



Fire Safety & Anti-Arson Policy

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An academy within:



“Learning together; to be the best we can be”



1. Introduction

The remit of the school with regard to fire safety is the safety of all students, staff and visitors.

Therefore, it is the policy of Pennine View School that all its employees will observe the principles of fire safety at all times to ensure that: -

- The risk of a fire starting is minimised
- When a fire is detected the alarm is raised immediately
- The spread of the fire is delayed and contained for as long as possible
- Occupants are aware of the basic requirements of fire safety and means of escape
- Staff are appropriately trained in the evacuation procedures
- Fire drills are conducted as appropriate

POLICY REVIEW & UPDATES

This policy is reviewed on a bi-annual basis by the Senior Leadership Team and the Local Governing Body. The school's CPD Co-ordinator will identify any training requirements.

ACTION IN THE EVENT OF FIRE

The procedures for action in the event of fire are contained in as Appendix 1 of this document and as Appendix 2 of the school's Health and Safety Policy

2. Fire Information & Guidance

FIRE DOORS

Fire exits doors are clearly labelled and specifically kept unobstructed to enable the prompt exit of occupants from the building. Internal fire doors are kept closed when appropriate to prevent the spread of fire. Internal fire doors will be closed immediately in the event of fire, as their main purpose is to restrict the spread of smoke and fumes.



FIRE EXITS

All fire exits are kept free from obstruction at all times and unlocked during normal occupancy.

FIRE INSTRUCTIONS

Fire instructions are laminated and posted in every room in the school in order that visitors may be aware of the procedures in the event of fire.

Notices have been posted next to all firefighting appliances and in all teaching areas giving instructions for action in event of a fire. The school office or site manager will also issue a copy of the procedure to contractors who are working on the site.

FIRE DRILLS

Fire evacuation practices are held once each term, and the times of drill may vary. A record is kept of all fire drills noting the date, time and the total time to evacuate the building, and notes made of any problems encountered.

FIRE ALARM TESTS

The site manager tests the fire alarm on a weekly basis before the start of morning school/or after the children have left, occasionally the alarm is tested during school time when full warning has been given to alert staff and children and all tests are recorded in the Fire Log. Should any defect be detected it is immediately reported to either the Head Teacher or Office Manager who will contact the appropriate alarm company or section immediately to arrange for speedy repair. Defects will also be recorded in the Fire Log, which is kept in the office.

FIRE FIGHTING APPLIANCES

Fire-fighting appliances are checked regularly by professionals to ensure that they function correctly and meet the required standards. All checks are recorded in the Fire Log. Fire-fighting appliances are clearly labelled as to their correct individual uses.

Extinguishers are provided to deal with the different types of fires that might occur in school.



Water Extinguisher

Signal Red

Best For

Fires involving organic solid materials such as wood, cloth, paper, plastics, Coal etc.

Danger

Do not use on burning fat or oil or on electrical appliances

How to Use

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

Powder Extinguisher (Multi-Purpose)

Blue Label

Best For

Can be used on fires involving organic solids, liquids such as grease, fats, oil, paint, petrol, etc but not on chip or fat pan fires. Can also be used on gas fires.

Danger

Safe on live electrical equipment, although does not penetrate the spaces in equipment easily and the fire may re-ignite. This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again. Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on domestic chip or fat pan fires. There is danger of inhalation if powder extinguishers are used within buildings.

How to Use

Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a hand control, wait until the air clears and if you can still see the flames, attack the fire again.



Foam Extinguisher (AFFF)

Cream

Best For

Fires involving solids and burning liquids, such as paint and petrol but not suitable for chip or fat pan fires. Safe on fires caused by electricity if tested to 35kV (dielectric test) and a 1m safety distance is adhered to.

Danger

Do not use on chip or fat pan fires.

How to Use

For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

Wet Chemical

Canary Yellow

Best For

Wet chemical fire extinguishers are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter.

Danger

Check manufacturer's instructions for suitability of use. These extinguishers are usually not recommended for class B fires such as petrol, although Gloria has produced a 3l wet chemical extinguisher [with B rating](#).

