



**MALTMAN'S GREEN**  
SCHOOL

# Fire Risk Assessment Policy

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**This policy also applies to the EYFS**

**Related documents**      Health and Safety Policy  
Safeguarding and Child Protection Policy and Procedures  
Fire Evacuation Procedure

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## Contents

1	Introduction .....	3
2	Responsibilities .....	3
3	Management System for Fire Safety .....	4
4	Appendix 1: Fire Evacuation Procedure Sign for Classrooms.....	6
5	Appendix 2: Fire Evacuation Procedure .....	7
6	Appendix 5: Fire Marshal Roles .....	8
10	Appendix 6: Guidance on completing a Personal Emergency Evacuation Plan (PEEP) .....	10
10.1	When is a PEEP required?.....	10
10.2	What should be documented?.....	10
10.3	How should the form be completed? .....	10
10.4	Information, instruction and training needs .....	10
10.5	Reviewing the PEEP .....	11
11	Appendix 7: Personal Emergency Evacuation Plan (PEEP).....	12
12	Appendix 8: School Hot Work Permit .....	15
13	Appendix 9: Minimum Requirements when Reporting an Emergency Incident .....	16

## 1 Introduction

Maltman's Green School is committed to high standards in health and safety and ensuring the provision of a healthy working environment is available to pupils, employees, contractors and persons who may visit the school, including all aspects of fire safety. We will strive to achieve comfortable working that is, as far as reasonably practicable, safe from the risk of fire.

The school recognises that following the introduction of the Regulatory Reform (Fire Safety) Order 2005 the Government has laid down guidance for fire safety in educational premises.

The school adopts a risk assessment approach to all fire safety matters by assessing hazards generally and where possible and creating systems to reduce or eradicate risks.

## 2 Responsibilities

The nominated 'responsible person' as required by the above legislation is the Headmistress, who has day to day responsibility for fire management and is responsible, to the Governors, for ensuring that the fire risk assessment policy is implemented.

The Bursar has been given the role of the Fire Safety Manager and is responsible for the implementation and coordination of all fire safety facilities. The Facilities Manager will deputise in their absence.

The Fire Safety Manager will ensure that all of the legal and moral responsibilities regarding managing the risk of fire are adhered to and where practicable, prevent the possibility of all causes of fire by;

- Establishing and managing a fire risk assessment framework for all of its premises and ensuring that the fire risk assessment is reviewed at regular intervals.
- Using competent persons to carry out the fire risk assessment for the full site and to advise on the management of fire safety issues;
- Implementing the protective and preventative measures identified in the risk assessment and advice from competent persons;
- Managing and maintaining all buildings and premises to adequately control the risk from fire.
- Maintaining adequate fire precautions with regard to ensuring:
  - adequate arrangements for giving warning in case of fire;
  - that sufficient and suitable exits are maintained within buildings;
  - adequate provision of means for fighting a small fire; and
  - that all staff receive suitable training, commensurate with their role and the duties they may be required to perform during a fire.
- Consulting with employees on relevant risk reduction measures that are necessary;
- Liaising with employees to reduce the risk from fire as far as reasonably practicable;
- Developing roles and responsibilities to cover all aspects of fire safety and ensure that everyone understands their roles and responsibilities;
- Developing an emergency evacuation plan for all our properties and personal emergency evacuation plans (PEEP) for all special needs persons who are employed or taught at our premises;
- Making adequate provision for the control of fire in work processes, including the control of hot working.
- Ensuring records are maintained in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.

### 3 Management System for Fire Safety

The process of fire risk assessment is used to manage the ongoing fire risk in the premises which records:

1. The significant findings: and
2. Any group of persons identified by it as being especially at risk.

School arrangements for planning, organising, controlling, monitoring and reviewing the fire risk assessment processes are as follows;

#### Planning

Reference will be made within the main School Health and Safety Policy to the Fire Evacuation Procedures document which will also incorporate arson control and management of chemicals on site.

Health and Safety is steered by the Health & Safety Committee, which is chaired by the Facilities Manager.

Fire risk assessments will be carried out by the school's appointed external competent contractor, and these will be reviewed regularly or at least on an annual basis.

Staff will receive appropriate fire training relevant to their job role on induction and at regular intervals on INSET days.

All significant findings identified within the fire risk assessment will be addressed in accordance with the action plan detailed in the risk assessment reports.

The Facilities Manager will ensure the following:

- Fire alarms, emergency lighting and portable fire extinguishers are serviced in accordance with the current British Standards, 5839, 5266 and 5306 respectively.
- Fire Drills are undertaken on a termly basis for the full site with the results being entered into the fire safety logbooks.
- Fire logbooks for the site are kept up to date and will be made available for use as an audit trail and if the Fire Service should visit the premises.
- Fire escape routes, exit doors and corridors etc. are checked regularly and properly, are signposted, highlighted, maintained free from obstructions, and are available for use at all times.

