



# Fire Safety Policy

## Phase of school this policy relates to

|                    |                |                  |                     |
|--------------------|----------------|------------------|---------------------|
| <b>Early Years</b> | <b>Primary</b> | <b>Secondary</b> | <b>Whole School</b> |
|--------------------|----------------|------------------|---------------------|

|                                  |                           |
|----------------------------------|---------------------------|
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| <b>Date reviewed:</b>            | <b>Autumn 1 2025</b>      |
| <b>Next review date:</b>         | <b>Autumn 1 2026</b>      |
|                                  |                           |
| <b>Policy lead staff member:</b> | <b>Leanna Barrett</b>     |
| <b>Policy link governor:</b>     | <b>Charlie O'Sullivan</b> |

The Regulatory Reform Order (Fire Safety) 2005 requires organisations to undertake fire risk assessments for their workplace.

At Liberty Woodland School we recognise the importance of good fire safety practices to ensure the safety of all employees, students and visitors. We complete a Fire Risk Assessment at least every 2 years or sooner if there are significant changes to the building, occupancy, layout, or as identified through regular review. The assessment is reviewed annually to ensure ongoing compliance. Liberty Woodland School employees have a duty of responsibility to report any potential fire hazards and to cooperate fully with the fire procedure to ensure the safe evacuation of all.

All display panels and other surfaces should have a class 1 surface when tested in accordance with BS476: Part 7. When tested in accordance with BS5852, all upholstered furniture should resist ignition by the smouldering source and the flaming source.

## **1. Maintenance of Fire Precautions and Systems**

- Fire Alarm and smoke detector inspection (annual)
- Fire Extinguisher inspection (annual)
- Fire Risk assessment (2 years or sooner if necessary)

Upon opening Morden Lodge each morning, the three external doors (front door, rear door and lower ground door) will be unlocked and the lock mechanism shall stay open for the duration of the school day, until the building is locked again in the evening.

Weekly testing ensures that fire doors close effectively, escape doors open easily, corridors and escape routes are not obstructed, fire detection and alarm systems, fire extinguishers and emergency lighting are maintained and notices remain relevant and legible.

Furthermore, the retrofitted Envirograf cold smoke seals and intumescent seals fitted on existing heritage doors that have been converted to fire doors will be inspected on a weekly basis to ensure their integrity and that these doors are functioning as fire doors and in line with Envirograf requirements. Envirograf cold smoke seals and intumescent strips are essential fire-stopping components that expand under heat to block smoke and flame spread. These will be checked weekly for integrity and correct function

The water source (hydrant) for the fire brigade is the River Wandle, which is located 32m to the east of Morden Lodge. The river is well regulated and the stretch adjacent to the Lodge has a capacity well in excess of 45,000 litres. Access from the front of the lodge is down a boardwalk to the east of the Lodge which leads directly to a gate opening to the river. The boardwalk is to be well maintained, free from obstructions, well lit and clearly signposted. The state of this path is checked each week as per the weekly check form (Appendix D).

The nearest fire hydrant to Morden Lodge is located 84m from the Lodge, on the opposite side of Morden Hall Road, across from the bus stop that is out the front of the property. There is a signposted path that leads from the front of the stables and directly to a pedestrian gate which opens onto Morden Hall Road. The hydrant is on the other side of the road to this pedestrian gate, beyond the bus stop to the left. The pedestrian gate is locked with a fire padlock and will be unlocked on weekends and school holidays when the school is not occupied. The path from the Lodge to this gate is to be well maintained, free from

obstructions, well lit and clearly signposted. The state of this path is checked each week as per the weekly check form (Appendix D).

## **2. Detecting Fire and Raising the Alarm**

Upon discovery of a fire, activate the nearest fire alarm, if it has not already been activated. There are 4 red alarm activation points in Morden Lodge, and staff all have a whistle and a walkie talkie to raise the alarm when outside. There are alarm activation points in the Art studio. There are alarm activation points in Ivy Lodge. Once the alarm has been activated, also follow the additional alarm process of blowing three short whistles over the school walkie talkie system.

If you have children in your care, ensure that they are safely evacuated to the fire assembly point. At the Morden Lodge site, this is the pergola structure. At the Ivy Lodge site, this is the pergola at Morden Lodge. Assess whether it may be possible to tackle the fire yourself. Only competent and trained staff members are able to make this assessment and people should under no circumstances put themselves and others at risk.