How to Use

Apply the wet chemical using the extended applicator in slow circular movements, which give a gentle, yet highly effective application. Apply the fine spray onto the burning fat until the surface of the burning cooking oil changes into a soapy like substance which prevents re-ignition. The gentle application helps to prevent burning oil splashing out of the container. Make sure that you empty the entire content of the wet chemical extinguisher onto the oil/fat, as the fire can re-ignite otherwise.

Carbon Dioxide Extinguisher

Black**Best For**

Live electrical equipment, although it allows re-ignition of hot plastics. Now mainly used on large computer servers, although care has to be taken not to asphyxiate people when using the extinguisher in small server rooms.

Danger

Do not use on chip or fat pan fires, as it carries burning fat out of container. This type of extinguisher does not cool the fire very well and you need to ensure that the fire does not start up again. Fumes from CO2 extinguishers can asphyxiate if used in confined spaces: ventilate the area as soon as the fire has been controlled. Only use CO2 extinguishers with frost-free horns, as the hand holding the horn can otherwise be frozen to the horn, as the gas is getting very cold during the discharge.

How to Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

Fire Blanket

Signal Red

Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets conforming to British Standard BS EN 1869: 1997 are suitable for use in the home BS 7944: 1999 is suitable for industrial use. These will be marked to show whether they should be thrown away after use or used again after cleaning in accordance with the manufacturer's instructions.

Best For

Fires involving both solids and liquids. Particularly good for small clothing fires and for chip and fat pan fires providing the blanket completely covers the fire.

Danger

If the blanket does not completely cover the fire, it will not be able to extinguish the fire.

How to Use

Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.

3. Staff Responsibilities

ALL staff have duties and responsibilities in respect of fire safety and are personally responsible for complying with the fire procedures

The first priority of staff is the safety of the pupils in their charge. Each class should establish a class risk assessment at the beginning of each new school year/class group activity which identifies specific issues for that group in the event of an emergency evacuation.

Fire Fighting - members of staff should only consider fighting a fire after they have seen to the evacuation of the pupils in their charge and raised the alarm. They **MUST** inform other members of staff of their intention to fight the fire and they **MUST** be



certain that their actions will NOT place themselves or others in danger. If they are in the slightest doubt they must evacuate the building along with their pupils.

ALL staff have a responsibility to ensure that shut down /close down procedures are adhered to.

Whenever you are the last person leaving the classroom / room at the end of the day you must ensure: -

ALL none essential electrical equipment is SWITCHED OFF.

ALL computers have been SHUT DOWN and SWITCHED OFF appropriately.

ALL windows are closed and locked if appropriate.

ALL lights are SWITCHED OFF

ALL doors are SHUT especially all FIRE DOORS

STORAGE

Paper and other combustible materials are stored away from heaters and suspended lighting.

ELECTRICITY

All electrical equipment is safety checked annually. When not in use and during out of school hours, appliances are switched off, with the exception of the fridges and essential charging units.

ROUTINE INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT

The school has responsibility for the maintenance of all fixed electrical systems in the building. School staff however, must be vigilant and report promptly any defects, which may affect and safety of these installations.

The school has responsibility for the purchase, maintenance, repair and testing of all portable electrical equipment in the building (PAT testing). An inventory of all such equipment has been drawn up and it is routinely examined in order to satisfy legal requirements and ensure safety. Information regarding the use of portable electric heaters is contained in the School's Risk Management Policy.



3. Anti-Arson Information

Background

No school is immune from the threat of Arson.

Reducing the arson risk will also reduce the risk of other crimes such as burglary, theft and vandalism. Statistics from the Fire Protection Association show that large fires i.e. those over £250,000 shows that schools are top of the list of building types vulnerable to arson attacks.

The majority of school fires are at night or when the school is closed during holiday periods and therefore casualties are rare. Sadly, this cannot be taken for granted. In 1990 3 boys were killed in a school shed fire in Essex. Fires in schools are most likely to be started by pupils, ex pupils or their friends or others with knowledge of the school.

Many fires are started outside school buildings often with material found easy to hand (such as bins or skips)

Purpose of Guidance

To include an action plan to be used in conjunction with the Fire Risk Assessment to minimise the risk of Arson by addressing any weaknesses identified in the 'significant findings' section and ensuring all staff and governors support the policy.

