

Churchstanton Primary School Fire Safety Policy 2020



Approved by the Board of Governors of Churchstanton Primary School:

Chair of Governors – Jon Wood

Date: September 2020

Proposed review date: September 2021

Churchstanton Primary School

FIRE POLICY

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of **all** personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team – usually an appointed governor, the head teacher and office staff. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

Students and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

Weekly fire alarm tests are carried out by the Head Teacher and Caretaker. These are recorded in the Fire Folder held in the Head Teacher's office.

NB: Electronic gates **MUST** be reset after each alarm test.

Emergency Lighting

The emergency lighting will be tested each month by the Caretaker and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person (caretaker) arrives. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year (PAT)

Smoking

Smoking is prohibited on site.

Waste bins

All classroom and office waste is cleared daily and stored in the main refuse bins. These are stored outside the main school perimeter where there is a minimal fire hazard.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire, push the button firmly on the nearest alarm point. **This will automatically unlock all electronic gates after 8 seconds.**
2. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
3. Office Staff or Head Teacher to check alarm panel, look for signs of fire and if necessary, call the fire brigade by dialling 999.
4. If the fire is small and contained, then attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) **DO NOT ATTEMPT** if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors.
2. Exit the building using the usual fire exit route.
3. Proceed to your assembly point and take the register.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

General procedures

1. Teacher/responsible adult escort all children from the building via the designated evacuation route (see below).
2. Everything is left behind. Footwear can be taken if not worn and immediately accessible.
3. Everyone should walk calmly ***and in silence*** so any messages by adults can be easily heard while making their way to the assembly point.
4. Where possible windows and doors should be shut, but only if no delay is caused.
5. Adults working outside the classroom will take responsibility for all the children in their care, including those who may have SEND. All outside groups make their way directly to the assembly point and re-join their class groups.
6. Fire wardens will carry out designated checks, and collect the zone card when leaving their area. These cards should be handed to the fire officer at the assembly point.

ASSEMBLY POINT

Car Park - in class groups plus an adult group

Evacuation routes

Hedgehog Class

Exit by the main double door entrance into the Pratten building or if blocked by fire escape in Hedgehog Class. Follow main paths to assembly point.

Squirrel Class

Exit by the fire escape. Follow main paths to assembly point.

Badger and Fox Class

Exit by the main door unless it is blocked by fire. Use the fire escape if necessary. Follow main paths to assembly point.

Main Building – offices, hall and annexe

Staff, children or visitors using all main buildings will exit by the nearest FIRE door and proceed to the assembly point. Hall exit doors are inward opening and must be opened by staff as a priority.

Community room

People leading training and any other groups will go through fire procedures at the beginning of any session. Exit by the main door unless it is blocked by fire. Use the fire escape if necessary. Follow main paths to assembly point.

School Grounds

Make the shortest and quickest route to main paths and follow to the assembly point.

In case the assembly meeting point is obstructed or poses a danger then the fire officer will direct people to

FIRE ACTIONS AT THE ASSEMBLY POINT

Office Manager

The Office Manager will take the visitors book, fire file and mobile phone out with her and check the register.

Class Teachers

All staff with a responsibility for children will carry out a roll call at the assembly point. They will report to the fire officer that the roll call is complete. Any absences will be reported immediately to the fire officer.

Fire Wardens

Fire wardens will wear **yellow high-viz jackets**. Fire Wardens will be responsible for the designated fire zone for which they have responsibility – see list below.

They will check that area before leaving the building and **take the fire zone card as they leave**. Fire zone cards must be handed to the fire officer at the assembly point.

No	Fire Zone	Fire Warden - prime	Fire Warden - back up
1	Main building 1 – offices Main building 1 - upstairs	Office Manager	Other office staff
2	Main building 1 – toilets Main building 1 - hall	Headteacher	Other office staff
3	Main building 2 – library Main building 2 - toilets	Headteacher	Other office staff
4	Block TA – Hedgehog Classroom	Hedgehog Class Teaching Assistant	Hedgehog Class Teacher
5	Block TA – Middle rooms & toilets	Hedgehog Class Teaching Assistant	Hedgehog Class Teacher
6	Block TA – Squirrel Classroom	Squirrel Class Teaching Assistant	Squirrel Class Teacher
7	Block TB – Badger Classroom	Badger Class Teaching Assistant	Badger Class Teacher
8	Block TD – Foxes Classroom/ Community room	Badger Class Teaching Assistant	Badger Class Teacher

Fire Officer

The fire Officer will be the Headteacher or Designated staff member in their absence. The Fire Officer will wear a pink or orange High-Viz jacket.

The Fire Officer makes the decision to call the Fire Service in the case of a fire. At the assembly point, The Fire Officer will collect all fire signs and check that registers are completed. They will determine next steps in the case of anyone missing from the registers, and whether or not any further action is required.

The Fire Officer will give an “All Clear” announcement before anyone is able to return to the buildings.

SPECIAL ARRANGEMENTS FOR HALL BASED EVENTS

TEMPORARY ARRANGEMENTS FOR HALL USE WHICH **MUST BE FOLLOWED** WHEN THE EVENT CAPACITY EXCEEDS **60** PEOPLE.

Additional sign **BEFORE** and **AFTER** the event.

Temporary signs must be displayed before any event takes place in the hall:

- a) Directional sign out of main hall above door to toilet lobby
- b) Directional sign on wall in toilet lobby – change of direction pointing to the right
- c) Directional sign on wall outside staff kitchen pointing to the right

These signs must be removed at the end of the event.

Announcement

The event organiser must announce the fire evacuation procedure to those using the hall at the start of an event.

Evacuation routes

There are **3** evacuation routes that can be used to exit the hall:

1. Via the front door – through entrance lobby
2. Via the side door – through music store
3. Via the toilet corridor and staff kitchen (not currently used as a kitchen)

Groups may be encouraged to exit via different routes to aid the smooth evacuation. For example, children may use one and adults another if this aids smooth evacuation.

Fire Wardens

Fire Wardens will wear yellow high-viz jackets. The event organiser must designate 3 fire wardens for every event. Each fire warden will be responsible for one of the fire exit doors and will open that door immediately the fire alarm sounds. Exit doors open inwards and must be opened immediately by the fire warden to aid evacuation. The fire door will be closed by the fire warden once the building is empty.

Fire Officer

The fire Officer will wear pin/orange high-viz jackets.

The event organiser must designate **ONE** person to be a Fire Officer who will take responsibility for all decision making in the event of a fire.

They will be responsible for ensuring the fire services are called.

They will be reported to by the Fire Wardens.

They will meet the Fire Service if attending.

They will give the “All Clear” in the situation when this can be done safely after the buildings are deemed fully safe.

Fire Assembly point – car park

Everyone must proceed to the fire assembly point in the car park where registers can be checked or where those attending an event can safely gather.

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