Fire Safety Policy

2019 – 2020

(Updated February 2018)
Introduction
We ensure our premises present no risk of fire by ensuring the highest possible
standard of fire precautions. The person in charge and staff are familiar with the
current legal requirements. Where necessary we seek the advice of a competent
person, such as our Fire Officer, or Local Authority Fire Safety Consultant.

Procedures
The basis of fire safety is risk assessment. An annual risk assessment is carried
out by the Local Authority Fire Safety Adviser and this is reviewed regularly by
the Governors, Head Teacher and Finance & Facilities Manager.

A copy of the fire safety risk assessment that applies to the building is available
on request.

Fire doors are clearly marked, never obstructed and easily opened from the
inside. The site Caretaker(s) will check these regularly on a daily basis.

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards,
are fitted in appropriate high risk areas of the building and are checked as
specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer
as part of the annual risk assessment and are:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and practised regularly at
  least once every term
- Records are kept of fire drills
- Records are kept regarding the servicing of fire safety equipment

Emergency evacuation
Our evacuation procedure forms part of the Emergency Plan which is available
from the school office.

School procedures for practice drills include:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

Procedures
In this policy you will find procedures to follow on:

- Protective Equipment - Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
Fire Awareness Training
Fire Awareness Training is mandatory for all members of staff and is renewed every three years. Our trained Fire Marshalls including fire extinguisher use are: Stephen Bird, Paul Jones, Alina Langston, Gill Clark, Louise Holmes, Nicola Harris, Stella Ellis, Jane Collins.

Fire Marshall Training was carried out in January 2018 and is renewable every three years.

Protective Equipment - Fire Extinguishers
Fire fighting equipment is provided throughout the building. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. It has been recommended by the Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

Inspection Procedures/Good Housekeeping Practices
Fire alarm tests will take place weekly (Mon 7.00am). An evacuation exercise will take place at least once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results. Our fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Following the evacuation, the Fire Wardens will complete a feedback sheet and return this to the Finance & Facilities Manager. These are located in the staff room.

Regular inspections of fire safety equipment, extinguishers, exit routes etc will be carried out by external contractors that have been approved by the Local Authority, in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Finance & Facilities Manager or Caretakers on site who will ensure the arrangements for replacement or replenishment. Likewise if there are any extinguishers are not fixed securely on the wall or with damaged tags please notify a Caretaker.

The Caretaker will have responsibility to undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by The Caretaker regularly as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Finance & Facilities Manager who will ensure that remedial action is taken.
Housekeeping
All staff are responsible for good housekeeping within the School, this includes:

- Always keep fire doors closed; never leave fire doors open - this can help fires spread more quickly. If you are responsible, you may be liable for a fine of up to £5000 imposed by a court. Classroom doors can be held open with a wedge as long as there is a member of staff in the classroom. When the staff and pupils leave the room the door must be closed.
- NEVER block escape routes
- No locks to be placed on any fire exits
- No smoking in or around the school
- Where appropriate, electrical appliances, machinery and equipment should be unplugged when not in use
- Extension Leads are fully unwound and not overloaded
- Boiler rooms - no items to be stored there.
- Be aware of mix of items stored together.
- Storage to be secure, ensure no risk of anyone setting fire to it.
- Storage of all “back up” software in fire protective cabinets.

Prevent Wilful Fire-raising (Arson) by:

- Conduct regular checks; Report any fire hazards;
- Empty rubbish bins and skips regularly;
- Do not leave rubbish bags adjacent to buildings.

Note: Most fires occurring in the school day start in storerooms or cloakrooms.

Other guidelines are:

- Do not misuse fire alarms - this causes many wasted call-outs for the fire brigade; Do not tamper with or activate smoke detection equipment such as smoke and heat detectors;
- Do not tamper with or misuse fire fighting equipment such as fire extinguishers and fire blankets.