Responsible Person(s)

The Head Teacher is the responsible person, supported by the Site manager, Governing Body and School Personnel.

Advice and Support

Advice and support has been provided and/or available from the following sources:

- Rotherham Buildings Manager
- Children and Young People's Services Health and Safety Officer
- Zurich Insurance
- Crime Prevention Officer
- Neighbourhood Watch Schemes
- ProAktive



5-point Action Plan

To be prioritised within available budgets based on need through past incidents as programmed within the Fire Risk Assessment Significant Findings.

1. **Deter unauthorised entry onto site** (fencing, lighting, CCTV, onsite site manager, random security patrols).
2. **Prevent unauthorised entry into the building** (eliminate alcoves or light well, keep number of external doors to minimum required, approved window and door locks, effective intruder alarms, good relationships with neighbours, be part of a neighbourhood or school watch scheme, check all doors and windows are locked at end of each day)
3. **Reduce the opportunity for the offender to start a fire** (secured waste bins away from building including any recycling bins, sheds or outdoor storage at least 8m from building, skirting under mobile units, waste bins not attached to buildings but secured in the grounds)
4. **Reduce the scope for potential fire damage** (consider additional fire breaks during alteration work, close all internal doors at the end of each day, protect high value equipment in out of site secure room, installing automatic fire detection systems, sprinkler systems)
5. **Reduce subsequent losses and disruption resulting from a fire by preparing a disaster recovery plan** (suitably located and appropriate fire extinguishers, adequately trained staff, salvage plan to recover high value equipment and school records which may be irreplaceable).

Site Recovery Plan

- Details of people who can help in an emergency contained in Emergency Plan
- Information on suppliers to be provided as required by the Building Manager and Office Manager
- Inventory information to be completed by School with a copy kept off site

Site Inspections

The Premises Health and Safety Checks are completed on a weekly and monthly basis by the Site manager, Office Manager and checked by the Head Teacher. Any work required is actioned by the Head Teacher.



APPENDIX 1

PROCEDURES IN EVENT OF FIRE

- 1. ON DISCOVERY OF FIRE - RING ALARM BELL**
- 2. EVACUATE THE CHILDREN AND STAFF**
- 3. ASSEMBLE ON THE ASSEMBLY AREAS**

RESPONSIBILITIES OF STAFF

Class Staff Responsibilities

EVACUATE IMMEDIATELY

1. If possible - close doors and windows and switch off any electrical equipment being used.
2. Escort children from the building via the nearest exit.
3. Assemble at the main assembly point (large grass field located at the near to the main road).
4. Check the register and account for all the children and staff in their care.

Office Staff Responsibilities

1. Phone the fire brigade
2. The office staff will collect all equipment and files required
3. Account for all children and staff in their care
4. Check the Ladies & Gents Toilets and Staffroom and assist with evacuation
5. Evacuate to assembly point
6. Carry our practiced procedures to ascertain full evacuation

Leadership Staff Responsibilities

1. Supervise the checking of the register
2. Supervise whole evacuation procedure
3. Liaise with Fire Brigade

ALL ADULTS TO BE ALERT TO COVER DUTY ON ANY ABSENTEES



APPENDIX 2

Fire Action

1. The school office has responsibility for contacting the fire brigade

999 Operator will ask which service you require

Fire Service Pennine View School

Old Road

Conisbrough

DN12 3LR

01709 864978

2. The senior member of staff on duty / Site manager / School admin staff will locate source of fire from the central alarm board.
3. Location of the fire, where possible, to be confirmed over the telephone tannoy system by the Senior Member of Staff and areas to evacuated notified.
4. The school admin staff will collect the Registers & Staff / Visitors SignIn App information.

Registers

Student File

Pupils out of school

Mobile Phone

Pupil Contacts File

Pupils Absence List

Fire Procedures File

Main School Diary



5. The school admin staff will evacuate to the front of school to liaise with the Fire Service and Head Teacher and members of Senior Management Team

6. The school admin staff will aid communication between Fire Officers, Senior Management team and other staff members.



APPENDIX 3

FIRE ACTION

If you discover a fire

1. Sound the fire alarm by using the nearest fire alarm button
2. Evacuate the building
3. Inform the school office of the location of the fire

Remember your first duty is to sound the fire alarm and ensure the safety of others.

