The Priory Primary School

Fire Safety Policy

Introduction:

The staff and children of The Priory Primary school need to work and learn in a safe environment.

This document represents measures agreed between the Head Teacher and Governors to promote the security and personal safety of staff, pupils and visitors, together with the protection of the school premises and equipment.

It also details the procedures for Fire Drills and provides guidance on what to do if you need to evacuate the school in the event of a fire.

Fire Safety Management, Monitoring and Auditing:

Management:

The management of fire safety requires:

- Clear lines of responsibility
- Commitment to provide facilities and equipment required for safety
- Provision of training where a need is identified
- This is a no smoking site

Monitoring:

The monitoring of fire safety requires:

- Ensuring fire escape routes are unblocked
- Fire safety training and documentation for school employed staff
- Fire safety induction training for all temporary staff
- Fire Risk Assessment awareness and review
- Awareness of Fire Notices and Fire Evacuation Procedures
- Fire drills to be carried out at least once every half term; at different times of the day to ensure Nursery children and lunchtime staff experience them
- Fire drills are documented and evaluated for speed and efficiency
- Regular fire safety reports to the Governing Body
- Fire safety inspections
- Extinguishers, fire blankets and hose reels are checked annually by contractors
- Emergency lighting and the fire alarm are checked regularly and records kept
- Escape routes are clearly posted around school
- Fire doors are in good condition with door closures fitted
**Auditing:**

The auditing of fire safety requires:

- Checking that the above documentation is in place
- Certifying that training is adequate and recorded

**Fire Drill:**

A fire routine is based on a critical sequence of events:

- Alarm Operation
- Calling the Fire Service
- Evacuation
- Assembly
- Roll Call
- Meeting the Fire Service

Anyone finding a fire should break the nearest alarm glass

It is the responsibility of the Head Teacher or School Business Manager to telephone the fire service

The fire alarm is a continuous ringing noise and the following procedure should be followed:

- Children line up in the class/area they are working in
- Teaching staff direct pupils to the assembly point, which is on the football pitch, via the assigned evacuation route. In all cases, select the fastest and safest route
- Do not stop to collect personal belongings
- Children with special educational needs will be escorted by their LSP where possible and where appropriate may leave the working area first
- Running is not permitted
- The children line up in their class group at the assembly point
- Two Fire Marshalls will ensure that they promptly arrive at the car park to stop any moving traffic attempting to enter/leave the school site
- Class registers, record of children who have left the building and visitors/ staff e-reception iPad is taken out by the school administrators or School Business Manager
- A register is called by each class teacher and the teacher informs the School Business Manager or the School Administrator in their absence that all children are accounted for
- As soon as everyone is accounted for, the School Business Manager reports to the Head Teacher
- Children Centre personnel must also ensure that they promptly take their register and report to the School Business Manager that everyone is accounted for
- Classes should remain waiting quietly until given the message to return to class
- The fire alarm system is not to be silenced unless approved by the Fire Service
The Site Manager is to meet with the Fire Service and provide them with a copy of the building floor plan, keys and the location of the fire. Pupils and staff are not to re-enter the building until the Fire Service have given their approval to the Head Teacher.

New Build:
The new build has been constructed in fire compartments to provide a maximum of 30 minutes fire protection in any area, in addition the stairwell has a maximum of 60 minutes. Incorporated in the building is an enhanced L1 early warning system (the highest currently available) and a comprehensive fire sprinkler system throughout.

In addition to the above building controls/detection system it is essential that the stairwell, corridors and first floor breakout area remain completely sterile therefore:

- Materials not to be stored in the 1st floor breakout area.
- Wall displays are to be contained in covered display cabinets.
- Resources are not to be left in the areas. Cupboards are acceptable in the breakout areas.
- All doors in the building are not to be wedged open at any time.
- Tables and chairs in the breakout areas are to be arranged so as not to impede any evacuation traffic.
- In the event of an emergency, the lift is not to be used.

At all times the maximum number of persons allowed upon the first floor at any given time is not to exceed 120 persons.

Additional Notes:

- Firefighting - any attempt to fight the fire must always be secondary to life safety.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.
- Regular fire drills will ensure that the evacuation procedure applying to the school fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Review:

This policy will be reviewed September 2019.