

OTFORD PRIMARY SCHOOL



Fire Safety Policy

Date: May 2025

For Review: May 2027

Fire Safety Policy

Policy Statement

This policy applies to all employees.

It is company policy to protect the welfare of its employees, visitors and contractors against the incidence of fire by complying with Fire Safety Legislation.

This document provides a framework for the Management and Employees to plan, organise, control, monitor and review the protective and preventative measures in relation to Fire Safety. The Fire Safety policy will be subject to review on an annual basis.

Procedures will be established for the safe evacuation from buildings and sufficient employees will be trained to implement these procedures.

Contents

Policy Statement	2
Fire Safety Legislation	4
The Regulatory Reform (Fire Safety) Order 2005.....	4
Duties of the Responsible Person	4
Management Responsibilities	5
Employee’s Responsibility	5
Fire Risk Assessment	5
Reducing the Risk and Spread of Fire	6
Providing a Safe Means of Escape	6
Internal Fire Doors	6
Emergency Lighting.....	7
Fire Safety Signs	7
Fire Fighting Equipment.....	7
Fire Detection and Warning System.....	8
Emergency Plan	8
Visitors	8
Fire Safety Training of Employees	9
Fire Drills.....	10
Lithium-Ion batteries	10
Smoking policy.....	10

Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire safety) Order 2005 came into effect on 1st October 2006. These Regulations replace all existing Fire Safety Legislation with a risk-based regime. The responsibility for the safety of the occupants and those who might be affected by a fire, rests with a defined 'Responsible Person'.

Duties of the Responsible Person

The Responsible Person, must comply with Articles 8 to 22 and 38 of the Fire Safety Order and any regulations made under article 24 as relevant, to ensure fire safety throughout the premises, this includes a requirement to complete a fire risk assessment. **The significant findings of this risk assessment must be recorded** (Section 156 Building Safety Act 2022), including measures that have been or will be taken and any groups of persons identified by the assessment as being especially at risk. The Responsible Person is to take such general fire precautions that are necessary to ensure the safety of employees, visitors and other relevant persons within and in close proximity to, these premises.

The following actions that will be taken include but are not limited to:

- minimise the risk of a fire occurring, and take steps to make sure that if a fire starts, it can't spread throughout the building
- make sure escape routes are available and that any emergency exit doors are not locked and can be quickly and easily opened without the use of a key
- where a door is shut for security purposes make sure this can be easily opened from the inside, by installing push bar devices or thumb turn lock – these exits should not be blocked or obstructed
- make sure there is a way to detect fires and that this raises an alarm to alert everyone to evacuate - in larger premises, where fires can start undetected by a person, this should be an automatic detection and warning system (in very small premises, it is possible that this could be achieved through the shout of 'fire', but only if there is no way that a fire can develop without being identified by a person)
- implement measures and actions to be taken in the event of a fire, by providing instruction and training of employees. Where required, ensure enough employees are trained to Fire warden level.

- implement procedures & measures to mitigate the effects of fire,
- co-operate and co-ordinate with other Responsible Persons where there is more than one - ensuring that any risks don't affect other occupants.
- check that shared escape routes are always clear

This is not a definitive list of actions to comply with the Fire Safety Order.

Management Responsibilities

The person/s having the responsibility for managing Fire Safety is:

Name/s: Helen Roberts, Headteacher, Bruno Costa Montelo, Site Manager

Employee's Responsibility

Article 23 of the Regulatory Reform (Fire Safety) Order 2005 places a responsibility on every employee. These responsibilities are: -

- To take reasonable care for the safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with their employer in complying with Fire Safety Legislative requirements,
- Inform the employer of any situation that would represent a serious and immediate danger to the safety of persons from fire and any shortcoming in the employer's protection arrangements for safety.

Fire Risk Assessment

A visual Fire Risk Assessment has been conducted at these premises on behalf of the Responsible Person, by experienced and qualified Fire Safety Consultants, **FireRiskAssessments.com** during May 2025.

