



Fire Policy

The aim of this policy is designed to demonstrate compliance with the School's duties under the Regulatory Reform (Fire Safety Order) 2005 ensuring adequate safety for relevant persons. The priority is to eliminate or minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of the buildings if a fire breaks out. This policy is to be followed by all staff, pupils and visitors and has been created in conjunction with Melcombe Primary School (MPS).

Responsibilities

Role of Site Officer of Melcombe Primary School

The Site Officer of Melcombe Primary School is responsible, with the support of the Head and SLT, for the effective implementation of this Policy and its role within the School's Fire, Health and Safety management systems and processes. This includes arranging for fire safety risk assessment on site to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments.

Role of Head

The Head is responsible for ensuring the following:

- The Fire Policy is kept under regular review by the SLT
- The Fire Policy is disseminated to the entire school community
- Everyone in the school (including visitors and contractors) are given clear written instructions displayed around the school, on where they should go in the event of fire.
- All new staff are thoroughly trained in Fire Safety Procedures at their induction or on INSET days.
- Records are kept of Fire Drills
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered extended or rebuilt, or when new buildings are acquired.

Staff

All employees have the responsibility to cooperate with issued instruction, their training and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

If you find a fire, or one is reported to you

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify the Head/Site Officer of the exact location of the incident.

Fire Fighting

The safe evacuation of people is a priority. Staff may only attempt to deal with small fires if it is safe to do so without putting themselves or others at risk, using portable fire-fighting equipment. The alarm should be raised BEFORE fire fighting.

On hearing the Fire Alarm (a loud continuous sound)

- All occupants must respond to alarm activations and evacuate the building
- The MPS Site Officer will check the fire panel and if safe go to the zone where the alarm has been activated to investigate if there is a fire or a false alarm
- Office staff will call 999
- Site Officer will open school gates adjacent to Fulham Palace Road and Colwith Road to allow access to the emergency services.
- Staff will supervise the evacuation of pupils/visitors to the designated Assembly point – ground floor North playground
- Pupils should leave the building in silence
- Office staff will take pre-printed registers, visitor book and pens to the Assembly point
- Fire wardens will attend all exits
- If the fire is in the main stairwell (north), the alternative fire exit is via the south stairwell

Assembly Point – North Playground

- The main assembly point is the North Playground beyond the main stairwell. Pupils should leave in single file when instructed by the teacher in charge. Pupils should leave via the nearest fire exit. The fire wardens should be the last people to leave the classrooms and, if possible, make sure doors and windows are closed and be personally responsible for the evacuation of the youngest pupils. **A calm orderly exit is essential. Walk quickly, do not run and do not stop to collect belongings**
- Year groups will line up away from the building waiting for the register to be taken by their class teacher. **The class teacher must remain at the end of the line visible to the Fire Drill Officer (Head of HR and Admin) and Head**
- **The Fire Drill Officer will take the staff register and collect the class registers to check for absences.**
- The Fire Drill Officer will inform the Head and MPS's Site Officer if anyone is missing.
- The MPS Head/Site Officer will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Head.
- If the building cannot be reoccupied following an evacuation, the following procedures should be followed:
 - Site Officer to open Colwith Road gates
 - Site Officer to remain on premises
 - Children and staff to exit via Colwith Road
 - Children and staff and adults to make their way to agreed site, Queen's Manor School, Lysia Road, London SW6 0207 385 4343 or, if this is not possible, move to a second assembly point at St Paul's CE Primary School, Worlidge Street, Hammersmith, London, W6 9BP 0208 748 4951
 - Teachers to take registers again
 - Await instructions for return to school

ESCAPE

Escape Routes - Each room has at least one route that can be used in an emergency. These routes are signed and can be illuminated with emergency lighting. All the routes are used on a regular basis throughout the day, but care should still be taken to ensure they are not blocked or obstructed, e.g. by furniture, bags and boxes.

Fire notices and evacuation signs are displayed clearly in every room, corridors and stairwells.

Fire extinguishers of the appropriate type are located in every building in accordance with the recommendations from the MPS professional advisors.

All stairs, passages and emergency exits are illuminated by emergency lighting.

Testing all fire alarms weekly is the responsibility of the Site Officer at MPS records of all tests and professional checks are shared with the Head.