DO NOT TAKE RISKS

4. Go to the identified assembly point. Do not re-enter the building

IF YOU HEAR AN ALARM EVACUATE IMMEDIATELY

WHILST EVACUATING LISTEN CAREFULLY IN CASE THERE ARE INSTRUCTIONS GIVEN OVER THE TANNOY

1. Evacuate the building straight away. TAKE THE FIRE WARDEN BAG
2. Assemble the children you are responsible for at identified assembly point
3. Fire Warden to wear High Viz Jacket and complete the evacuation list that is in your bag. Hold it up high to be collected by admin team.
4. Check for missing persons, if someone is missing inform a member of the school admin team
5. Await further instructions from senior member of staff or Fire Officer



APPENDIX 4

CLOSE DOWN PROCEDURE CHECKLIST

The most important steps in fire prevention are good house-keeping and proper close down procedures.

ALL staff members have a responsibility to ensure the following close down checks are complete. Final check to be done before the school is made secure each night.

All flammable materials are locked away

All valuable equipment is secured

No cash is left unsecured overnight

All rubbish and waste has been located in suitable storage containers

Whoever is locking up the premises must check all rooms have been checked and are confirmed empty

External lighting is working correctly

ALL windows are shut and locked

ALL internal doors are closed to prevent the spread of fire

The intruder alarm and fire alarm systems have been correctly set

All the external doors have been secured

Gates in the perimeter fences are shut and locked



APPENDIX 5

FIRE SAFETY CLASS/GROUP RISK ASSESSMENT

This is

Our nearest fire alarm button is

Our nearest fire exit is

Our assembly point is

Normal class/group occupants

Children

Adults

On hearing the alarm PREPARE FOR IMMEDIATE EVACUATION.

LISTEN CAREFULLY FOR INSTRUCTION OVER THE TELEPHONE TANNOY SYSTEM ONCE SIREN HAS BEEN SWITCHED OFF

Nominate an adult to CLOSE ALL DOORS and where possible windows SWITCH OFF ELECTRICAL EQUIPMENT =

Nominate adult to take RED FIRE BAG =

SPECIFIC ACTION NEEDED

SPECIFIC ISSUES FOR THIS CLASS/GROUP

ACTION CONTINUED



APPENDIX 6

PENNINE VIEW SCHOOL

APPROVAL FOR ACTIVITIES INVOLVING HOT EQUIPMENT/PROCESSES

Proposed Activity

.....

Date of ActivityTime of Activity

Is this activity a one off event? YES / NO please circle

If the answer above is no please give details of when and how often occurs.

.....

.....

DETAILS OF ACTIVITY

.....

.....

LOCATION OF ACTIVITY

.....

.....

ANALYSIS OF ACTIVITY

Can an alternative working method be arranged? If YES give details

.....

.....

What would be the educational implication if the activity does not take place?

.....

.....



Detail fire precautions already in place

.....
.....

Can you identify any additional precautions to reduce the risk of fire

.....
.....

Class Teacher Date

**PLEASE NOTE THAT NOT ACTIVITY INVOLVING HOT EQUIPMENT OR PROCESSES
SHOULD TAKE PLACE WITHOUT PRIOR APPROVAL**

APPROVAL

Head Teacher

Date



APPENDIX 7

FIRE CHECKLIST – ADMIN AREAS

RECEPTION

On Hearing the Alarm

Check ladies and gents toilets and staff room
Escort any students in reception, any persons
from toilet area and visitors from Heads
Office or meeting room and proceed to
assembly point

Collect

Registers
Pupil absence sheet
Pupil contact file
Main School diary
Mobile phone
Fire Procedures File
Visitor & staff printout
Cover List

Once Outside*

Check visitors and students

ALL STAFF

**Follow practiced procedures to ensure that all persons have
evacuated from the building and liaise with the designated
Senior Leader and Fire Brigade**