



LIMPSFIELD GRANGE SCHOOL

'together we make a difference'

Fire Safety Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility: Resources

Date Approved: Spring 2024

Review Period: Annually

Next Review Date: Spring 2025

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2023

Limpsfield Grange School

Fire Safety Policy

Background and rationale

The school is legally obliged to comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards.

Aims of the policy

The purpose of this policy is to ensure that Limpsfield Grange School meets its responsibilities to all relevant people that use the premises with regard to fire safety. Limpsfield Grange School takes the safety and wellbeing of all people on the premises very seriously and will take all reasonable and practicable steps to prevent the risk of injury from fire.

Scope

This policy applies to all Limpsfield Grange staff; students; Governors; visitors; hirers of the premises and staff family members living on site and their visitors.

Alarm system

- The fire alarm system is a BS5839 part 1 L2 category. The system incorporates smoke/heat detectors and Break Glass Call Points which send a signal to the alarm panels.
- Automatic fire door closers are fitted that are linked to the fire alarm system; all doors fitted with these devices will close automatically when the alarm is triggered.
- The main alarm panel is situated at the bottom of the main stairs in the library. There are 2 repeater panels, one on the first-floor corridor opposite the laundry and one on the second floor in the Premises Manager's flat hallway.
- The WACI and Outdoor Learning classrooms are not linked to the main alarm but have their own alarm linked to smoke/heat detectors and fire call points. The system has its own alarm panel sited to the right of the main door of the WACI room.
- There are 12 alarm zones covering 12 different areas of the building, each panel has a zone chart next to the panel.
- The system is un-monitored meaning it is not linked to a call center therefore a 999 call needs to be made in the event of the alarm being triggered and a fire being found.

Emergency Lighting

- The emergency lighting at Limpsfield Grange is of the non-maintained type which will only come on if there is a power failure.

- If the alarm sounds during the evening or night the corridor lights should be switched on by staff to enable students to evacuate safely. Students should evacuate bedrooms as quickly as possible in a calm and orderly manner.

Fire Fighting Equipment

- **The Fire Extinguishers** should only be used by staff who have undergone training in the use of fire extinguishers, who feel competent to do so and if their exit is blocked by fire. If the fire is small, it may be possible to extinguish it using an extinguisher but only once the Fire Service has been called. There are currently 53 extinguishers of various types appropriate to the area they are situated. The extinguishers are inspected and serviced annually by an approved contractor.
- **Fire Blankets** are situated in kitchens and in specific rooms around the school following advice from S.C.C. Insurance. If it is safe to do so, staff should use the fire blankets to smother a small fire and then should raise the alarm.
- **A Fire Hydrant** is situated on the turning circle and is serviced annually by the Fire Service.
- The first floor has an external fire escape which is used to evacuate the Residential Provision in the event of a fire alarm being triggered. All occupants should use this escape route unless fire is blocking the way in which case one of the interior staircases should be used. The fire escape is inspected each week and results recorded in the fire escape log kept in the Premises Managers office.

Actions on discovering a fire

- Immediately raise the alarm using the nearest safe break glass alarm activation point (manual call point)
- Evacuate by the nearest Fire Exit to the Fire Assembly point
- Notify the **person responsible**, who will call 999 and ask for the Fire Service to attend

Person responsible when the fire alarm is activated Monday (8.30am) to Friday (4pm) during term time

	8.30am to 4pm	4pm to 8.30am
1	Headteacher	Head of Residential Provision
2	Deputy Headteacher	Assistant Head of Residential Provision
3	Assistant Headteacher	Shift Leader
4	School Business Manager	

Actions in the event of the fire alarm being activated by an individual or by the automatic smoke detection system

- Students, staff and visitors will exit the buildings and all outside areas in a calm and orderly way. All staff should support students and visitors by indicating the nearest Fire Exit and accompanying students and visitors to the Fire Assembly Point.
- Students, staff and visitors should walk and will descend the stairs in single file. Running is not permitted.