#### Organisation

The Headmistress and Governors are responsible for

- Identifying the risks and reviewing the risk assessment action plan.
- Training a number of staff as Fire Marshals and delegating specific responsibilities to each in the event of an evacuation.
- Reducing or removing any risk where practicable.

### **Control**

The school will carry out termly fire drills, and staff training with documentation being kept in the fire logbooks.

The fire logbook is kept in the school office and is the responsibility of the Facilities Manager.

The Facilities Manager carries out a regular schedule of maintenance and testing of all passive fire safety measures i.e. fire alarms, portable fire extinguishers, emergency lighting, signage etc.

### **Monitoring**

The HR Manager will hold training records.

The Bursar will audit fire documentation and risk assessments annually. They will also monitor all action plans.

### **Review**


The Risk Assessment will be renewed on an annual basis or more regularly in the event of significant changes.

## 4 Appendix 1: Fire Evacuation Procedure Sign for Classrooms




**IN CASE OF FIRE**

**Activate the nearest call point**



**FIRE EVACUATION PROCEDURE**



**The fire evacuation signal is  
A LOUD RINGING BELL or SIREN**

**If the Fire Alarm Sounds:**

1. Leave the Building in silence, and walk do not run, keeping to the left side of corridors and stairs
2. Pupils in a classroom will be directed by their teacher
3. Pupils outside of the classroom should go directly to the assembly area and wait for further instructions

4. Proceed to the assembly point which is located at the

**WALLED GARDEN**



5. At the assembly area, line up in silence and in alphabetical order within your form group
6. Teachers must report to the **Blue Fire Marshal** when they have conducted a roll call of their class

**NEVER RE-ENTER THE SCHOOL UNTIL YOU HAVE BEEN TOLD THAT IT IS SAFE TO DO SO**

## 5 Appendix 2: Fire Evacuation Procedure

### FIRE EVACUATION PROCEDURE

To be read alongside 'Assembly Positions for Fire Evacuation' document

The regular assembly point is in the walled garden:

All Little Malties Staff	with LM girls in the area allocated for these pupils
Form Teachers and Nursery and Reception TAs	with your form at the area allocated for your form
Teachers (non-form) & TAs (with the exception of Nursery & Reception TAs)	in the <u>Orange Fire Marshal</u> area
P/T staff (excluding Admin staff)	in the <u>Orange Fire Marshal</u> area
All peripatetic and regular supply staff	in the <u>Orange Fire Marshal</u> area
Maintenance and Admin staff	in the <u>Yellow Fire Marshal</u> area
Visitors (including all parents on site) and irregular supply staff	stay with the person you are visiting and they will direct you to the <u>Yellow Fire Marshal</u>

1. All non-F/T staff must record their arrival and departure daily on the record sheets held in the Old Library.
2. All staff who leave site during the school day should record this on the appropriate sheet held on the 'Signing In Sheets' shelf in the Old Library.
3. Upon discovering a fire, activate the nearest fire call point.
4. On hearing the fire alarm:

**For future enforcement:**

- All staff should take the form they are teaching to the walled garden assembly area and then stand in their allocated area (Nursery and Reception TAs should also stand with their form):
    - Form Teachers will be handed their register book by one of the Blue Fire Marshals
    - Form Teachers should check the pupils that are present and tick them off on the register
    - The Blue Fire Marshals will collect your register when it is complete
  - The last person leaving the Purple Block through the fire doors must close the doors behind them.
  - In an emergency, a member of staff supervising the pupils in the swimming pool should approach a Fire Marshal in the Walled Garden. That Fire Marshal will seek permission from the Red Fire Marshal to stay in the swimming pool block. The Fire Marshal will report the decision back to the member of staff.  
  
If required to leave the swimming pool block, pupils should be directed in an orderly fashion to the nearest safe emergency exit and issued with a foil blanket and a pair of 'flip flops' from the green storage container before going to stand with their form.  
  
