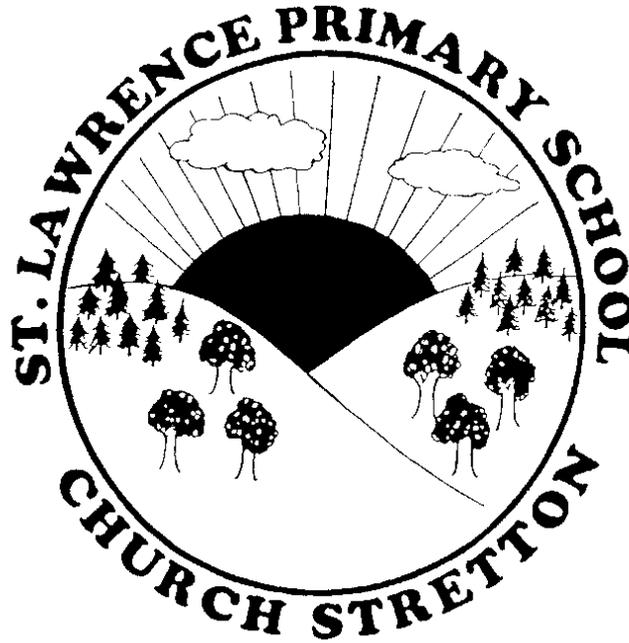


St Lawrence C E Primary School



FIRE SAFETY POLICY

April 2018

Original policy July 2014

Reviewed and revised April 2016
Approved by Governors

Aims

It is the overall aim of St Lawrence Primary School to minimise the risks to staff and employees 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.

Overall Responsibility for Fire Safety Matters

Alan Brannen is appointed as the "responsible person" [RP] for the school and will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided every three years for all permanent full time school staff in fire safety and the school procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the RP to ensure this instruction is given in accordance with the Checklist in Appendix B.

The RP will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The RP will provide a report to the Headteacher each year, which he will include in his termly report to the Governing Body.

Staff fire training was last held on 8.6.16 with Dave Mann of Shropshire Council

Maintenance of Fire Doors, fire Exit Doors, Fire Equipment and Systems

Fire extinguishers fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation

Fire Alarm	Daily	Visual check of panel for fault indications
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers, hose reels, fire blankets, etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with an annual inspection and maintenance is in date
Fire doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly

Emergency Plan

In the event of the alarm sounding, staff should follow the sequence indicated in the Emergency Plan (appendix E). It is important to recognise the distinction between those with responsibility for pupils and other building users. The Fire Action notices provide instructions for those without supervision of children. The Emergency Plan details the procedure for those with responsibility for pupils as well as their own safety.

Appointment and Duties of Fire Marshalls and Fire Wardens

The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation (see appendix a).

Raising the alarm

In the event of alarm failure a whistle will be blown in bursts of five 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. The school administrator / office is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The RP is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events Taking Place Out of School Hours, such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the RP is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The RP may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix C).

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the RP.

Record Type	Information to be Recorder
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory.
Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self-closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Appendix A

Roles and Responsibilities

Role	Person Responsible	In case of absence
Responsible Person (RP)	Alan Brannen	Louise Jackson/James Brown
Fire Marshal	Alan Brannen (Administration / Staff accommodation / hall / corridors / Meeting room / Music Room)	James Brown
Fire Wardens	Leslie Hyde (Key Stage One & disabled toilets / cupboard) Wendy Hyde (Key Stage Two toilets / spare classroom / repo.) Sally Betton (Responsibility for collecting registers and Visitors Book and distributing on playground)	Jenny Davies (KS1) Zoe Robinson KS2) Joanne Malone/ Ro Woolgar (Administration, Staff accommodation)
Calling the Fire Brigade/Swimming Pool/Busy Bees and The Sure Start Centre	Sally Betton	Ro Woolgar/Joanne Malone
Meeting the Fire Brigade	Alan Brannen	Wayne Castree
Governor Responsible	Zoe Keeling (Chair of Govs)	

MONITORING, EVALUATION, REVIEW

The school will review this policy every three years and assess its implementation and effectiveness regularly.

Date of policy - April 2018

Time of next review - April 2019

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. 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 leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. 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 leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise that they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

This is a blank pro-forma of the Fire Action notices in school. All relevant details must be up to date.

Your Fire Marshals are:





Fire Action

Any person discovering a fire

- 1 Sound the alarm
- 2 _____ to call the fire brigade
- 3 Attack the fire if possible using the appliances provided

On hearing the fire alarm

- 4 Leave the building by _____ route
- 5 Close all doors behind you
- 6 Report to assembly point



Do not take risks

Do not return to the building for any reason until authorised to do so

Do not use lifts

Emergency Plan

In the event of finding a fire:

Find the nearest wall mounted RED fire alarm

Lift flap and press where arrows indicate

The alarm will sound

If you are not supervising pupils *and* have received training, you may attack the fire if possible using the appliances provided (fire blanket / extinguisher). If you do not have immediate success, leave the building by the nearest safe route (see maps) and report location of fire to Fire Marshall or Wardens.

Class teachers / Teaching assistants supervising pupils should leave the building by the nearest safe fire exit, reminding pupils to walk and not to try to collect valuables or personal items. Close all doors behind you.

Assemble on Key Stage 2 playground unless directed otherwise by Fire Marshall (school field to be alternative assembly point in the event of fire at the rear of the building / demountable classrooms / bomb threat).

School Administrator will provide registers for each class which are to be taken immediately. Registers are then returned to Administrator and any missing pupils reported to Fire Marshall / Fire Wardens.

Do not attempt to re-enter building until the Fire Marshall has indicated that it is safe to do so.

(All named staff with additional responsibilities e.g Fire Marshall, Fire Wardens, Administrator have procedures outlined in Fire Safety Policy)