

Fire Prevention Policy

This policy applies to all sections of Leicester Community Academy.

Leicester Community Academy recognises its legal responsibility to complete a fire safety risk assessment, as part of its overall responsibility for the Health and Safety of all those who live in, work at, or visit the school.

Responsibility

It is the responsibility of **the Head Teachers** to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings.

It is the responsibility of **the Bursar** to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the school and that all gas and electrical appliances are monitored for safety on a regular basis. The Bursar also keeps records of Fire Safety Inspections and takes advice from the visiting Fire Officer.

The **Fire Officer** visits the school for inspection, giving written notice of his intention to inspect the premises. The Bursar records his visits and acts in accordance with the advice received in the fire safety report.

It is the responsibility of **all employees** at the school to take reasonable precautions to prevent fire.

All visitors to the school are required to sign in at Reception, where they are given a copy of fire evacuation procedures.

When running an event in school, it is the responsibility of the **person leading the event** to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

Fire Safety

It is a requirement that all students and staff are aware of emergency evacuation procedures from the school building. The school will comply with recommendations of the Fire Service, and

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will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

Within Leicester Community Academy, there are a number of procedures and guidance notes in place to assist in keeping students and staff safe from risk of fire.

Risk Assessment:

The risk assessment will:

- Identify all potential fire hazards, reducing them wherever possible.
- Assess the likelihood of fire occurring.
- Consider whether anyone is especially at risk and the consequences of a fire on everyone present; and decide whether existing fire safety measures are adequate or need improving.
- The assessment is completed by looking at the school as a whole.

At Leicester Community Academy the risk assessment is completed daily, weekly and monthly.

The assessment will:

- Identify any hazards.
- Look to reducing hazards.
- Compensate for hazards that remain.
- Consider consequences and people at risk (e.g. students' awareness of dangers, or any behavioural problems presenting hazards to, or evacuation from premises.)

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Fire Drill & Evacuation from the premises

Any person discovering a fire:

- ✓ Sound the alarm.
- ✓ Leave the building.
- ✓ If you are a member of staff – attack the fire, if possible, using the appliances provided or call 999.

On hearing the fire alarm:

- ✓ Leave the building by the nearest fire exit.
- ✓ Any responsible person should take the registers from the reception with them when leaving the building.
- ✓ Close all doors behind you.
- ✓ Report to the assembly point – Car Park, Houghton Street & Quenby Street.

Assembly point

- ✓ Register of students must be taken at the assembly point i.e. Car Park, Houghton Street & Quenby Street.

Fire Hazards

The following fire hazards are identified:

- a) Smoking
- b) Electrical Equipment
- c) Naked flame and gas appliances
- d) Portable heaters
- e) Laboratory equipment
- f) Lightning
- g) Flammable / combustible substances
- h) Arson

To Reduce Risk of Fire

a) Smoking

- The school is a non-smoking site. Smoking is not allowed on any part of the school site and signs are distributed around the buildings to reinforce this.

b) Electrical equipment

- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- Increasingly extension cables are being replaced by extension 'towers'.

c) Naked flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and pupils are trained in their safe use and must wear correct safety clothing and goggles. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary.
- Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency.

d) Portable heaters

- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

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e) Laboratory equipment

- All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff.
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision.
- All potentially hazardous equipment and procedures are used / carried out with strict adherence to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) guidelines.

f) Lightning

- The school's lightning conductors are inspected annually.

g) Flammable / combustible materials.

- All new school furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH (Control of Substances Hazardous to Health).
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDS).
- All containers / storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

h) Arson

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day.
- No unaccompanied visitors are to be on site at any time.
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called. There is plenty of telephone access across the site and boarding and duty staff carry mobile phones.

Further Measures for Fire Safety

- Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times, supervising staff will ensure that bags are not left in corridors or doorways. Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Smoke detectors are in use throughout the building and these are tested annually and records of the tests are kept.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a
- daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO₂) are located strategically around the school site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The Bursar conducts a 'walkabout', to check for clear signage.

In The Event of Fire

- Evacuation procedures are regularly practised at different times of the day, every half term.
- Fire notices are distributed throughout the buildings.
- Escape routes are clearly marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.
- A fireboard is maintained with updated information and lists of staff; registers are also used, as well as the signing register at Reception in the event of a fire alarm being sounded, so that efficient checks may be made as to who is on site at any particular time. A designated person collects the fireboard at different times of the day.

Training

Staff are trained in fire safety and records of the training are kept.

Heads of Department risk assess their subject areas and review and update this with their staff regularly.

Arrangements for The Disabled

- If a pupil with a disability joins the school, an assessment of need is made prior to his / her arrival and risk assessment is carried out according to individual need.
- All pupils are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the disabled individual.

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Lone Working

- Lone working is discouraged and it is recommended that staff work during the holidays only at those times when the office or reception is staffed.

Other Users of The School Site

Any organisation or group hiring school premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures.

Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments.

Reviewed: December 2017

Next Review: December 2018