



**LIGHT YEARS SCHOOL**

**FIRE SAFETY POLICY**

Policy Author	Dan Tresman
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### **Safeguarding at Light Years School**

At Light Years School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Light Years School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Light Years School is carefully considered and a central theme through all school policies.

### **Special Educational Needs & Disabilities (SEND) at Light Years School**

At Light Years School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Light Years School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

The **Fire Safety** Policy should be read in collaboration with the following policies:

Safeguarding Policy  
Behaviour Policy  
Health and Safety Policy  
Risk Assessment Policy & Site Risk Assessment  
Fire Evacuation Plan  
The Independent School Standards Regulations, Part 3

## Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.

The Proprietor, alongside the Governing Body, will 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 one year 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.

## Legislation

To ensure compliance with:

- The Regulatory Reform (Fire Safety) Order 2005 and other relevant health and safety legislation
- The Health and Social Care Act 2008 (Regulated Activities)
- Independent School Standards Regulations 2015
- School Premises Regulations 1999

## Key Contacts

**Fire Marshall:** Aaron Sykes  
**Headteacher:** Dan Tresman

## Purpose

- All staff are fully aware of their roles and responsibilities and follow an agreed response in the event of the fire alarms sounding on any occasion other than a pre-arranged test.
- Individuals in our care and visitors to the location are aware of what action to take in the event of the fire alarms sounding on any occasion other than a pre-arranged test.
- Make sure that you are familiar with the detail and what is expected of you under the policy.
- To ensure that all staff are aware of what actions to take in an emergency situation relating to fire.
- To ensure the safety and well-being of the whole school community.

## Procedures

### Overarching Fire Safety Principles include:

- Light Years School will commission the Hampshire Fire Service for a bi-annual fire risk assessment report.
- The school's facilities manager will be responsible for the day to day fire safety procedures of the school.
- Under no circumstances are internal fire doors to be propped open.
- No items are to be stored where they obstruct a designated fire exit or evacuation route. Bulk combustible material such as archives or stationery must not be stored under staircases.
- Some individuals may have the need for personal emergency evacuation plans (PEEP) and these will be reflected in their individual risk assessments. This is to be kept updated and stored on the school's MIS system, so as to be accessible for reference in cases of emergency. This should document any special evacuation measures applicable to any individual and should pay particular attention to physical mobility, visual or hearing impairment. A PEEP form should also be completed for any staff members/visitors that might require special assistance in the event of an evacuation.

## Fire Register

- All staff must sign in using the receptions 'sign in' sheet at the start and end of each working day. The sign-in sheet will be used as the school's fire register for staff.
- Students must sign in at reception on their arrival to school. This will be supported by school staff and the use of a radio system.
- Visitors and contractors must sign in at the school reception and follow the emergency procedures when / if required.
- All staff are to ensure that they complete the Fire Register (sign-in sheet) whenever they enter or leave the location. Staff are also responsible for ensuring that contractors/visitors complete the register on entering and leaving the building.

## Role of the Fire Marshal

- Where practicable, the fire marshal should be a staff member who would not normally be expected to leave the building during the course of their shift (e.g. Person in Charge).
- The fire marshal is responsible for taking immediate control of the building in the event of the fire alarm sounding. Their role is to co-ordinate staff actions when the fire alarm sounds until a safe conclusion is reached or until the arrival of the fire service.

## Role of the Fire Warden

- The role of the fire warden is to initiate the movement of individuals to a place of safety in accordance with the designated evacuation procedure and to liaise with the fire marshal.

## Fire procedure

- A full evacuation is expected should the fire alarm sound.
- The evacuation is clearly signed and a visual is present in each learning space within the school.
- Appropriate visuals are displayed throughout the building to meet the needs of the pupils who attend the school.
- Under no circumstances should the sounders be silenced until such time as the alarm has been confirmed as false.
- Lifts must not be used until the all clear has been given and the fire panel reset,
- Walkie-talkies will be used for communication between the fire marshal and wardens. In some locations, however, walkie-talkies may be ineffective because of the volume of the alarm sounders and may lead to confusion.
  
