



LLOYD WILLIAMSON
FOUNDATION

The
Lloyd Williamson
Schools Foundation

Fire Safety Policy

Introduction & Aims

It is the overall aim of The Lloyd Williamson Schools Foundation to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises promptly are in place.

2. Fire Safety Management

Main duties are:

- To minimise risk from fire through risk assessments
- To ensure staff/ fire warden training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors are unobstructed and operate correctly.
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

3. Fire Procedures

Notices displaying the fire procedures are displayed in around the schools, each classroom and at each fire alarm call point.

Fire safety training (including induction): Shaun Watson

Fire risk assessments: Bevan Binedell

Fire drills: 77 St. Charles Square: Bevan 12 Telford Road: Shaun Watson

Checks on call points: Bevan & Shaun

Checks on emergency lighting: Cornelis Meyer

Fire escapes unobstructed: All staff

Check all fire detection & protection systems are maintained: Cornelis Meyer

4. Fire Safety Training

Fire warden training will be undertaken by all appropriate staff at least every two years by designated staff.

All staff will have online training annually. This will include:

- Understanding the Emergency Plan/fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety eg keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for all staff.
- All agency or voluntary staff to be given fire procedure information.
- New staff to be taken through the Fire Policy and training schedule as part of Induction.

All records of training and induction are recorded in Fire Safety Log Book, which is located in the School main office.

5. Fire Risk Assessment

Fire Risk Assessment is carried out annually by the school's Health & Safety Officer. This is informed by a Fire Risk Assessment and audit visit carried out by the senior Health and Safety Manager, Lucy Meyer. All issues that present a fire risk must be transferred to an Action Plan, to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment as per Health & Safety procedures.

6. Evacuation Drills

The procedure for emergency evacuation is displayed in each classroom and by each fire alarm call point. The main alarm panel in Telford Road site is situated at the bottom of the stairs. The main alarm panel in St. Charles Square site is situated at the entrance to the dining hall at the main entrance. Fire drills are executed by the Fire wardens, via this panel. Fire evacuation drills should be carried out at least on a six-monthly basis/ once per term. Where required they may be undertaken more frequently, particularly if there are new staff or pupils. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm

The first priority of all staff is to ensure that all pupils and staff leave the building safely.

Action	Person responsible	In case primary person is absent
Evacuating all staff and pupils	Telford Road: Shaun Watson St Charles: Bevan Binedell	Telford Road: Emmanuela Lima/ Lucy Meyer St. Charles: Hussain Razik
Collection of registers and staff/ visitor sign in sheets	Each class teacher & admin staff	Staff in class with students & Lucy Meyer

Contacting and meeting with Fire services	Telford Road: Lucy Meyer St. Charles: Admin staff	Telford Road: admin staff St. Charles: Bevan Binedell
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In general, all staff and pupils will assemble at the assembly point, unless the source of the fire makes this impossible. Teachers will immediately do a head count and call the register. Absentees will immediately be reported to the Fire officers.

8. Fire Doors & Exits

The fire exit doors have been fitted with immediate release locks so that in the event of a fire alarm the exit doors will automatically open and require no key or even the door handle to be operated to exit the building. All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows. Internal Fire doors must not be routinely held open. Where doors are held open they have been fitted with door closers that automatically close the door in the event of a fire alarm. On NO OCCASION must a Fire Door ever be locked while the School is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary matter.

9. Follow-up to Evacuation Drills

Drills must be recorded in the Fire Safety Log Book held by the Health & Safety officer. Timing of each evacuation must be recorded accurately (guidelines state 2½ minutes per story of a normal risk building). Everyone will receive immediate feedback on the success of the evacuation at their assembly point. As part of Health & Safety monitoring, the Headteacher and Fire Safety Officer's will periodically check the Fire Safety Log Book and the evacuation schedule.

10. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems

11. Frequency of Testing

System	Frequency	Method of test
Fire alarm	Weekly	Visual checks of the panel to ensure there are no visible indications of a fault
Fire alarm	Weekly	Test key operation of different call points each week
Fire alarm	Every 6 months	Servicing and battery test
Internal & External doors	Daily	Confirm that all doors open and close as needed. Doors are clear of any obstructions
Fire equipment (fire extinguisher, fire blanket & evacuation sledge)	Weekly	Ensure seals are intact, and all other equipment hasn't been removed or tampered with

Fire extinguisher	Annually	Serviced by contactors
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11. Disabled Pupils/Members of Staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

This policy was last reviewed in 02.03.23 .

Next review is due in February 2024

Written by Shaun Watson

Review by Lucy Meyer & Bevan Binedell

IN CASE OF FIRE

The member of staff discovering the fire should:

- Sound the alarm using nearest fire alarm

If the fire alarm sounds:

Staff will ensure everyone:

- Safely evacuate to the nearest exit
- Personal belongings are left behind to avoid delays
- Everyone is walking sensibly & safely out of the building closing any doors behind them as they leave
- Doesn't re-enter the building unless instructed it is safe to do so by a fire officer

If the fire alarm sounds:

Staff will ensure they:

- Take a register of their students, staff & visitors is taken (if anyone is not accounted for staff will inform a fire officer)
- Call the fire services if required (9999 calling internally)

THE FIRE ASSEMBLY POINTS BELOW

**TELFORD: OUTSIDE AK FOODS (JUNCTION OF
TELFORD/PORTOBELLO)**

ST. CHARLES SQUARE: OUTSIDE SCHOOL GATES