

## Fire Safety & Policy Procedure

### Objectives

The objectives of this policy are:

- To safeguard all persons on the school premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.
- This policy applies to all persons on the school premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

### Policy Definitions

Pei Ying Mandarin School will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

### **Pei Ying Mandarin School will ensure:**

- That adequate means of escape in case of fire exist for all persons on school premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on the school premises on evacuation procedures.
- That school premises are subjected to a fire risk assessment, at least once per year, and that where risks are identified action is taken to implement appropriate control measures.

### Responsibilities

**The Committee Members** are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher and the school's Health & Safety Manager.

**The Headteacher & School Health and Safety Manager** are responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing Pei Ying Mandarin School's Fire Risk Policy, standards and procedures.

Staff are responsible on hearing the fire alarm, for ensuring that all pupils leave the room immediately and proceed to the designated assembly area. (MUGA Basketball Court).

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Reporting any observed shortcomings in fire precautions to the Headteacher and or School Office.
- Being familiar with appropriate emergency procedures including knowledge of:
  - a) appropriate escape routes
  - b) location of fire extinguishers
  - c) the emergency services number (currently 999 or 112)

### **Parents/Visitors**

Parents/Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. Staff are to guide parents/visitors on the premises to the nearest exit and assembly point.

### **Minimising the risk from fire**

The following measures will minimise the risk, and associated consequences of fire in the school.

### **Training**

The Headteacher and Health & Safety Officer are responsible for arranging suitable staff training and for organising regular fire drills (at least twice a year).

### **Finding fire**

In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Health & Safety Officer should check to see whether the Fire Brigade has been summoned.

### **Fire alarm**

On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The school office should call the Fire Brigade and collect the registers.

Everyone on the premises should proceed to the designated assembly point which is the East Wing Muga Basketball Court. No one is to re-enter the building until the Fire Brigade or Headteacher/ Health & Safety Manager gives the 'all clear'.

### **Smoking**

Smoking is banned in all buildings on the site.

### **Plugs and cables**

With the exception of the Committee Members and school office, parents/carers should not use wall plugs to charge mobile devices such as laptops etc.

### **Storage**

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

## **Pei Ying Mandarin School Fire Safety Arrangements**

### **Fire Risk Assessment**

- The Health & Safety Manager arranges for a fire risk assessment to be carried out annually.
- Fire Evacuation Procedures are drawn up, taking account of the findings of the fire risk assessment.

### **Training and Instruction**

- Staff are trained and familiarised with the Fire Evacuation Policy/Procedures.

### **Monitoring Fire Evacuation Drills**

- The Health & Safety Manager arranges fire evacuation drills at least twice a year.
- Fire drill reports and recommendations are recorded in the Fire Drill Record.

### **Reporting Fire Incidents**

- Fire incidents are reported to the Health and Safety Manager.
- Fire drill reports/incident logs are maintained by the Health and Safety Manager