

WHITESHILL PRIMARY SCHOOL

Fire Safety Policy

Aim

It is the overall aim of Whiteshill Primary School to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed throughout the school. **See appendix 1.**

The overall aim is to save life therefore evacuation is of paramount importance. Anyone discovering smoke or fire should raise the alarm by breaking glass at the nearest point.

On hearing the continual alarm, staff should direct children to walk quietly in single file to the designated assembly point on the playground. Class teachers will ensure that their classroom and designated areas are empty.

Our Fire Marshall will issue registers, check visitors book and staff signing in sheet, they will also bring a mobile phone and emergency fire bag from the office containing keys. They will call the emergency services and unlock/open the double gates to allow access for the Fire Brigade.

The head teacher will 'sweep' the main school premises and check with staff that all children are accounted for, also liaise with the emergency services once they are on site.

Fire safety training

Every member of staff will receive instructions in fire precaution/procedures during their induction program. All staff will be required to review instructions of fire precautions and fire evacuation arrangements in place and keep informed of their responsibilities annually.

All agency staff will be given fire procedure information with induction pack.

Fire Extinguishers

The priority will always be for staff to exit the building and fire extinguishers are not expected to be used to aid escape.

Fire Risk Assessment appraisal

Fire Risk assessments are made as and when issues arise and on a daily basis through a walk by the Head Teacher around the premises.

Fire Risk Assessment form and procedure.

A “periodic” review takes place every 3 years or following any significant change, which includes to the building or staff particularly those involved in fire safety.

External risk assessments to be carried out by Local Authority Fire Risk Assessment Officer as decided by the Local Authority.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures.

The Head Teacher must be informed of any electrical personal items, belonging to staff or children, brought onto site. A judgement will then be made as its potential fire risk. Risk assessments will be completed if deemed necessary.

Evacuation Drills

The procedure for emergency evacuation (**appendix 1**) is displayed throughout the school. The main alarm indicator panel is situated in the lobby of main building. Fire drills are executed by the Finance, Staffing & Premises Governors via this panel. Evacuation drills should be carried out at a minimum termly. Different times and days of the week are used, all drills are spontaneous and unplanned.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff	Teacher	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Secretary/Fire Marshall	Admin support
Collection of school mobile phone & emergency fire bag containing keys.	Secretary/Fire Marshall	Admin support
Checking of toilets (all areas)	Class teacher/Head Teacher	Next in charge
Checking rooms	Class teacher/Head Teacher	Next in charge
Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Headteacher	Next in charge

In general all staff will assemble in the playground.
 The Teachers/Person in charge will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head Teacher.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.
 All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the lobby. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point. As part of Health and Safety monitoring, the headteacher responsible for Health and Safety will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Emergency lighting will be tested once a month by the Finance, Staffing & Premises Governors and recorded in the log book.

The Fire Alarm system will be tested once a term by the Finance, Staffing & Premises Governors and recorded in the log book.

Flammable Substances

All flammable substances used by cleaners etc., must be kept locked in a cabinet within the boiler room.

House Keeping

All rubbish/waste is to be put into the relevant waste receptacles, located around the school. General waste will be collected by the cleaners each evening and deposited in large waste bins located away from the building.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

Fire Plan

It will be revisited annually according to legal requirements.

Finance, Staffing & Premises Committee
April 2013