The Fire Risk Assessment will be reviewed regularly by the RP or their representative and no less than annually. A new full fire risk assessment will be carried out annually.

If there are any significant changes to the size, layout and use of the building a new full fire risk assessment will be conducted.

Any temporary structure erected on site must be subject to a Fire Risk Assessment prior to its use. The assessment is to ensure there are no fire hazards and the means of escape are satisfactory for the numbers of persons who are likely to use it.

Reducing the Risk and Spread of Fire

Through the Fire Risk Assessment process, all fire hazards in the workplace will be identified and the risk of fire evaluated. Taking account of the control measures in place, where applicable, the RP/Fire Safety Manager will maintain all reasonably practical measures to eliminate or control those fire hazards.

The risk of fire is to be reduced by the education of employees in Fire Prevention, basic fire safety awareness and the Fire Risk Assessment process.

Providing a Safe Means of Escape

A safe and protected means of escape from all premises will be maintained at all times. During normal working hours the RP/Fire Safety Manager and employees are to ensure that Fire Exit doors are unlocked and available for use at all times, whilst the premises are occupied. These doors and the routes to them should be free from obstruction at all times. In addition, the doors must be able to be easily opened without the use of a key, regularly inspected and maintained in a good state of repair. Any defects are to be reported to the RP/Fire Safety Manager for action to be taken.

Internal Fire Doors

Fire doors are an integral part of delaying the spread of fire and smoke and keeping escape routes safe for evacuation. It is therefore important that fire doors are kept closed, are well maintained and checked regularly for wear and damage.

If any occupant is aware that any fire door which opens onto the means of escape, does not close correctly, has gaps or is damaged, this must be reported immediately.

Fire doors **MUST NOT** be propped open or left open at any time.

When the fire alarm has actuated, employees and visitors are to be evacuated to the designated Safe Assembly Point, which is:

The School Field when dry, The School Playground when wet.

Emergency Lighting

Emergency lighting is provided in the premises and tested monthly and serviced annually by competent persons in accordance with BS 5266. The results of the tests will be recorded in the Fire Safety Log Book.

Fire Safety Signs

Fire Safety signs are provided in buildings to indicate the Emergency Routes and Exits. Signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS EN ISO 7010:2012+A7:2017. All emergency exit routes are to be identified with appropriate Fire Exit signs. All Fire Exit doors display the appropriate Fire Exit sign above them. Signs that show indications of wear are to be reported to the RP/Fire Safety Manager.

Fire Fighting Equipment

Portable firefighting equipment (inc fire blankets where required) is provided and strategically sited throughout the buildings. The type, numbers and locations have been selected for the appropriate type of risk. All extinguishers are hung on wall brackets or placed on suitable stands. In addition, all equipment is provided with appropriate signs displaying the type of extinguisher and the category of fire they can be used on. Employees are to make themselves aware of the location of the extinguishers and the information on the signs above them.

Fire extinguishers/Fire blankets, are subject to a routine monthly visual check and an annual service through a Maintenance Contract. The Maintenance Contractor/Service contractor will put a label on each extinguisher indicating their name and telephone number and the date of service. In addition, all tests, defects and replacements are to be recorded in the Fire Safety Log Book.

Fire Extinguishers are only to be used by persons who have specific training in their use. The main purpose of this equipment is to assist in the means of escape of a person/s from the

building. **If a fire is discovered the main focus should be on the operation of the Fire Alarm, calling the Emergency Services and initiating the Fire Evacuation Procedure.**

Fire Detection and Warning System

This building is provided with an electrically operated Automatic fire alarm and detection system/manually operated alarm/battery operated smoke detection. The system is subject to periodic testing and maintenance in accordance with BS 5389. The results of the tests will be recorded in the Fire Safety Log Book.