If the alarm is a practice/drill, then Pupils should assembly by the swimming pool doors.
  - All other staff should walk to the walled garden and stand in their allocated area (as listed above) to await roll-call by their Fire Marshal.
5. Please take any visitors and parents under your responsibility with you out into the Walled Garden, then direct them to the Yellow Fire Marshal, who will record their presence.
  6. The Headmistress, or in her absence the Deputy Head Pastoral, will receive information from the Red Fire Marshal, confirm that all pupils, staff and visitors have been accounted for and advise the next course of action, which may include relocating to an internal area, e.g. the Junior Gym, should the weather dictate and should it be safe to do so.
  7. This procedure must be followed whenever the fire alarm sounds during regular school hours (08.30-16.00). In the event of the alarm sounding during before school (08.00-08.30) or after school sessions (16.00-16.30), this fire evacuation procedure must be followed with the following addition:
    - All staff responsible for extra subject lessons / clubs / squads / groups must take their register with them to ensure all pupils are accounted for and stay with their group in the walled garden
    - All parents onsite must make their way to the Walled Garden
  8. On hearing the fire alarm always move to the walled garden – **DO NOT ASSUME OR LISTEN TO ANY OTHER INSTRUCTION / ADVICE** that this may be a false alarm.

6 Appendix 5: Fire Marshal Roles

**FIRE EVACUATION PROCEDURE**  
**Fire Marshal Roles**

Identification	Staff	Cover staff	Role
<b>Blue</b>	Clare Luckett Prep Sophie Griffm Pre-prep	Anita Boyal	Radio to those staff with pupils working in the woodland, if necessary <u>Collect all pupil and staff registers from shelves in Old Library and disseminate to Fire Marshals:</u> <ul style="list-style-type: none"> <li>Admin/maintenance staff board – Yellow Fire Marshal</li> <li>All other staff boards – Orange Fire Marshal</li> <li>Fire Evacuation summary board – Red Fire Marshal</li> </ul> Colours and labels are on back of register boards for easy reference. <u>Collect visitor book and high-visibility jackets and disseminate to appropriate Fire Marshals:</u> <ul style="list-style-type: none"> <li>Visitors' book – Yellow Fire Marshal</li> </ul> Responsible for: <ul style="list-style-type: none"> <li>Handing out and collecting Form pupil registers</li> <li>Confirming presence of all pupils in attendance</li> </ul> Responsible for recording presence of all:
<b>Orange</b>	Lois King	Anita Boyal Emma Button	Recording presence of all: <ul style="list-style-type: none"> <li>Teachers (all those not responsible for a form)</li> <li>TAs</li> <li>P/T Staff</li> <li>Extra Subject Teachers (peripatetics)</li> <li>Regular Supply Staff</li> </ul> Responsible for recording presence of all: <ul style="list-style-type: none"> <li>Maintenance Staff</li> <li>Admin Staff</li> <li>Visitors (including all parents on site) and Irregular Supply Staff</li> <li>Governors</li> </ul>
<b>Yellow</b>	Lisa Gill	Jackie Stevens	Alert fire brigade and Red Care in advance (in case of fire drill) <u>Man front panel</u>
<b>Green</b>	Peter Moorfield	Tom Howe Rod Baker	Responsible for: <ul style="list-style-type: none"> <li>calling fire brigade to check that they have been alerted</li> <li>receiving confirmation that each Fire Marshal has completed full count</li> <li>advise Headmistress if it is safe to dismiss pupils, staff and visitors from assembly point when reason for fire alarm activation is identified and all persons on site are accounted for, and whether those present can be relocated to an internal area e.g. Junior Gym, if necessary</li> </ul>
<b>Red</b> (Designated Person)	Hannah Graves	Peter Moorfield	Responsible for: <ul style="list-style-type: none"> <li>Welfare</li> <li>PR</li> </ul> Advise building is safe to enter following advice from Red Fire Warden
<b>Headmistress</b>	Jill Walker	Rachel Gaynor Tim Paramour	

## 10 Appendix 6: Guidance on completing a Personal Emergency Evacuation Plan (PEEP)

### 10.1 When is a PEEP required?

A PEEP should be completed whenever an individual has a disability that would affect their safe evacuation in the event of an emergency. This would include short-term injuries that would affect a person's ability to self-evacuate. Its purpose is to provide a detailed, step-by-step and comprehensive plan that documents the procedures and equipment in place for ensuring that person is able to safely evacuate a building if needed. The PEEP should consider all buildings/areas the individual commonly works, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

### 10.2 What should be documented?

The PEEP form provides the main headings needing to be considered. However, additional questions that may require further consideration include, for example:

- Whether the means of raising the alarm is consistent with individual needs?
- Is the individual aware how to, and are they able to, raise the alarm?
- Is there adequate cover if an assistant is out of office and how this will be co-ordinated?
- Have they received any necessary training?
- Is additional signage needed e.g. of refuge areas?
- Is signage adequate when considering the individual's needs? Can escape route doors be easily opened?

**Commented [HG1]:** Removed as we do not have an Evac chair as we can only accommodate wheelchair users on the ground floor.

