



Fire Prevention and Procedures Policy

Last Reviewed: Jan 2025

Policy Owner: Bursar

Policy Statement

Lyndhurst School is committed to ensuring that, as far as reasonably practicable, all pupils, staff and visitors are protected from the risk of fire whilst on the premises. This policy explains how the school complies with its responsibilities under the *Regulatory Reform (Fire Safety) Order 2005*.

This is a whole school policy and applies to all members of Lyndhurst School.

Associated Policies & Documents

- Critical Incident Plan
- Emergency Service Folder
- Fire Logbook
- Fire Risk Assessment
- Health and Safety Policy
- First Aid Policy
- Early Years Staying Safe Policy

Key Roles and Responsibilities

The Governors have ultimate responsibility for ensuring that the Regulatory Reform (Fire Safety) Order 2005 is complied with. They have delegated the day-to-day responsibility to the Headmaster and his staff to ensure that the schools' obligations are met in practice.

Fire Prevention Procedures

The Fire Safety Person has overall responsibility for Fire Prevention. The Fire Safety Person is Bursar and Assistant Bursar. In the absence of the Fire Safety Person the most senior member of staff on site will assume the role.



Responsibilities of the Fire Safety Person

The Fire Safety Person is responsible for ensuring:

- The risks of fire are minimised, by ensuring that the schools Fire Prevention Procedures as contained in this policy are adhered to.
- The Fire Evacuation Procedures contained in this policy are reviewed and updated annually.
- Ensuring the Evacuation folder is kept up to date.
- The School's Fire Risk Assessment is reviewed annually.
- Fire doors, fire exits and fire extinguishers check is completed monthly
- A fire drill is held at least termly.
- The fire alarm system is tested weekly.
- Staff are appropriately trained in fire safety.
- New staff are made aware of the fire safety procedures.
- Firefighting equipment is adequate and serviced annually.
- Fire and smoke alarms, fire call points, emergency signs and lighting and emergency door releases are regularly checked and maintained.
- The risks from dangerous substances is eliminated or reduced.
- Fire safety is included in the termly Welfare, Health & Safety meetings and is reported to the School's Directors/Governors.
- The above maintenance schedules and checks are recorded in the Fire Logbook.

Responsibilities of the School Secretary

- Updating the registers in the Evacuation Folder as needed.
- Updating Parental Contacts in the Evacuation Folder when necessary.

Duties of all staff

- To be vigilant for fire risks and to notify the Fire Safety Person immediately if they believe there is a fire risk
- Making sure fire-escape routes and fire exits are kept clear and free of clutter.
- Flammable materials are not placed near combustion sources.
- Fire equipment is not used inappropriately or is damaged.

All staff should make sure that they are familiar with the layout of the school, fire evacuation procedure and are aware of the safe emergency exit routes from the rooms where they work/teach

Recording

The school keeps a Fire Logbook with the following information:

- Details and maintenance of all firefighting equipment.
- Maintenance records of Fire Alarms and emergency lighting.



- Results of weekly fire alarm tests.
- Staff training records.
- Details of Fire Drills.

The school also keeps:

1. Evac Folder
 2. Staff Sign In Sheet
 3. Visitors Book
 4. Gate Register
 5. Class Lists on clipboards & pens
 6. Emergency Services Folder
- All the above documents are located at the reception desk.

School Visitors

All school visitors sign in and out of the premises and are made aware of the fire safety procedures on their first visit to the school site on arrive.

People with Disabilities

A risk assessment is carried out for all staff and pupils who have a disability or temporary disability and a 'buddy' or PEEP (Personal Emergency Evacuation Plan) is drawn up by the Deputy Head as required.

Weekly Test & Fire Bell

The fire alarm system will be tested at 10:00am every Monday. The fire bell will ring continuously for 10 seconds; staff do not need to react at this time.

If the fire bell rings for longer than 10 seconds staff must assume it is an emergency and initiate fire evacuation procedures, as outlined below.

Discovering a fire

If you discover a fire in the school:

- Sound the alarm by breaking the glass in the nearest call point.
- If possible, contact Emergency Services on 999
- Follow the Fire Evacuation Procedure.

Fire Evacuation Procedure

The priority in an emergency is to evacuate staff, children and visitors safely.

If the fire bell rings continuously:

- TREAT EVERY INCIDENT AS IF IT IS A REAL FIRE.
- Children and staff should leave the classroom in an orderly fashion, in silence. It may be necessary to alter the exit route if the normal way out is obstructed.
- Leave everything in the classroom and do not go back to collect anything.
- If it is safe to do so, close the doors behind you to prevent the spread of smoke.



- The member of staff should be the last person to leave the room.
- If there is heavy smoke, assess the safest exit route and instruct the children to hold hands. The smoke will be densest high up so it may be necessary to crawl.
- The Fire Assembly Point is on Astro Turf.
- Staff should be aware of the speed at which a fire can take hold and they should also be aware the smoke could cause more problems than the flames themselves.
- Follow the Fire Evacuation Procedure Flow Chart (see appendix)
- DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.

After the Event:

- It is the responsibility of the Headmaster to inform the Chair of Governors and make a report to the Governors.
- It is the responsibility of the Fire Safety Person to make a report on the event and the school's response and update the procedures if required.
- It is the responsibility of the Senior Leadership Team (SLT) to have a debrief.