



Jasmine House School and Children's Home

Fire Safety Policy

Version	Date	Updated By
1.1	October 2021	D.Pallett
1.2	September 2022	D.Pallett
1.3	September 2023	M Storey
1.4	October 2024	J Bunting
1.5	September 2025	J Handley
1.6	September 2026	J Handley

Signed by:

_____ Headteacher Date: _____

_____ Fire Safety Officer Date: _____

Statement of intent

Jasmine House School and Children's Home is committed to protecting and preserving the health and safety of all our children, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our children, training our staff and ensuring the School/Home's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, Jasmine House and Jasmine House School/Home has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The designated fire safety officer (Paul Emmerson, Head of Care) and Principal (Matt Storey) are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures

Legal framework

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Children at School with Medical Conditions'- Updated August 2017
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- DfE 2022 'Good Estate management for Schools'- Updated April 2024

This policy also has due regard to School/Home documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Risk Assessment
- Fire Evacuation Records
- Fire Evacuation Plan (FEP)
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Evacuation and Lockdown Policy

1. Responsibilities of the Governing Body in consultation with the Headteacher will:

- Ensure personal and whole-School/Home familiarity with the requirements of the appropriate legislation and codes of practice.
- Liaise directly with the Derbyshire Fire Brigade and external Fire Consultant to regularly review policy and practice.
- Create and monitor a management structure responsible for health and safety in the school/home, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Provide a safe place for all users of the site, including staff, children and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the **FSO** and all other staff.
- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, children and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the School/Home/home.
- Employ or designate an **FSO** to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the **LA** and the HSE where necessary.
- Take steps to ensure all members of staff, children and visitors are familiar with the Fire Safety Policy.
- Work with the **FSO** to review and update this policy accordingly, every **year**.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

2. Responsibilities of the fire safety officer (Paul Emmerson)

The **FSO** will:

- Take responsibility for the School/Home's fire safety matters, in collaboration with the **headteacher**
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the School/Home's fire detection and protection equipment.
- Throughout the year, but at least **once** per **half-term**, undertake a full fire evacuation drill to ensure the School/Home's staff members, children and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the School/Home is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake regular fire safety training
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the School/Home's **Fire Safety Policy and Fire Risk Assessment** and other relevant procedures **once** per **year**.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the School/Home, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create personal emergency evacuation plans (PEEPs) for young people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal School/Home hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

3. Responsibilities of staff members

Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the **FSO** on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the **FSO** of any work situation representing serious and immediate danger, so that remedial action can be taken.

- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, children and visitors.
- Ensure that all staff, children and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated **FSO** and/or the designated **health and safety officer**.
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.
- Make suggestions as to how the School/Home can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of children.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

4. Responsibilities of children and young people

All children and young people will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Ensure they are aware of the School/Home's fire safety procedures, with support from the School/Home.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the School/Home.
- Not misuse, neglect or interfere with items supplied for their, and other children's health and safety.
- Report any defects in equipment or facilities to their teacher or member of care staff as soon as possible.

5. Responsibilities of visitors and contractors

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the School/Home's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the School/Home is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the **Headteacher** of all potential risks to staff, children and visitors.
- Assist the **Headteacher** and **FSO** in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any concerns regarding fire safety or any defects in equipment or facilities to the **FSO** and/or the designated **health and safety officer** or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the **Headteacher** or **FSO**.

Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

EMERGENCY EVACUATION PLAN (Education)

- **ASSEMBLY POINT – Bench Area in Front Garden**



ACTION ON DISCOVERY OF FIRE



- ACTIVATE ALARM BY BREAKING GLASS AT NEAREST CALL POINT
- NOMINATED FIRE MARSHAL REPORTS THE FIRE TO A MEMBER OF STAFF IN THE MAIN HOUSE
- FULL EVACUATION OF SCHOOL/HOME AND MAIN HOUSE, REPORT TO ASSEMBLY POINT (bench area, front lawn)
- LEAVE ALL BUILDINGS BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- SENIOR STAFF TO CALL THE FIRE BRIGADE DIALLING 999 BY MOBILE PHONE (AFTER LEAVING THE BUILDING) AND LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- ALL PUPILS AND STAFF LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT (bench area, front lawn)
- SENIOR STAFF TO CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

CHILDREN & VISITORS

- STAFF TO ENSURE ALL CHILDREN, VISITORS & CONTRACTORS ARE TAKEN TO ASSEMBLY POINT
- ROLL CALL TAKEN AT ASSEMBLY POINT BY SENIOR MEMBER OF STAFF