### 10.3 How should the form be completed?

The PEEP form should be completed in co-ordination with the individual it relates to. However, before finalising/signing it off, all involved parties, including those providing assistance, fire marshals, the Facilities manager and the Health and Safety Responsible Person should be given the opportunity to comment.

### 10.4 Information, instruction and training needs

As well as the need to provide information and instruction on escape routes and procedures etc, further practical training may also be required, for example in the use of any equipment provided e.g., communication devices etc. These training and refresher training requirements should form part of the PEEP.

The PEEP should be signed by and distributed to all involved parties following completion to show that it has been received and that individual responsibilities are understood. The PEEP should form part of the overall Fire evacuation plan and should therefore be incorporated into any fire drills that are undertaken. Any issues identified following a fire drill should be fed back to the relevant parties e.g. the Facilities manager.

### **10.5 Reviewing the PEEP**

This PEEP should be reviewed as and when all other aspects of fire evacuation arrangements are reviewed but also when:

- the PEEP is believed to be no longer valid e.g. following a poorly executed fire drill;
- there are any concerns (the individual, assistant, fire marshal, fire officer etc);
- there are changes in the individual's health etc.; and
- annually.

## 11 Appendix 7: Personal Emergency Evacuation Plan (PEEP)

### Personal Emergency Evacuation Plan (PEEP)

Please note - A PEEP should consider all buildings/areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

PEEP for:	
Contact Details:	
Building/area PEEP applicable to:	

#### Impact of disability on emergency evacuation

How may the individual's disability (e.g. mobility, hearing, sight, communication etc) impact on their safe evacuation?

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#### Awareness

How will the individual be made aware of the need to evacuate the building?

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**Assistance**

Identify those people who will provide assistance and the nature of the assistance.

- You should identify both the primary assistant and those who will provide back up cover during absence e.g. holiday, sickness etc.
- An adequate number will be required to ensure assistance is available at all times.

Name	Nature of assistance	Contact details
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**Equipment**

What equipment will be provided to assist with the evacuation and who is responsible for

**Procedure**

Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm first sounds

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Relevant party	Name	Signature	Date
PEEP owner (the individual):			
PEEP assessor:			
Assistants:			

Distribution list:	
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12 Appendix 8: School Hot Work Permit

**Maltmans Green School Hot Work Permit**

Permit Number...0.....

**THIS PERMIT IS ONLY VALID FOR THE DAY OF ISSUE. ON EVERY OCCASION  
HOT WORK IS CARRIED OUT, A NEW PERMIT WILL BE REQUIRED**

**PART 1**  
**To be completed prior to Hot Work**

Permission is granted to:

Company: \_\_\_\_\_

To use: \_\_\_\_\_ In the \_\_\_\_\_ (location in premises)  
Between \_\_\_\_\_ and \_\_\_\_\_ Hrs, on \_\_\_\_\_ date

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*At all times the main contractor is responsible for ensuring compliance by all sub  
contractors of the Hot Work Fire Safety Precautions and for the following;*

- The above location has been inspected and safety precautions carried out;
- All solid combustible material has either been removed or adequately protected against sparks;
- There are no flammable liquids or gases within 15 metres;
- Smoking is not permitted in the premises;
- The operatives have had the nearest telephone pointed out to them and have been informed what to do in the event of an emergency;
- A fully serviceable fire extinguisher is to be immediately available while the operation is in progress;
- The operative(s) have familiarised themselves with the means of escape from the working area and the building, and are fully competent in the use and operation of the equipment.
- Protective clothing is to be worn at all times

Signature of Duty \_\_\_\_\_ Date \_\_\_\_\_  
Manager

Signature of person \_\_\_\_\_ Print \_\_\_\_\_  
responsible for work \_\_\_\_\_ Name \_\_\_\_\_

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**PART 2**  
**To be completed after Hot Work**

This is to state that I have inspected all work areas and all adjacent areas to which heat and other sparks might have spread on initial completion of hot work operations, and one hour after, no smouldering fires were discovered.

Where applicable, the automatic fire warning system has been re-connected.

Signature of person \_\_\_\_\_ Print \_\_\_\_\_  
responsible for work \_\_\_\_\_ Name \_\_\_\_\_

## 13 Appendix 9: Minimum Requirements when Reporting an Emergency Incident

Use the acronym **ETHANE**:

- E** **Exact Location:** Maltman's Green School, Gerrards Cross, SL9 8RR.
- T** **Type of Incident:** Armed intruder on School site or in School buildings, unarmed intruder, explosion.
- H** **Hazards:** Possible explosives and firearms, gas leak.
- A** **Access:** Best route to the scene following - or avoiding - particular features.
- N** **Number of Casualties:** If known or suggest low, medium or high.
- E** **Emergency Services:** Required and/or already present.