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Fire Safety Policy

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1 Aims

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school. This policy is to ensure that staff, pupils and visitors do not add to the fire risk and can safely evacuate buildings if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help the school community to respond calmly and effectively in the event that fire breaks out in one of the buildings. This is a whole school policy inclusive of Nursery.

2 Fire safety is the responsibility of all

In conjunction with this policy, reference should be made to the Fire Risk Assessment (available from the School Business Manager)

2.1 Role of the responsible person

The headteacher is the Designated Responsible Person who is responsible for ensuring that:

- The fire safety policy is kept under regular review by The Governing Body and the Leadership Team
- The Fire Safety Policy is shared with the entire school community
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of a fire alarm
- Records are kept of the fire induction training given to new staff
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed
- Fire risk assessments are regularly reviewed and updated
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept

3 Upon discovering or suspecting a fire

The priority for any pupil, staff member, contractor or visitor discovering or suspecting a fire is to raise the alarm to ensure the safe evacuation of all who may be affected and their individual safe exit from the building.

If there are no visible sign of fire but symptoms indicate one, a staff member must operate the alarm first. However, if they judge it to be safe to do so, they may investigate further. They must ensure a safe exit from the area of investigation remains available at all times.

If the staff member has been trained in the use of extinguisher devices and fire is small and contained, an attempt can be made to tackle the fire. Staff members will be required to judge whether this can be done safely. The alarm must always be raised first and the person tackling the blaze must retain a safe route of exit from the area e.g. keeping a doorway to their rear and ensuring the fire does not prevent their safe departure from the area.

4 Operating the fire alarm/raising the alarm

The safest way to trigger the alarm is via the call points which can be depressed using an object or finger to sound the alarm.

5 Upon hearing the alarm/activation

This includes if the alarm is operated at the usual test time but remains active for a long time indicating a 'true' trigger.

If in class – the teacher/senior staff member will give the instruction to clear the classroom and lead the children and any visitors to the nearest exit then proceeds to the fire assembly point on the lower playground. A paper register will then be handed to teacher/senior staff member. This procedure should be conducted in a calm manner and in silence until the register is completed.

Teaching Assistants will, if not in class, make their way immediately upon hearing the alarm to their appointed classroom and, whilst the teacher/senior staff member leads the children out, checks all windows are closed and the classroom is empty. These staff members then head immediately to the fire assembly point and do not check any other areas.

If not in class – the teacher/senior staff member will lead the class to the nearest emergency exit in single file and in silence to the fire assembly point. Teaching Assistants will then proceed to the classroom and ensure all windows are closed before exiting the building immediately without checking any other areas.

Garden Room – the Teaching Assistants will escort the children out of the building whilst one Teaching Assistant will close the windows and check the room before leaving the building via the nearest exit.

The Teaching Assistant who is positioned in Year 1 will check the toilets used by Dormouse and Squirrel classes, the staff room, main corridor and meeting room before exiting the building via the nearest exit.

The Foundation Stage Teaching Assistants will ensure all windows are closed and will check the Foundation Stage toilets and the disabled toilet, they will then exit the building via the nearest exit.

The headteacher will check the Woodpecker area and ensure all windows are closed before exiting the building via the nearest exit.

The School Business Manager will collect the 'grab bag' containing the laptop and proceed to check the School Business Manager's office, the Headteacher's office and the server room before moving to check the staff toilets (situated in Main Reception), the hall, the old library and the main reception area, they will then collect all medicine and first aid kit before leaving the building via the main entrance. The School Business Manager will position themselves at the vehicle entrance gate to direct the fire service to the most accessible point to extinguish any fire/emergency situation. The School Business Manager will assume responsibility for communication with emergency services. For any planned drill the Caretaker or School Business Manager will be responsible for contacting the monitoring company to put the alarm on drill mode before timing and recording the results.

The Business Support Administrator will collect signing in and out tablet, electronic register sheets, pupil signing in and out book, contact folder, medical folder and then proceed to the fire assembly point via the nearest exit. They will then distribute the register sheets to the classes and check all children signed in via the late book are present. They will then check the support staff and any visitors are present. They will then check the staff and any visitors are present.