Alert the designated fire officer and assess whether the Fire and Rescue Service needs to be summoned.

## **3. Evacuation of the Premises**

- a. As soon as the alarm is raised, the premises are evacuated in the pre-planned way. All persons within the building must evacuate immediately with the exception of the fire officer who will carry out a visual sweep of the rooms, if safe to do so. Staff and pupils assemble at the designated emergency assembly location. At the Morden Lodge site, this is the pergola structure. At the Ivy Lodge site, this is the pergola structure at Morden Lodge. The register is taken ensuring that everyone has been accounted for and notifying the presiding fire warden.
- b. A designated staff member, takes the external road gate remote control and moves to the emergency road gate, should a fire engine need to enter the site. Emergency vehicles have an emergency key to these gates for out of hours periods.
- c. All personal belongings should be left where they are, you should not return to collect them. Students and staff should follow the evacuation route and walk safely to the fire evacuation point. Close (do not lock) any doors behind you.
- d. Each fire exit door has a route which leads directly to the assembly point. All employees and visitors should familiarise themselves with all the fire exits and escape routes from the school to this location.
- e. All employees should be familiar with the location of fire-fighting equipment and the different types available. Fire extinguishers should only be used if trained to do so.
- f. Students must line up quietly so that a register can be taken. The online iSams register will have the names of all students who are in the school at that time. It will be on a laptop with live updates. The staff sign-in sheet will be taken by the designated officer person. The visitors log book will also be taken and all visitors checked and accounted for accordingly. The fire wardens are responsible for

ensuring registers have been taken for all staff, students and visitors across both the Morden Lodge and Ivy lodge sites.

- g. All employees, students and visitors must be signed off and can only return to the building when instructed to do so by the Fire and Rescue Service.

#### **4. Calling the Fire and Rescue Service (Fire Brigade)**

It is the responsibility of the Head, in her absence the authorised delegate will contact the local Fire and Rescue Service. The school phone or a staff mobile should be kept on hand at all times.

#### **5. Tackling the Fire**

Fire extinguishers are provided in schools for the purpose of putting out a small fire in its early stages, if it is safe to do so. This contributes to the safety of everyone in the building by stopping a fire spreading to the remainder of the premises. Fire extinguishers should only be used when it is safe to do so by those staff members that have received the relevant training for their use.

Unless the fire is very small, priority should be containment, and the Fire and Rescue Service called.

#### **6. Training**

Training for staff should include:

- The main causes of fire and how to prevent it.
- How fire is likely to spread in a building.
- How to take precautions against arson.
- The function of fire doors and the need to keep them shut or locked shut.
- The action to be taken in the event of fire, in particular the method of raising the alarm.
- The location of the fire alarm call points, fire extinguishers, and exits including escape routes.
- The use of fire extinguishers.
- The location of the assembly point.
- How the Fire and Rescue Service will be called in the event of fire.

#### **7. Personal Emergency Evacuation Plans (PEEPs) -0 PEEPS currently**

It is important that schools identify any staff or pupils who need physical assistance to exit the buildings and provide a plan of evacuation for each person – known as a personal emergency evacuation plan (PEEP). The pupil/staff member will need a person or small team of staff allocated to assist him/her out of the building in an emergency.

PEEPs should include the following information:

- name of pupil/staff member;

- names of the team members allocated to assist the pupil/staff member in emergency evacuation situations;
- a school plan identifying the evacuation route(s) available to the pupil/staff member;
- locations of refuge areas if these form part of the Plan; if there are no suitable places of refuge, this should be stated in the Plan;
- communication methods and relevant information.

Should we add something along the lines of a log? After each fire drill, the Fire Safety Manager will complete a Fire Drill Review Form including drill duration, attendance rate, any delays or issues, and actions taken. These will be reviewed at staff meetings

The plan should be regularly practised, and always followed during fire evacuation practices.

### **OVERALL POLICY**

It is the overall policy of the Borough and Liberty Woodland School to minimise the risks to staff, students and visitors 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 including evacuating the premises are in place.