THE ALL CLEAR

- SENIOR STAFF TO CALL THE 'ALL CLEAR' AND ENTER THE BUILDING FIRST

EMERGENCY FIRE EVACUATION PLAN **(Care)**



Assembly Point

Bench Area, Front Garden

Delayed Evacuation Procedure

- Fire alarm is sounding
- Senior member of staff/Shift Leader silences alarm and immediately investigates zone identified on panel - If more than one zone is flashing start Full Evacuation Procedure
- Staff reassure all children and young people and prepare to evacuate by nearest fire exit
- Immediate investigation will determine whether a full evacuation is or is not required, if **not** required **Stand Down** and if it **is** required follow **Full Evacuation Procedure**
- Senior member of staff/Shift Leader re-sets alarm and conducts second check of identified zone and records all details in Fire Log

Full Evacuation Procedure

- All staff and children leave building by nearest fire exit
- Nominated Fire Marshal reports the fire to a member of staff in the School/Home and full evacuation of School/Home (if during School/Home hours)
- Senior staff/Fire Marshal collects the Fire 'Grab Bag' under sign-in shelf at front of building
- Report to the assembly point - **Bench Area in Front Garden**
- Senior member of staff to call the fire brigade dialling 999 (after leaving the building) – spare mobile phone in 'Grab Bag'
- Liaise with fire brigade on their arrival
- **DO NOT PUT YOURSELF AT RISK**
- **DO NOT RE ENTER THE BUILDING**

Children and Visitors

- Staff to ensure all children, visitors and contractors are taken to the assembly point
- Roll call at assembly point taken by senior member of staff

6. Risk assessments and checklists

The **FSO**, in cooperation with the Headteacher, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for

all areas of the School/Home, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance- Updated Sept 2023.

Risk assessments will be used to ensure that the School/Home premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The School/Home will maintain a **Fire Safety Risk Assessment** for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be reviewed annually and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place. This review is carried out by Gary Plaats who is the School/Home's independent Fire Safety consultant and who has the appropriate qualifications and experience required to competently carry out the Fire Safety Risk Assessment. The fire risk assessment will be reviewed and amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the School/Home or home grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the School/Home or home, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

Termly assessments of high risk areas, such as kitchens, will be undertaken.

Annual risk assessments will be conducted for all other, lower risk, areas of the School/Home.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the School/Home or home.

Jasmine House School/Home uses external consultants/qualified specialists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, emergency lighting (monthly testing) are in working order,

electrical Inspection Record (annual, PAT testing), fire Alarm Servicing (annually)

The **FSO** completes Fire Alarm checks (weekly), Fire Alarm Record of Activations, Fire Extinguisher checks (external contractor, annually), Fire Drill Record (half termly fire drills), Fire Safety Walk Around (weekly), Fire Door Inspection (monthly), Carbon Monoxide Sensor checks (weekly)

Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

7. Preventative measures

The fire safety officer will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Facilities for the fire service, including:
 - Access for emergency vehicles
 - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the **FSO** and measures are put in place to ensure these risks are mitigated and controlled.

All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.

Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.

Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from children.

Flammable liquids, materials and gases are kept separate from each other in storage.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The School/Home recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The School/Home's housekeeping rules include:

- No smoking or vaping anywhere within any of the School/Home buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.

Provision and maintenance of emergency routes and exits

As part of the School/Home's regular fire safety inspection, the fire safety officer will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- Basement areas are fire protected with 1 hour fire doors

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will involve a range of checks including:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

(See appendix 'Weekly Fire Door Safety Checklist')

8. Educating children

- At least **one** PSHE lesson, per **year group/class, per academic year** is dedicated to fire safety and mitigating the risk of a fire.
- The **FSO** will invite the local fire service to perform a presentation to children.
- Children will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.
- There is a zero-tolerance approach to children unnecessarily tampering with fire alarms will be communicated during PSHE and key worker meetings lessons.
- Any updates relevant to children, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and children.

Measures for disabled people

The fire safety officer and headteacher will be notified of anyone who may be unable to evacuate the School/Home unassisted – this person will be subject to

a Personal Emergency Evacuation Plan (**PEEP**), created by the fire safety officer. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Staff will be taught to modify evacuation routes for people with disabilities as part of their **annual** training.

People with mobility impairments: People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.