Any member of staff on site who is on their PPA/Subject planning time will proceed immediately to the fire assembly point and assist with their class or any other task as directed by the Headteacher.

All visitors, contractor and volunteers must be accompanied by the member of staff they are on site to see to the fire assembly point where they will then meet the Business Support who will check them in.

If a fire alarm activates at lunchtime children within the hall must be escorted out of the building by the staff present. Lunch time servers will accompany the children and staff to the fire assembly point and be directed to the Business Support. Any staff in the staff room will leave the building via the exit situated near the Year 2 exit and assist with escorting the children from the hall to the fire assembly point, they will then remain with their class and complete the register. In the event of an evacuation at lunchtime or breaktime no member of staff is to return to the building if they are engaged in any of the above. If a member of staff is within their classroom, they should close any windows before exiting the building via the nearest exit.

6 Location of assembly points and roll call

All persons, where safe to do so must attend the lower playground. Pupils will line up following which a register will be taken, once all children are accounted for the teacher or senior member of staff will raise their hand. Staff and visitors will be checked against the signing in and out tablet.

The name of any person unaccounted for will be passed to the Headteacher or staff member in charge as soon as their absence is detected who will then inform the Emergency Services accordingly.

Any person who leaves the school via the front of the building (main entrance and hall exits) will, if safe to do so, make their way to the fire assembly point via the gate nearest the Year 2 building.

No person is permitted to leave the site (unless their safety is threatened) until the fire brigade has verified the safety of the site.

If site evacuation is required, all pupils, staff and visitors must follow the guidance of the Headteacher, or in their absence, the most senior member of staff.

Dependant on the location of access requirements for the emergency services any site evacuation from the fire assembly point will take place via the car park on Roeburn Crescent.

It is most likely that the car park of the sports ground would be used in this instance. The most direct route will be taken. All staff must escort pupils and ensure their safety whilst crossing the road. In this instance the School Business Manager and Business Support will act as crossing patrol to allow the school community to cross Bowland Drive safely. Once in the car park and safely positioned the teacher will complete a further register and indicate the presence of all persons by raising their hand. The School Business Manager will then return to the school to liaise with the emergency services.

7 Calling the emergency services/emergency action

The building alarms are linked to the main panel in the school office. In the event of an activation the fire brigade is notified automatically however the School Business Manager will be designated to call 999 and remain available at the vehicle gate to direct any emergency vehicles attending. The monitoring company will make contact to confirm if emergency services are required.

Once the initial registers have been completed the Headteacher must notify the School Business Manger so the emergency services can be advised on their arrival. Sweeps of the building should not be completed.

8 Location and use of firefighting equipment provided

The school does not currently advise the use of any firefighting equipment unless the person has been trained in their use, is confident to do so and that any such action will not endanger the safety of any person, especially those under their supervision.

Lives are more important than property.

9 Communication of procedure

New staff will discuss this document as part of their induction.

Staff should familiarise themselves with the emergency exit points and alarm points within the school. Staff should consider that the most accessible exit point may be blocked and another exit may be required.

Visitors should remain with the member of staff they are visiting. Staff will accompany visitors to the fire assembly point. This document should be made available to both visitors and contractors at the beginning of their visit and must not leave the site until the conclusion of the evacuation unless given express permission by the Fire Service Incident Commander, or in the case of a site evacuation to the sports ground the most senior member of staff available. Any person given permission to leave the site must inform a member of the admin team so appropriate records are updated.

Any person with mobility or additional needs will be supported by a personal emergency evacuation plan. For staff and pupils this will be completed before they join the school. If an existing member of staff or pupil has a temporary injury (e.g. a broken leg) a temporary plan will be instigated and will end when the condition recovers.

10 Test and records

A minimum of one fire drill will be undertaken each academic year.

A record of all drills and tests will be kept and is located in the caretakers cupboard.

Records of all fire alarm tests and services are kept by the admin team.

11 Risk assessment

The School Business Manager will ensure that fire risk assessments are completed annually by external providers and filed appropriately. Risk assessments will also be carried out following any significant changes occur, including building works, and if feedback from evacuation tests or incidents generate sufficient need.