#### **Overall Responsibility for Fire Safety Matters**

Leanna Barrett is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school. She will coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place regularly whilst monitoring the standard of fire precautions and keep them maintained.

The Fire Safety Manager will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and fire safety equipment is being maintained.

#### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

#### **Signage and Notices**

- Fire action notices will be displayed next to every fire alarm call point, clearly showing the procedure to follow on discovering a fire or hearing the alarm.
- Final exit doors will be clearly marked with illuminated or photoluminescent “**Fire Exit**” signage, in compliance with UK safety standards (BS5499 or equivalent).
- Escape routes will be signposted throughout all buildings with directional exit signs.
- Emergency lighting will be provided and maintained to ensure all exit routes are visible in the event of power failure.
- Floor plans indicating escape routes and assembly points will be displayed in communal areas and staff rooms to assist all staff, pupils, and visitors in familiarising themselves with evacuation routes.
- All fire safety signage will be checked regularly to ensure it is clear, undamaged, unobstructed, and up to date.

### Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should also ensure that fire exits are kept clear, fire doors are kept shut and that pupils for whom they are responsible are informed of the fire procedure.

### Fire Training and Evacuation Drills

Training will be provided every 12 months for all permanent full-time school staff in fire general safety and the school specific fire procedure.

The Fire Safety Manager will also ensure that all fire safety records are maintained and available for inspection by any enforcement authority.

### Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants (Charles Thomas Ltd). However, the school will carry out the following tests on the systems and precautions between maintenance visits:

| System                                       | Frequency | Method of Test  |
|--|-----------|---|
| Fire Alarm                                   | Weekly    | Test key operation of different call point each week in rotation.   |
| Fire Alarm                                   | Daily     | Visual check of panel for fault indications.  |
| Fire extinguishers, fire blankets            | Monthly   | Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.  |
| Fire Doors                                   | Weekly    | Check that doors are closing fully and, where fitted, locks are operating. Ensure fire doors are not blocked. Check that Envirograf cold smoke seals and intumescent strips are in place, undisturbed and operating as installed. |
| Corridors, Escape Routes and Fire Exit Doors | Daily     | Check exit doors are unlocked and that escape routes are free of obstruction.   |

### Meeting the Fire and Rescue Service (Fire Brigade)

Leanna Barrett is responsible for ensuring that one member of staff is available to meet the Fire Brigade on arrival and in her absence a nominated member of staff will deputise for her.

### Records

The following records will be kept by the Site Manager:

| Record Type     | Information To Be Recorded and Kept   |
|-----------------|---|
| Fire Alarm Test | Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated. |

|   |  |
|---|--|
| Free operation of all fire doors including final exit doors | List of all doors checked, date of check and results.  |
| Practice fire evacuation drill                              | Date of drill, details of exits obstructed and time taken to evacuate.                       |
| Fire safety training  | Nature of training, name of those who attended, name of instructor and duration of training. |



## Appendix B

### Checklist for Autumn Term Fire Safety Instruction

Staff should confirm they understand the fire safety procedure as displayed at the fire alarm call points, in particular:

- The location of the fire alarm call points and describe the way they operate. The first action on discovering a fire is to raise the alarm *even if the fire is small*.
- The sound of the fire alarm and the action to be taken when it sounds, evacuating the building with any pupils for which the staff member is responsible and going to the assembly point.
- Walk the escape routes including the alternative escape routes that the staff member is likely to use and show the operation of any push bars or exit fittings.
- The location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- How to contact the local Fire and Rescue Service (Fire Brigade) (regardless if an automatic call is made) and where the nearest telephone point can be found. Give clear instructions regarding the location of school.

## Appendix C

Records: Weekly fire check

The following fire checks will be carried out each week:

Action:

1. Fire alarm check:
  - recorded in the fire alarm log book.
  - A different call point to be tested each week.
2. Fire door check:
  - Check that doors are closing fully and, where fitted, latches are operating.
  - Ensure fire doors are not blocked.
  - Check that Envirograf cold smoke seals and intumescent strips are in place, undisturbed and operating as installed.
  - Complete Appendix D Fire Door Check form each week that the school is operational.
3. Fire hydrant path check:
  - Ensure that the path from the Lodge to the front pedestrian gate is well maintained, even ground and free from obstructions. The pedestrian gate is to be unlocked on weekends and school holidays when the school is not occupied. Signage needs to be displayed clearly on the gate.