- **Kitchen and Catering** staff will turn off cookers and gas supply before evacuating by the nearest Fire Exit.
- Personal Emergency Evacuation Plans will specify evacuation arrangements for any student, member of staff or visitor with a physical disability to ensure that they are assisted during the evacuation.
- Between 8.30am and 4pm the **School Business Manager** will collect the staff signing in book on the way to the Fire Assembly Point and the **Receptionist (in her absence the Finance Assistant/Admin Assistant)** will bring registers, Visitor's book and site plans to the Assembly Point. Between 4pm and 8.30am this will be carried out by the **person responsible**.
- The **person responsible** will co-ordinate a roll call of all students, staff and visitors at the Assembly Point. The **person responsible** will record any students, staff or visitors that are unaccounted for.
- The **person responsible** will instruct a member of staff to go to the swimming pool if occupied to ensure all swimmers are out of the pool on poolside, ready to be evacuated in the event of a fire. The swimming club instructors are responsible for ensuring all of their clients are accounted for.
- If he is on site, the **Premises Manager** will go to the Assembly Point to confirm whether the alarm has been activated as a result of a fire being discovered. If the cause of the alarm is unknown and it is safe to do so, he will return to the library, open the main alarm panel, locate which zone the alarm has been raised in and proceed to that zone to find the cause of the alarm, ensuring the **person responsible** knows where he is going. Once at the zone, he will establish which detector has been set off and the possible cause. Once location and cause are established, he will report his findings to the **person responsible**. If the Premises Manager is not on site the **person responsible** will call the Fire Service for assistance.
- In the event of a fire being found, the **person responsible** will call the Fire Service.
- In the event of a fire not being found, the **Premises Manager** will check the detectors and call points to ascertain the cause. If it is a technical problem this will be rectified. If the cause cannot be found and the alarm cannot be re-set the Fire Service will be called by the **person responsible** to investigate further.
- No one is allowed to re-enter any building until told to do so by the Fire Service if in attendance, or the **person responsible**.
- If the fire is sufficiently large enough to require evacuation from the site, staff and students will re-locate to:
 - Oxted School (between 8.30am and 4pm) via Water Lane and Park Road and the **person responsible** will phone Oxted School before leaving to warn of arrival.
 - Church Hall in Limpsfield Village via Bluehouse Lane and Limpsfield High Street. The **Premises Manager** and **Senior Leadership Team** can provide the access code to the Church Hall.

Additional actions in the event of the fire alarm being activated during the weekends and school holidays

- If on site the **Premises Manager** will be the **responsible person**. He will inform the Headteacher of the situation.

- If the **Premises Manager** is not on site, a **member of staff or resident who is present on site**, should call the Fire Service on 999 immediately and then call the **Premises Manager** who will call the **Headteacher**.

Evacuation of visitors

- Any visitors or contractors on the premises at the time must be included. All visitors must sign in at the school office.
- Visitors remain the responsibility of the person they are visiting who must ensure their safe evacuation to the designated assembly point.
- It is the responsibility of staff living on site to ensure that any family members or personal visitors are evacuated safely.
- If in the main building, wheelchair users should be helped to exit via the front door using the portable ramp located in the lobby.

Escape routes

- Escape routes are clearly signposted and are shown in the fire evacuation plans which are placed within the main building.
- All fire doors allow 30 minutes fire resistance.
- Mag-lock release systems are fitted to main entrance/exit doors, where these are not fitted there is a door release catch.
- If in the main building, wheelchair users should be helped to exit via the front door using the portable ramp located in the lobby.

Assembly Point

The designated Assembly Point is located outside the green demountable classroom (WACI room) on the car park. It is clearly marked with a sign and easily identified by anyone who may be on the school premises. It is far enough away from the school premises to give protection from the heat and smoke given off by fire.

Meeting the Fire Service

The **responsible person** will make themselves known to the Fire Service on their arrival. They will give the Fire Service the plans of the school. They will inform the Fire Service of:

- Whether everyone is accounted for.
- How many people are unaccounted for, where their usual location is and where they were last seen.
- Where the fire is located and what is on fire.
- The location of any hazardous substances involved in the fire or stored in the building (e.g. chemicals, solvents, petrol).

Assisted evacuations (visitors)

When persons require assistance with evacuation from the building in the event of alarm activation, the host member of staff is responsible for ensuring their safe evacuation from the

building. If in the main building wheelchair users should exit via the front door to the main building using the portable ramp located in the lobby.

Assisted evacuation of staff and students (Personal Emergency Evacuation Plan)

Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. This may be due to short term or longer-term condition.

Induction, training and recording

- All staff are given fire safety training as part of their induction. They must read and sign the Schools Fire and Evacuation Routine Record Book and are given copies of the Fire Safety and Health and Safety policies.
- All staff have annual fire safety refresher training.
- All hirers of the school facilities are given copies of the Fire Safety and Health and Safety policies and are made aware of evacuation procedures and escape routes.
- It is the responsibility of staff living on site to ensure that their family/visitors are aware of evacuation procedures.
- All new students are briefed on fire procedures.
- At least two fire drills are carried out each half term, one during the day and one out of hours, these are monitored and recorded and action taken as necessary.

This policy is monitored through:

- Regular fire drills
- Termly checks by the resources committee
- Half termly Headteacher monitoring of fire safety arrangements for the National Minimum Standards for Residential Special Schools.

Related policies and documents

- Equality Diversity policy
- Fire Risk assessment
- Health and Safety policy
- Personal Emergency Evacuation Plans
- Safeguarding and Child Protection policy
- Special Educational Needs policy
- Staff Behaviour policy

This policy will be reviewed annually and additionally in the case of the following:

- Changes in legislation
- Advice from the Surrey County Council Fire Officer
- Actions identified from fire drills
- Breaches of policy

Related links

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans>

Review

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated
