

The Emscote School

POSITIVE about *YOUNG PEOPLE*



Fire Safety Policy

A handwritten signature in black ink, appearing to read 'Parneet Kang', written over a horizontal line.

Parneet Kang
Principal and Sole Proprietor

A handwritten signature in black ink, appearing to read 'William Holland', written over a horizontal line.

William Holland
Chair of Trustees

REVIWED: Aug 26 - Parneet Kang

Fire Safety

1. Evacuate the building by the nearest exit.

- Don't stop and collect your belongings!
- Close ALL doors and windows on your way out!

2. Go directly to your assembly point and report to person in charge.

3. Electrical

- Used and maintained properly. Portable appliance Tests (PAT) to be carried, every 2 years.
- Turn off when not in use.
- Check electrical leads and plugs for wear and tear and faulty wiring.
- Frayed leads or exposed internal wires are fire risks.
- Don't overload sockets.
- Keep electrical appliances away from water.
- Keep electrical appliances clean and in good working order and have them serviced regularly.
- New appliances should have the British or European safety mark on it. If the appliance is second-hand, always have it checked by a qualified electrician before you use it.
- Throw away and replace damaged cables. Never use the tape to mend or join cables.
- Never run cables under mats or carpets where you cannot see wear and tear.
- Never cut sealed plugs off to use them again.
- Do not overload.

4. Portable Fire Extinguishers

- Ensure that they are sited correctly.
- Report any deficiencies.

5. Fire doors

- Keep closed, at all times.
- Do not wedge open.

6. Hazardous Materials

- Flammable liquids. Stored correctly and minimal quantities.

7. Good Housekeeping

- Keep bins empty, implement closedown procedures, keep escape routes clear.

8. General Storage

- As with housekeeping, pay attention to storage too close to ignition sources.

9. Fuse Rating

- Ensure the correct rating for the equipment is used.

FIRE SAFETY STATEMENT & POLICY SUMMARY

At Emscote School, the safety, health, and well-being of our pupils, staff, and visitors are our highest priorities. We maintain a proactive and robust approach to fire safety, ensuring full compliance with current legislative standards—including the Regulatory Reform (Fire Safety) Order 2005—and creating a safe environment where teaching and learning can thrive.

Core Commitments

- **Risk Assessment & Management:** Comprehensive Fire Risk Assessments (FRAs) are conducted annually by qualified assessors. Control measures and action items are regularly reviewed and promptly addressed by school leadership.
- **Emergency Evacuation Protocols:** Dedicated fire drills are executed at least once per term for all staff and students. Clear, multi-lingual emergency exit routes and assembly points are prominently displayed throughout school buildings.
- **System Testing & Maintenance:** Fire alarms, emergency lighting, smoke detectors, and suppression equipment are routinely inspected, tested, and maintained by certified external fire engineering contractors.
- **Staff Training & Responsibilities:** All staff members undergo mandatory fire safety induction upon joining and annual refresher training. Designated Fire Marshals are trained across every operational zone to lead structured evacuations and assist individuals with mobility needs.
- **Personal Emergency Evacuation Plans (PEEPs):** Individualized evacuation strategies are created for pupils, staff, or visitors requiring additional support or specialized equipment during an emergency.
- **Control of Fire Hazards:** Fire doors are kept clear and unobstructed at all times. Hazardous materials and science lab reagents are securely stored according to COSHH standards, and all portable electrical equipment undergoes regular PAT testing.

Responsibility & Oversight

Overall legal responsibility for fire safety rests with the Board of Governors and the Principal. Day-to-day operational execution is managed by all school staff.

1. The person responsible for fire safety in the premises is: – Parneet Kang
2. Fire Wardens are – SLT
3. In the event of an emergency the following personnel are responsible for:
 - All Staff- Ensuring young people leave the building safely and in a timely manner.
 - Completing a full sweep of the building.
 - Calling the Fire Brigade.
 - Roll Call.
4. The arrangements for the safe management of any disabled person to the premises:
 - If the person is a regular visitor to Emscote school, a Personal Emergency Evacuation Plan (PEEP) will have been completed in advance to them arriving on site.
5. The arrangements for the safe management of any visitors to the premises are:
 - All visitors are made aware of the fire safety procedures on arrival to the building.
 - They are required to sign in and ensure they have located their nearest exit.

GUIDE TO ROUTINE INSPECTION AND MAINTENANCE OF FIRE SAFETY INSTALLATIONS

It is essential for the safety of the occupants of a building that fire safety equipment is checked frequently. Although much of the checking can be undertaken by suitably trained personnel, a formal agreement should be made with the installer, the installer's agent, or an accredited serving organisation to provide the regular inspection and testing described in the codes for the fire safety installations.

A yearly Fire Risk Assessment is completed by National Fire Risk Assessment Centre

NOTE- The information given on this page, has been summarised from the current BS5839:

Part 1, BS5266 Parts 4 and 5, BS 5306: Part 2 and BS 8214.

Reference should be made to these:

Codes for further detail of both routine maintenance and inspection and testing.

Fire Detection and Alarm Systems

DAILY CHECKS – The following should be checked:

- A.** That the control panel indicates normal operation and if any fault is indicated that it has been logged and the appropriate actions taken.
- B.** That any fault recorded the previous day has received attention.

WEEKLY CHECKS – The following should be checked:

- A.** The ability of the control equipment to receive a fire signal to initiate the evacuation procedure, recording which trigger device has been used and ensuring that each zone, is tested at least every three months.
- B.** That any standby batteries are in good condition and that the fuel, oil, and coolant levels of any standby generators are correct, topping up as necessary.
- C.** That the reserves of paper and ink or ribbon are adequate for two weeks normal Usage.

MONTHLY CHECKS - Any standby generator should be started up (by simulating failure of the Power supply) and allowed to energize the system for at least one hour, while the system is monitored for any malfunctioning caused by the using of the generator. After restoring the normal supply, check that the arrangements for the generator starting battery are functioning correctly. Top up the oil and coolant levels and fill the fuel tanks.

THREE MONTHLY CHECKS – Arrange for the quarterly inspections and tests of the fire detection and alarm systems, to be carried out by competent persons : For any defects found to be logged and the necessary actions taken. Ensure that certificates of satisfactory testing are received.

ANNUAL- Arrange for annual inspections and tests to be carried out by competent persons, any defects to be logged and the necessary action taken. Ensure that certificates of satisfactory testing, are received.

Fire Alarm Evacuation Plans - Are carried out termly and recorded in the fire safety book.

Emergency and Escape Lighting Systems

DAILY CHECKS- The following should be checked.

- A. That every lamp is lit if the system is maintained.
- B. That the control panel for any central battery system or generator indicates normal operation.
- C. That any fault found is logged and appropriate action(s) taken.

MONTHLY CHECKS – Check that:

- A. After simulating a failure of the supply to the normal lighting, all luminaires and exit signs function correctly. If the standby supply is from a generator with back up batteries, that all luminaires and exit signs function correctly even if the generator is prevented from starting.
- B. After restoring the supply to the normal lighting:
 - i. Indicator lamps or devices to self-contained luminaires or internally illuminated exit signs, show that the normal supply has been restored.
 - ii. Indicator lamps or devices to the central battery systems show that the normal supply, has been restored and that the charging arrangements are functioning correctly.
 - iii The charging arrangements for any battery for starting a generator are functioning correctly. Ensure that the oil and coolant levels have been topped up and that the fuel tanks are filled.

Annual – Arrange for annual inspections and tests to be carried out on self -contained luminaire's, with sealed batteries, if more than 3 years old, by competent persons. Any defects to be logged and the necessary action taken. Ensure that certificates of satisfactory testing are received.

Arrange for the annual inspections and tests of the emergency and escape lighting to be carried out by competent persons; for any defects found - to be logged, and the necessary action taken. Ensure that certificates of satisfactory testing are received.

Portable Fire Extinguishers and Hose-reels

MONTHLY CHECKS

Check that all portable fire extinguishers and hose reels are in place and not obstructed, discharged or damaged. Any extinguishers used in a fire, or training should be recharged immediately.

ANNUAL

Arrange for annual inspections and tests to be carried out by competent persons. Any defects To be logged and the necessary action taken. Ensure that certificates of satisfactory testing, are received.