## Appendix D

### Fire Safety Policy

#### Weekly: fire checks

This form is to be printed off and completed each week or checks can be completed using the fire safety book. Please file in the fire folder.

| Fire Alarm           | Call Points to be tested (different one every week) | Sensors all working | Alarm Working |
|----------------------|---|---------------------|---------------|
| Morden Lodge         |   |                     |               |
| Stables (Art Studio) |   |                     |               |

#### Weekly: Emergency Lighting

| <u>Fire Alarm</u>           | <u>Emergency Lighting Working</u> |
|-----------------------------|-----------------------------------|
| <u>Morden Lodge</u>         |                                   |
| <u>Stables (Art Studio)</u> |                                   |

- Check that doors are closing fully and, where fitted, locks are operating.
- Ensure fire doors are not blocked.
- Check that Envirograf cold smoke seals and intumescent strips are in place, undisturbed and operating as installed.

Weekly: Fire Doors

| Door         |                                    | Doors closing fully | Doors not blocked | Cold smoke seals and intumescent strips in place | Fire door locked |
|--------------|------------------------------------|---------------------|-------------------|--|------------------|
| First floor  | LWS office                         |                     |                   |  | N/A              |
|              | LFF office                         |                     |                   |  | N/A              |
|              | LFF meeting room door 1 (front)    |                     |                   |  | N/A              |
|              | LFF meeting room door 2 (front)    |                     |                   |  | N/A              |
|              | Hallway door                       |                     |                   |  | N/A              |
|              | Kitchenette door                   |                     |                   |  | N/A              |
|              | Door at top of stairs              |                     |                   |  | N/A              |
|              | Rear office door                   |                     |                   |  | N/A              |
| Ground Floor | Main double classroom (east)       |                     |                   |  | N/A              |
|              | Single classroom (west)            |                     |                   |  | N/A              |
|              | Hallway double doors               |                     |                   |  | N/A              |
|              | Hallway to kitchen                 |                     |                   |  | N/A              |
|              | Rear classroom                     |                     |                   |  | N/A              |
|              | Kitchen to single classroom (west) |                     |                   |  | N/A              |
|              | Hallway door to basement           |                     |                   |  | N/A              |
| Basement     | Front electrical room              |                     |                   |  |                  |
|              | Central pump room                  |                     |                   |  |                  |
|              | Passageway to food preparation     |                     |                   |  | N/A              |
|              | Rear kitchen stairs                |                     |                   |  | N/A              |

Weekly: Fire Extinguishers

| Fire extinguishers  | Present | Signage | Full |
|---|---------|---------|------|
| Morden Lodge  |         |         |      |
| <ul style="list-style-type: none"> <li>• First floor</li> </ul>   |         |         |      |
| <ul style="list-style-type: none"> <li>• First floor hallway (front)</li> </ul>   |         |         |      |
| <ul style="list-style-type: none"> <li>• First floor hallway (rear)</li> </ul>  |         |         |      |
| <ul style="list-style-type: none"> <li>• Ground Floor hallway (front)</li> <li>• Ground floor hallway (rear)</li> </ul> |         |         |      |
| <ul style="list-style-type: none"> <li>• Basement hallway</li> </ul>  |         |         |      |
| <ul style="list-style-type: none"> <li>• Kitchen</li> </ul>   |         |         |      |
| <ul style="list-style-type: none"> <li>• Kitchen fire blanket</li> </ul>  |         |         |      |
| Stable Block (Art Studio)   |         |         |      |
| <ul style="list-style-type: none"> <li>• Downstairs front room</li> </ul>   |         |         |      |
| <ul style="list-style-type: none"> <li>• Downstairs medical room</li> </ul>   |         |         |      |
| <ul style="list-style-type: none"> <li>• Upstairs Art studio</li> </ul>   |         |         |      |

Weekly Fire Hydrant Path Check

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|--|
|  |
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|   |  |  |
|---|--|--|
| Boardwalk to Water Source Gate (River Wandle) | Well maintained, well lit, signed and easily accessible. Gate remains unlocked |  |
| Path to Fire Hydrant Gates (Morden Hall Road) | Well maintained.   |  |