- In the event of the fire alarm sounding the fire marshal should go immediately to the fire panel.
- All other staff, pupils and visitors should immediately follow the directional signage to the nearest fire exit, leave the building and report to the fire assembly point.
- The fire marshal should immediately dial 999 and advise the emergency operator that the fire alarm is sounding and that the source of the alarm is being investigated. The type of establishment and the number of individuals/service users involved should be stated. This task may be delegated to another competent member of staff.
- The fire marshal/wardens should identify the affected zone(s) from the display on the fire panel. In most cases the alarm panel will display a specific location as well as the number of the affected zone.
- The fire wardens must then commence an immediate sweep of the school starting with the specific location indicated on the alarm panel in order to confirm whether the alarm is genuine. The findings must be reported back to the fire marshal immediately either by walkie-talkie or by one of the wardens in person (if evacuation is necessary, that warden should then return immediately to assist in the sweep).
- If the alarm is false, the fire marshal should immediately advise the emergency operator and then reset the fire panel (noting that remedial action to rectify the cause of the alarm may be necessary before this can be achieved successfully). The wardens should ensure that all fire doors are secure and then inform staff, visitors and individuals that it is safe to return to the building.

- If the alarm is genuine, the fire wardens should begin a co-ordinated sweep of the building starting with the affected zone(s). All individuals, staff and visitors remaining in the building should be directed to the nearest fire exit and instructed to report to the fire assembly point. The fire wardens should ensure that, as far as practicable, all doors are closed.

### Shared Site Specifics

- In the event that the fire alarm systems are joined between sites, the senior leaders of each site will liaise closely via the radio system to ensure the safe management of a fire alarm procedure.
- Pupils and staff will not be allowed entry back into the building until the location of the alarm has been located and the risk eliminated.
- Light Years School Facilities Manager and/or the Headteacher/Deputy Head will liaise with the Maintenance Manager at St. Columbia Primary School to ensure this process has happened.

### Fire Extinguishers

- Untrained staff members should not use fire extinguishers. **Only attempt to tackle a fire in exceptional circumstances** eg. if the fire is very small and can be dealt with safely or if it is necessary to keep yourself and others safe.
- All fire marshals and wardens receive practical training on the use of fire extinguishers.
- Signage posted at each extinguisher location will indicate what type of fire it is suitable for use on.

### Training

- All staff are to complete an online fire module as part of their induction training package.
- In addition, all designated fire marshals and wardens must attend supplementary training. It is the responsibility of the Headteacher to ensure that sufficient staff (ie to cover all shifts) have completed this training.

### Fire Drills

- At least three fire drills a year, one each term, should be conducted to confirm that staff are following the correct procedure. Generally, these should be unannounced.
- Each drill should be recorded using a fire drill record. A record of all participants should also be kept (eg by appending a copy of the fire officers registers).

## Fire Tests

The Facilities Manager will be responsible for the following compliance checks:

- Weekly fire alarm bell/door release test using a different call point each week.
- Monthly functional (flick) test of all emergency lighting.
- Full run down of all emergency lighting on a rolling 12 monthly cycle.
- The fire alarm and emergency lighting will be serviced on an annual basis by a Facilities approved contractor. This will include:
  - a) 100% testing of the alarm system and devices.
  - b) Flick test of all emergency lighting.
- In addition, there will a 6 monthly interim service of the fire alarm at locations with a fire panel.
- Fire extinguishers will be serviced annually by the Facilities Manager & approved contractor.

## Information for individuals and visitors

- A fire notice is to be displayed in areas accessed by visitors e.g. reception, visitors room to inform any visitor what they need to do in the event of a fire. The same notices should also be displayed in staff only areas (eg staff room).
- All visitors will be advised on entry to the follow if there is a fire drill planned for that day and what to do in the event of a fire.