



# **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.

**Notices displaying the school fire procedures are displayed in each room.**

## **Fire Risk Assessments**

An annual risk assessment will be made by the Health and Safety team - usually an appointed governor, the Head Teacher and the Premises Manager.

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 room's 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

## **Training**

- Training will be provided at least every two years for all permanent members of staff in fire safety and the school fire policy, including training in the practical use of fire fighting equipment
- Other training will be provided as required
- Every member of staff will have the fire policy explained to them during induction
- The training will be recorded in the fire logbook
- Students and visitors will be instructed at the beginning of their attendance
- Persons hiring the school premises will be given a copy of the Fire Policy

## **Fire Drills**

Fire drills will be carried out at least once a term. When a fire drill is held it will be recorded in the fire logbook. The fire logbook is kept by the Premises Manager in his room.

## **Fire Safety Checks**

The Premises Manager will be responsible for ensuring that all fire safety checks are maintained and records of these are available for inspection as required. He will keep the Headteacher informed of significant findings.

Fire extinguishers and fire alarms are maintained under a central contract however the Premises Manager will carry out the following tests:

- The fire alarm system will be tested weekly
- Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook
- Automatic door holders/closers will be checked weekly to confirm that they release with the operation of the fire alarm
- Fire equipment including will be checked monthly to ensure it is fully functional and not been tampered with and that annual inspection and maintenance is up to date
- Signage will be checked to ensure it is adequate and not obstructed
- Fire doors to be checked weekly to ensure they are working correctly

## **Emergency Exits and Signage**

All emergency exits are to be kept clear and free from obstruction at all times. All escape routes will be clearly signed with directional arrows.

## **General Fire Safety**

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives.
- 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

## **Smoking**

Smoking is prohibited in or around the school.

## **Appointment and Duties of Fire Marshals**

The school will appoint two members of staff to act as fire marshals. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior person at the assembly point.

## **Raising the Alarm**

In the event of a power failure a hand bell will be rung in order to raise the alarm.

## **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. A member of the office staff is responsible for calling the fire brigade when the alarm is sounded.

## **Meeting the Fire Brigade**

The Premises Manager is responsible for meeting the fire brigade on arrival and providing them with the relevant information and documentation.

## **Advice on the procedure in the event of a fire**

### **Discovering a fire**

1. If you discover a fire, no matter how small, operate the nearest fire alarm call point by breaking the glass.
2. Call the fire brigade by dialling 999.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the school's 'In the Event of a Fire' procedure.
4. 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. If safe to do so close all doors and windows.
2. Proceed to your assembly point.

### **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 a member of 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.

## Appendix 1

### In the event of a fire:

1. **Activate the nearest alarm** by breaking the glass.
2. When the alarm sounds **stop all activities immediately**
3. Teacher/supervising adult to **lead children to nearest exit**, then to **assembly point and to do a 'headcount'**.
4. **Classroom assistants, if available, to ensure no children remain in school** (check toilets and classroom base) before joining everyone at the assembly point.
5. **Office staff to don fluorescent jackets and to bring registers to assembly point** in order for teachers to cross check 'headcount'.
6. **Office staff to check visitor's book and staff list (in/out book)** for other persons in school.
7. **Stay calm - do not attempt to go back inside the building until directions are given by the Headteacher, Deputy Headteacher or senior member of staff.**

### **Assembly Points**

The **Main assembly point is on the top playground**, however, depending on the site of the fire, alternative points are as follows:

- **Bottom playground**
- **Recreation Ground**

Appendix 2

**Organisation of Classrooms 2010**

Appendix 3

**Roles and Responsibilities**

<b>Role</b>	<b>Person Responsible</b>	<b>In case of absence</b>
<b>Responsible Person</b>	Headteacher	Deputy Headteacher
<b>Fire Marshals</b>	Premises Manager	Senior Management Team
<b>Calling the Fire Brigade</b>	Office Staff	Senior Management Team
<b>Meeting the Fire Brigade</b>	Premises Manager Learning Mentor	Senior Management Team

## Appendix 4

### Checklist for First Day Fire Safety Induction

The person responsible for staff induction will take the new starter through the fire safety procedures, in particular:

- Show them the location of the fire alarm points and describe how they operate. Emphasise that the first action on discovering a fire is to raise the alarm **even if the fire is small**
- Describe the sound of the fire alarm and the action to be taken when it sounds. In particular, exiting the building with any pupils the adult is responsible for and going to the assembly point
- Describe and walk the escape routes and alternative routes and show how to use the push bars or exit fittings
- Show them the location of the fire extinguishers and other fire fighting equipment, but emphasis they should only be used if the adult has been previously trained, if it is safe to do so and the alarm has been raised first

## Appendix 5

### Checklist for persons hiring the school premises

It is incumbent on the hirer to familiarise themselves with the fire safety arrangements.

The hirer should be aware of the following:

- The location of the fire alarm call points and how they operate. The emphasis is on raising the alarm **even if the fire is small**
- What the alarm sounds like and what action is to be taken on hearing it in particular leaving the building with **any persons for whom the hirer is responsible** and going to the assembly point
- Be aware of the escape routes and alternatives that **the hirer** is likely to need and how push fittings and catches operate
- Where the fire safety equipment is located, but these should only be used if the hirer has previously been trained in the use of such equipment, that it is safe to do so and that the evacuation has been started
- Know how to contact the fire brigade and where the nearest telephone point can be found

### **Application**

The Governing Body of St Margaret's CE Primary School adopted this policy

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