, And contractors service sheets

##### **Sprinkler system**

- The system should be checked weekly by a responsible person, usually a person who works within the building
- A “Competent Person” should carry out six monthly inspections and annual inspections usually this is done by an outside contractor.
- Satisfactory tests are recorded monthly test sheets, And contractors service sheets

##### **Fire fighting equipment**

###### ***Fire Extinguishers***

###### ***Routine Inspection***

- A regular inspection of all extinguishers is carried out to ensure that they are in their correct position, unobstructed, have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and they have been serviced within the last year. A date of 9/11 on the label would indicate that the extinguisher was last serviced in September 2011 and is due for annual service September 2012.
- They are inspected weekly and inspection is recorded in the log.

###### ***Annual Inspection, Service and Maintenance of Extinguishers***

The annual inspection, service and maintenance of portable extinguishers is carried out by a “competent person” in accordance with British Standard 5306 Pt 3: Fire extinguishing installations and equipment on premises. Maintenance of portable fire extinguishers. Code of practice and in accordance with the manufacturer’s instructions. This work is facilitated by the Campus Manager  
Satisfactory tests are recorded on a label on each extinguisher and a record made in this log.

###### ***Periodic Testing and Discharge***

All extinguishers except CO<sub>2</sub> have a discharge test and refill in accordance with the manufacturer’s instructions this is usually every five years. CO<sub>2</sub> extinguishers are pressure tested after ten years then every five years.

### *Routine Inspection by Employer*

Any Hose reels area visually checked monthly to ensure that they have not been tampered with.

### *Annual Inspection, Service and Maintenance of Hose Reels*

The annual inspection, service and maintenance of hose reels are carried out by a “competent person” delegated by the Campus Manager, in accordance with the relevant British Standard. and, in accordance with the manufacturers instructions. The inspection includes valves, glands, tubing etc. Satisfactory tests are recorded on a label on each extinguisher and a record made in this log. Booster pumps or other ancillary equipment that have been installed, these and their associated mechanical and electrical equipment are checked monthly.

### *Guidance on fire extinguishers*

- Extinguishers should be suitable to the risk;
- 13A rating fire extinguishers for every 200 sq. of floor area;
- Minimum of 2 extinguishers per floor;
- Travel distance to an extinguisher is not more than 30 m;
- Extinguishers should be on exit routes near doorways.
- In accordance with the Health and Safety (Signs and Signals) Regulations 1996 signs indicating the location of extinguishers are required for two purposes:
- To indicate where they are. If the view of them is obstructed a sign must be provided. If they are not obstructed a sign is not required.
- Another sign is required to show where an extinguisher should be and this may be by a formal sign or red backboard.

## **5. FIRE SAFETY TRAINING**

All fire safety training is recorded.

### **Premises Fire Training**

All staff who work at Riverside have Building Fire Training at least once per year which involves:

- Familiarising staff with the sound of the fire alarm;
- Information about the Fire Plan and action to be followed if a fire is discovered or on hearing the fire alarm;
- Informing staff of the location of the assembly point.
- All staff also carry out fire awareness and fire wardens training through the online Safesmart system.

### **Evacuation Chairs Training**

- All staff who have responsibilities for student wheelchair users receive regular training in safely bring these students downstairs when they are on the first floor on either site.

### **Fire Training for Staff**

As part of their training, teachers are informed of their responsibilities for students under their charge.

### **Fire Training for Site Managers**

They have training in the day to day maintenance of the fire log and checking the arrangements for fire safety.

## **Fire Training for Headteacher and Deputies**

The Headteacher/Deputies are trained in relevant fire safety issues, and are responsible for ensuring that the school is evacuated in case of fire.

**Duties can be delegated but responsibilities cannot.**

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### **6. FIRE RISK ASSESSMENT**

The Fire Risk Assessment for both schools is completed by First Ford/Terra Firma – this company files the data with regular updates, and this data is available for inspection at any time.

The Regulatory reform Order places the responsibility for fire precautions on to employers. The “employer” must carry out a Risk Assessment, record significant findings and authorise any remedial work as necessary.

The Risk Assessment must be revisited whenever there is reason to think it may be inadequate. If there is a serious fire and someone is injured then the Risk Assessment was unsatisfactory.

If any significant changes occur that could affect fire safety, such as alterations to the layout of the premises or changes in use, then the risk assessment must be reviewed to take account of these changes.

The risk assessment reviewed periodically to check that all the necessary fire precautions are still in place and that there have been no changes that could affect fire safety. It is therefore recommended that the fire risk assessment is reviewed annually.

The person carrying out the fire risk assessment must be “competent”, that means that they should have sufficient knowledge, experience and training to be able to take account of the following

- the causes of fire;
- how fire spreads in buildings;
- the level of fire precautions that are adequate for the type and use of building;
- the significance of any fire hazards or inadequate fire precautions that are found during the assessment.

The headteacher is responsible for the safety of school students, staff, visitors, contractors and anyone who could be affected by the school’s undertakings.

As employers, both the school management must ensure that a fire risk assessment has been carried out. The fire risk assessment must consider considers fire hazards - sources of ignition, flammable and combustible materials.

The school must consider those fire hazards for which it is responsible, such as combustible materials used in design and technology classes and teaching activities that use heat producing processes, such as science and pottery, and the use and storage of flammable materials and the maintenance of gas appliances.

They have a direct responsibility for the safety of their own staff, contractors, visitors, third party users of the premises and also for ensuring that the premises are maintained in a safe condition for school personnel, taking into account the special needs of individuals, such as those with disabilities.

The school also has a responsibility to maintain means of escape and to ensure that means of escape are not blocked by school materials or furniture, obscured by blinds or curtains, and that display material on means of escape does not present a fire hazard.

The school they must ensure that the provision of the fire alarm and detection system is adequate and is maintained. The school has a responsibility to minimise false alarms and interference with call points.

Where the school is responsible for the maintenance of the premises, they must ensure that the provision of means of escape is adequate and is maintained. The school has a responsibility to minimise interference with fire safety arrangements.

## **7. FIRE DRILL RECORD**

*(see Fire Drill record)*

## **8. FIRE ALARM SERVICE**

*(see Fire Alarm Service Sheets)*

## **9. FURTHER GUIDANCE**

- HM Government Guide Fire Safety Risk Assessment – Educational Premises)
- HM Government Guide Means of escape for disabled people.
- Department of Education managing school facilities Guide No 6- Fire safety
- Department for Education and Science: Building Bulletin No 7 Fire Safety in Educational Premises ISBN 0-11-270585-5. This is the standard, which was used for all schools and is still applicable for all but buildings built since 2000.
- Building Regulations Approved Document B: Fire Safety ISBN 0-11-752313-5
- These are the regulations used for schools built since 2000.
- British Standard 5266 Emergency lighting. Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
- British Standard 5306. 3: Fire extinguishing installations and equipment on premises. Maintenance of portable fire extinguishers. Code of practice and BS 5306-8: Fire extinguishing installations and equipment on premises. Selection and installation of portable fire extinguishers.
- British Standard 5839 Part 1: Fire detection and alarm systems for buildings. Code of practice for system design, installation and servicing.
- Petroleum Consolidation Act 1927 for premises where petrol and petroleum derived products are kept on the premises
- Risk Assessment pro-forma provided as part of risk assessment training courses
- Health and Safety (Signs and Signals) Regulations 1996 ISBN 0-11-054093