The Health and Safety at Work Etc. Act 1974 Section 8 states:

"It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare"

Unexpected Explosions
In the event of an unexpected explosion The Emergency Plan will be followed and a controlled evacuation will take place immediately.
The Evacuation Procedure

Assembly Point

The Assembly point is the playground (next to the MUGA) – near to Chuckery Road Entrance

The following sequence of actions should take place when a fire is detected:

- **Raise the alarm.**
- **Evacuation of premises via nearest exit point. See site plan.**
- **Report to the Assembly Point. See site plan.**
- **Duties of employees with key responsibilities should be followed.**

1. **Alarm** - ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher’s responsibility to ensure children are aware to notify a member of staff on discovering a fire.) If anyone does not know how to activate the alarm please notify the Finance & Facilities Manager.

2. **Evacuation of premises:**
   - On hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge
   - Exit the building via the nearest exit.
   - Bags and coats are NOT to be collected on the way out.
   - The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.
   - The evacuation should take place in a quiet and orderly manner so that instructions can be heard.
   - Fire Marshalls to follow the training given and should do a check of the area that they are in as they are leaving the building (if safe to do so) to make sure no one is left behind and that all doors and windows are closed.

3. **Calling the fire brigade** - All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Finance & Facilities Manager (if F&FM absent - receptionist) to make the call before vacating the premises or from the assembly point on a mobile phone if it is unsafe to make call from building.

   Office staff are to make sure that the front glass sliding doors are switched to **exit only mode** before leaving the building.

4. **Report to Assembly Point** At the assembly point classes will line up in class order to enable a headcount of each class. Teachers to take the headcount cards from class with them to assembly point to do head count so we can quickly identify if anyone is missing.

   Office staff will take the staff, pupil and visitor fire registers out to the assembly point.
5. **Call the roll** - Class teachers/member of staff in charge will immediately call the register and show that all children are present by holding their class headcount card in the air. The Receptionist will do a roll call for staff and visitors.

Once the Head teacher (or Deputy Head teacher) has seen all of the head count cards in the air he/she will instruct you to put the cards down.

6. **Re-entering Building** - No one re-enters the building unless the Head teacher or Deputy Head teacher instruct you to do so. This instruction will only be issued once the Fire Brigade has told them it is safe to do so or when the Finance Manager or Caretakers confirm that it is a false alarm.

**Members of Staff responsibilities:**

When the alarm sounds the Facilities Manager or caretaker on duty is to check the fire zone alarm panel to locate which alarm has been actioned. The caretaker is to ascertain whether there is evidence of fire or if it is a false alarm. However if it is clearly apparent that there is any smoke or fire the Caretaker is to leave the building immediately and tell the Head teacher in the playground what zone is affected.

**Headteacher** - At the Assembly Point will liaise with the class teachers/member of staff in charge to confirm that a roll call has taken place and establish if any persons are missing from their assembly point. The Caretaker will go to the Head teacher and let him know where the fire is located.

The Head teacher will meet the Fire Brigade at the relevant access point (Lincoln Road or Tantarra Street) on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building.

The Deputy Head teacher would take this role if Head teacher not present in school.

**Finance & Facilities Manager** – On confirmation of fire, will contact the Fire Brigade using the 999 telephone system or a mobile phone if unsafe to remain in building. (Receptionist responsibility only if F&FM not present in school). To ensure all gates are open at rear of building include emergency vehicle access points. To ensure all staff and visitors are accounted for.

**Receptionist/Office** – Advise all visitors on where our assembly point is upon arrival to the school. On hearing the alarm should take class registers out with them to the assembly point and distribute to class teachers. The other on duty administrator will open all gates and access points at the front of the school and put the glass sliding doors on exit only mode so that no one can enter the building whilst the evacuation procedure is underway.

**Evacuation of disabled persons - pupil, staff or visitor:**

**Pupil** - It would be the class teacher’s responsibility to ensure the person is escorted to the assembly point.

**Staff Member/visitor** - It would be the responsibility of the Assistant Head teacher to ensure the member of staff is escorted/assisted to the assembly point.
Signed

Print: Mr James Pearce  Print: Mr Neil Ravenscroft
Date: 8th July 2019  Date: 8th July 2019
Headteacher  Chair of Governors

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Linked Policies: School Emergency Plan, Health & Safety Policy