People with visual disabilities: People with visual disabilities will usually require the assistance of one person to evacuate safely. On stairways, the helper will descend first with the visually impaired person's hand on their shoulder. On level surfaces, the visually impaired person will take the helper's arm and follow them.

People with hearing disabilities: People with hearing disabilities will be escorted out of the building by staff.

9. Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the School/Home canteen, extra measures will be taken to ensure the safety of staff members, children, visitors and contractors.

The School/Home's kitchen will be thoroughly cleaned at the end of each day to ensure potential fire hazards, such as excess grease, are mitigated.

An electrical engineer will check all electrical equipment in the School/Home, dining room and classrooms **annually**, to ensure their usability and carry out any maintenance. (PAT testing)

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied **daily** to mitigate fire risks.

Staff members, including lunchtime supervisors, will report any defective equipment to the **site manager, FSO or Headteacher** as soon as possible.

10. Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied **daily** to mitigate risks.

To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least **five** metres from the School/Home and house building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from children and can only be accessed after gaining permission from the **FSO**.

Electrical equipment is reviewed in accordance with relevant School/Home policy, and steps are taken, e.g. regular checks by the **FSO**, to ensure equipment is maintained to a high standard.

11. Fire Evacuation Procedure (see section 5)

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called,

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the fire safety officer (for staff and visitors), or for pupils, by their class teacher.

People will only be allowed to re-enter the building once it has been deemed safe by the fire safety officer or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the fire safety officer and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the fire safety officer will ring for an ambulance immediately. Whilst waiting for the emergency services, the School/Home's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the School/Home.

Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the School/Home buildings, manual call points are fitted on numerous floors and throughout the School/Home.

The School/Home has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the fire safety officer and headteacher once per year, to ensure it is accurate and relevant. A copy of the School/Home's Evacuation Procedure along with a visual map of evacuation route is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the School/Home's fire evacuation points are available in the Evacuation Procedure.

12. Detection equipment

All identified areas and rooms within the School/Home are fitted with a smoke detector. Larger rooms, such as the dining room, are fitted with a heat and smoke detector.

Fire detection and alarm systems will be tested each week. A competent person will test the smoke and fire detectors at the start of every term; any required maintenance will also be carried out by a qualified engineer.

A trained and qualified electrical engineer will test the smoke and fire detectors annually any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

13. Protection equipment (extinguishers and fire blankets)

Fire protection equipment is available and easily accessible all around the School/Home.

The School/Home will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

Fire blankets are available in the food tech room and kitchen areas.

All fire protection equipment, including but not limited to fire extinguishers and fire blankets are checked by the **FSO termly** and tested and serviced annually by a trained and qualified specialist.

The **FSO** will keep a checklist of all service by dates on fire extinguishers, to ensure they're not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting is tested annually by a qualified and trained specialist.

14. Fire drills

The **Headteacher/FSO** will carry out random fire drills at least **once** per **half-term**.

All staff members, children, visitors and contractors will be expected to take part in the drill.

Class teachers and children will only be allowed to return to their lessons/activities once all registers have been called.

Depending on the success of the fire drill, e.g. how long the evacuation took; the **Headteacher/FSO** may make suggestions based on how the School/Home or home can ensure the safe and quick evacuation of the School/Home. Any improvements will be noted in the School/Home's **Fire Evacuation Record**.

Children and young people will be expected to behave vigilantly, as they would in the event of a real fire and will be supported by staff at all times and not left unsupervised when evacuating the building.

The **Headteacher/FSO** will make notes based on the evacuation, e.g. speed and organisation, in the School/Home's **Fire Evacuation Record**.

15. Staff training

Staff will undergo mandatory fire safety training after joining the School/Home including details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

Refresher Fire Marshal training will be undertaken at least annually and in accordance with the School/Home's **Fire Safety Training Policy**, to ensure staff members are reminded of the procedures in place, and know what to do in the event of a fire.

All updates to the Fire Safety Policy and other relevant School/Home documents, such as risk assessments and procedures, will be communicated to all staff members.

To help ensure staff members are knowledgeable about fire safety, the **FSO** will communicate regular updates and correspondence.

16. Monitoring and review

This policy will be reviewed **annually** by the **FSO** and the **Headteacher** and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all members of staff.

Changes pertaining to children, e.g. their responsibilities, will be communicated to parents and children.

Smoothstone employs an independent Fire Officer who completes the companies training needs around fire safety and also completes individual settings Fire Risk Assessments.

The scheduled review date for this policy is **September 2027**.