Emergency Plan

These will be displayed in a prominent position in the entrance and on all levels/adjacent to all manual call points. Notices provide **brief information** to the occupants of the building on actions to take in the event of a fire and the location of the Assembly Point.

An Emergency Plan is provided for the school buildings. The purpose of the Emergency Plan is to ensure all members of employees/visitors/contractors are made aware of what to do in the event of a fire occurring and to ensure the safe evacuation of all persons from the premises. In the event of a fire, the building Emergency Plan is to be put into operation. The Emergency Plan will be subject to regular review. Where required and in consultation with the relevant occupant, a Personal Emergency Evacuation Plan (PEEP) will also be incorporated into the Emergency Plan.

It will be considered if a General Emergency Evacuation Plan (GEEP) is required, particularly if the premises is open to the general public. Any visitors to the premises will be advised to make an employee aware should they require assistance and suitable arrangements put in place.

Fire Action Notices will also be sited adjacent to every manual fire alarm call point and emergency exit, giving **brief information** on actions to take in the event of a fire and the location of the Assembly Point.

Visitors

Where visitors/contractors are likely to visit, suitable Fire safety information will be made available to ensure they know what to do in the event of a fire.

No employees must put themselves at risk. If any of the occupants are unwilling to comply with the Fire Procedures, the Fire & Rescue Service should be informed on their arrival, of any persons who remain at risk inside the building.

Fire Safety Training of Employees

Fire Safety Training will be arranged and conducted to comply with the current Fire Regulations. All new employees will receive basic training on commencement of employment, ensuring they are aware of:

- the fire safety arrangements,
- procedures,
- emergency exit routes and safe assembly point

All Employees will be given Basic fire safety training on an **ANNUAL** basis. The details of the instruction and the name of the person giving the training are to be recorded in the Fire Safety Logbook. This includes any follow up information via email after a Fire Drill has occurred. In addition, all employees will be given access to the Companies written Emergency Plan and Fire safety policy. Which is this policy and the Health and Safety Policy.

Fire Drills

The process of Fire Drills and Evacuation should be taken very seriously by all personnel. The RP/Fire Safety Manager will ensure that all employees are familiar with the Fire Evacuation Procedures and drills will help to reinforce this information.

To ensure that employees are capable of dealing with a full evacuation of the premises, the RP/Fire Safety Manager will ensure that a Fire Drill is carried out at least once a year.

Lithium-Ion batteries

Fire-related incidents with Lithium Ion (Li-ion) batteries are infrequent, however they are increasing due to the increased use of these types of batteries in products, such as:

- E-scooters/E-bikes
- Laptops
- Mobile phones
- E-cigarettes

Hazards associated with li-ion battery cells, can lead to a fire or explosion from a single-point failure. If a battery cell fails it can lead to a rapid, uncontrolled release of heat energy, known as 'thermal runaway', that can result in a fire or explosion.

Thermal runaway can lead to the ejection of a range of gases from battery casings, such as hydrogen (flammable), carbon monoxide (toxic, asphyxiant, and flammable), & hydrogen fluoride (acutely toxic and corrosive). The highest risk of fire occurs when li-ion batteries are being charged. This can occur due to manufacturing defects, 'lithium plating' (formation of metallic lithium on an anode surface within a battery cell), or mechanical damage (e.g. piercing, dropping). Other possible causes of thermal runaway are exposure to heat from an external source or overcharging/ over-discharging.

Occupants need to be aware of the dangers of charging products with Lithium-ion batteries. **No items should be left charging in the Means of escape.**

The following should be observed:

- Charging areas should not be subject to excessive temperatures and humidity, which could lead to overheating during the charging process
- Electric bikes and scooters should only be charged with the Original-Equipment Manufacturers' (OEM) factory-fitted batteries.
- Check the battery for damage prior to charging & to use the correct chargers.
- Don't charge batteries at night and/or when unsupervised.

Smoking policy and Vaping.

Smoking is NOT permitted in any part of the premises or associated exterior grounds; this includes vaping.