Fire Exits - Fire Exit Doors can be readily opened from the inside without the use of a key. Fire doors are provided to prevent the spread of heat and smoke, they should always be kept shut when not in use. **DO NOT remove self-closing devices or wedge doors open.**

ARRANGEMENTS FOR THE SAFE EVACUATION OF PEOPLE IDENTIFIED AS BEING ESPECIALLY AT RISK

1. The following groups of people, who visit or use the school, have been identified as being at special risk from fire:

a. **Very young children** – Early Years: There should always be two adults supervising the evacuation of pupils in the Early Years- no child should be left alone during the evacuation.

b. **Pupils, staff or visitors** who suffer a range of disabilities, eg mild epilepsy to complete disorientation in an emergency situation to health issues such as brittle bone disease

2. A **Personal Emergency Evacuation Plan (PEEP)** will be developed for individuals with special needs. The plans will be adapted for the range of disabled people who use or visit the school premises (see below)

3. **Emergency evacuation of persons with hearing or sight impairment:** It is necessary to make special arrangements for disabled persons in emergencies. Certain disabilities are easily recognised, eg persons in wheelchairs or who are blind but it is not always possible to identify those with defective hearing. In this case they might not hear the fire alarm. **All staff must therefore be alert to these problems and introduce special arrangements as follows:**

a. The Head of Admin should ensure that visitors who are identified as being disabled in any way are notified to the host/escort.

b. Staff will be allocated enabling deaf persons to be alerted in the event of fire.

c. Disabled people must be given assistance in the event of an evacuation. The degree of disability will dictate the special arrangements that are necessary to ensure their safety, which will include alerting them and assisting in their evacuation to the assembly point.

4. **Emergency evacuation of persons with mobility impairment:** Specific pupils with disabilities should be allocated a 'buddy' and on hearing or seeing the fire alarm the buddy should ensure that their 'charge' leaves the environment with them. For those pupils with brittle bones the teacher in charge should ensure that this pupil leaves the room last, accompanied by the teacher, so as not to be injured on exiting the room.

5. Examination Officer will report the disturbance to the examination boards in the required manner.

SPECIFIC ARRANGEMENTS FOR HIGH-FIRE-RISK AREAS

6. **Kitchens:** The Catering Manager will ensure that all equipment and machinery has been shut down and that the gas and electricity are off by pressing the emergency isolation valves on exiting the Kitchen areas.

ARRANGEMENTS FOR AN EMERGENCY PLAN TO BE USED BY A HIRER OF PART OF THE PREMISES:

7. Hirers of the school premises are orientated with the area that they are using during a pre-contract walkabout. Additionally on the day of hire the Head repeats the School's evacuation procedures with the Hirer to ensure that the Hirer fully understands the actions that are to be carried out.

8. All Hirers are required to take a register of their attendees on the specific day of hire.

FIRE SAFETY TRAINING AND FIRE DRILLS

9. The Head will ensure that all staff and any long term 'visitors' are thoroughly trained in fire safety procedures at their induction or on INSET days.

10. Contractors will be given an evacuation briefing on the first day on site and asked to ensure that their Site Manager/Foreman communicates this procedure at each 'Toolbox' talk to sub-contractors.

11. Training - All staff will be given regular (annual) refresher training on INSET days. Pupils will be reminded of the actions to take in the event of an emergency during practice fire evacuation drills.

Fire drills re-enforce all training given. Fire Drills are arranged by the MPS Site Officer in consultation with the Head and take place at least once a term. Records are retained on the Fire Log with the Headmaster.

Fire Risk Assessment

Airnite conducts a full fire risk assessment of Melcombe Primary annually and extends to Kensington Wade. An action plan should be created upon receipt of the report and a formal record kept of any action taken. Findings are shared with employees and contractors who work at the school site. The Risk Assessment should be reviewed if alterations are made to the site e.g., increased occupancy or changes to the layout. Ensure any actions arising from checks and investigations are allocated and implemented.

Fire related incidents and near misses

All fire related incidents must be reported to the Head and the Executive Board. A full investigation must be carried out within 5 working days of the incident to identify the cause. If needed, a representative from the fire risk management service (Airnite) may be consulted and a Fire Risk Assessment report may be requested outside of the annual review.

In the case of a near miss, the incident must be reported to the Head immediately. Any member of staff can report a near miss. A form must be obtained from the office and the Head will investigate and advise as needed.

HM September 2025

Next review September 2026