12 Training

All staff will complete fire training via SmartSafe during their induction. This training will be refreshed annually via SmartSafe.

If a staff member feels they require specific fire safety training please contact the School Business Manager with the relevant reasons.

The School Business Manager and Business Support Administrator will act as Fire Wardens and undertake training when required.

13 Review and evaluation

After any fire incident the process must be reviewed to ensure the procedure is effective and safe. Any necessary changes must be immediately implemented.

14 Fire prevention measures

14.1 Escape routes and emergency exits

- There are multiple escape routes from the buildings, it is imperative that all exits remain clear at all times
- Fire notices and evacuation signs are clearly displayed in various location around the buildings
- Fire extinguishers, smoke/heat detectors are located in every building in accordance with the recommendations of the professional advisors. They can be manually activated by following the instructions and are automatically activated when smoke/heat builds up
- Automatic door closures are in place where relevant
- The master panel is situated in the main reception area and details where the activation has occurred
- Alarms sound in all parts of the buildings, staff are aware of the sound of the alarm
- The caretaker is responsible for opening the building in the morning, when doing so they will check that all exits are clear and free from debris. Any defects must be reported to the School Business Manager and Headteacher immediately
- Fire alarm tests will be completed each week, on a Friday morning at approximately 0700 hrs and will be documented and recorded by the caretaker
- The School Business Manager is responsible for booking annual services of the fire detection system, emergency lighting, warning equipment and fire extinguishers
- Records are kept in the caretaker's cupboard and accessible to the School Business Manager

14.2 Electrical safety

- The school has current electrical test certificates for each area
- Annual portable appliance testing is carried out annually by an approved tester
- Records are kept by the School Business Manager

14.3 Gas safety

- All gas appliances are serviced regularly by Gas Safe Registered Engineers. Records are kept

14.4 Monitoring

All staff are responsible for monitoring their working environment and should report all concerns to the School Business Manager

Appendix 1

This form should be completed by the Incident Manager, or most senior member of staff present at the incident, or involved in the post incident investigation (as appropriate to the circumstances)

Howe Park School		Fire Report From		
Date of incident	Day	Time		
Exact location of incident (classroom, office etc)				
Discovered by/time (give details if relevant)				
Was the fire alarm sounded? Yes/No		If yes by what means		
By who?		Location of activation		
Action taken before the arrival of the fire brigade				
Time of fire brigade arrival				
Details of action taken by the emergency services				
Was an evacuation carried out Yes/No	Numbers of staff evacuated	Numbers of pupils evacuated	Numbers of visitors evacuated	Number of contractors evacuated
Time taken to evacuate in minutes				
If no evacuation was carried out give reasons				

Were there any casualties? Yes/No (delete as appropriate)			
Name	Role (pupil, staff, visitor etc)	Approximate age	Details of injuries and medical treatment sought

Name of incident manager/senior person present at discovery of fire. Print name in block capitals			
Potential cause of fire			
If any answer to the above questions please give reasons below:			
General observations and comments (continue on a separate sheet if required)			
Damage (including estimation of cost)			
Points to check identified below:		Answer: Yes/No/NA	
Was a total evacuation carried out?			
Was the fire procedure for the premises fully implemented?			
Were all internal doors closed where appropriate?			
If used did personal emergency evacuation plans operate effectively?			
Did staff assemble at the correct points?			
Please insert any feedback/learning points here:			

Fire Action

On discovering a fire:

- PUPILS tell a teacher
- ADULTS sound the alarm (the fire brigade are automatically called and the office notified)
- Follow the teacher's instructions and leave the building silently
- Report to the Fire Evacuation Point

On hearing the alarm:

- Follow instructions and leave in silence by the nearest fire exit. Close doors behind you
- Teacher/senior staff member to collect a paper register from the Business Support
- Teacher/senior staff member leads the children out. Teaching assistant to close the windows and check the classroom – see instructions in section 5
- Report to the Fire Evacuation Point

- **DO NOT** re-enter under any circumstance until advised it is safe to do so
- **DO NOT** under any circumstance stop for possessions