Hope Brook Church of England Primary School

Fire Safety Policy

The staff and governors are committed to the development of each child in the best possible learning environment to encourage all children to achieve their fullest potential.

We want the children to achieve success through their own efforts, teamwork, self-discipline and motivation, and through links with the Church and community, work towards a better future for themselves and the world in which they live.

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Aim
It is the overall aim of Hope Brook C of E 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.

Fire Safety

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 is kept up to date and accessible

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

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.
Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located can be found in appendix 1. A sign indicating the purpose of the fire extinguisher is located next to each fire extinguisher.

A poster outlining the purpose / use of different types of fire extinguisher can be found outside the school office.

System	Frequency	Method of test
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Termly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Termly	Check that seals are intact, equipment has not been removed or tampered

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. **See appendix 2**

Discovery Raise the alarm by breaking the glass panel on the nearest alarm point or by telling an adult

Alarm Continuous siren from electrical panel

Action Children should leave the building by the nearest exit/route. The first responsibility of teachers is to the children who are nearest at the time. Ensure that all children leave the building and are supervised to the assembly point.

Roll call Teachers should check that all the children in their class are accounted for. Report immediately anyone who is missing to the most senior member of staff present.

Persons responsible for fire safety

Overall fire safety	Headteacher
Fire safety training, induction and revision	Headteacher
Fire risk assessments	Headteacher
Fire drills	Headteacher
Updating of log book / recording	School Business Manager
Checks on call points	Headteacher
Checks on emergency lighting	Headteacher
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	School Business Manager

Evacuation Drills

The procedure for emergency evacuation (appendix 1) is displayed by each fire alarm call point. See appendix 3 for plan of where call points are situated.

The main alarm indicator panel is situated in the foyer by the office. Fire drills are executed by the headteacher via this panel.

Evacuation drills should be carried out termly (3 times per year)

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	**Person responsible**	**In case of absence**
Evacuation of all children	Teacher	Most senior person in classroom
Collection of registers and staff/ visitor signing in ipad/ sheets	Administrator	Administrator
Collection of school mobile phone	Headteacher	Administrator
Checking of toilets (all areas)	Head / Administrator	Head / Administrator
Checking rooms	Head / Administrator	Head / Administrator
Calling the fire brigade	Administrator	Administrator
Meeting the fire brigade	Headteacher	Most senior member of staff

In general all staff will assemble at the assembly point on the top playground, unless the source of the fire makes this impossible.
Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head/nominated person.

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 located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at the assembly point.

Fire Organisation

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
In accordance with the fire procedure, a fire plan has been devised. **See appendix 3**

Fire control / prevention

Fire safety training
Specific training for the Fire Safety Manager and the nominated person responsible for Health and Safety will be undertaken regularly.

All staff will have internal training at least every three years during the month of September. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors – which should be kept closed and not wedged open
- The significant findings of the Fire Risk Assessment
- Appropriate use of fire fighting equipment eg fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety eg keeping combustibles away from possible ignition sources
- Ensuring that rubbish and combustible waste is not allowed to accumulate
- Assisting visitors and any disabled persons from the building

In addition:

- All agency staff to be given fire procedure information at the main office
- New staff to be taken through fire procedures as part of induction package

All records of training & induction to be recorded in Fire Safety file located in the Head's office.

Fire Risk Assessments

Fire Risk Assessment appraisal
To be carried out annually by the headteacher 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 premises health and safety procedures.

Date of policy: September 2020

Date of review: September 2021

This policy was formulated in consultation with the Headteacher, the teaching staff and governors.

This policy was accepted by the Governing Body at their meeting on Wednesday 14th October 2020, and will be reviewed annually.

Appendix 2 – Classroom Notice

FIRE PROCEDURES

PUPILS

If the Fire Bell rings:

- Walk out of the classroom quickly and quietly.
- Line up in the playground in class groups.
- If you are in the playground, toilets or somewhere else **DO NOT** go back into your classroom but go straight to your line in the playground.
- Teachers will confirm that all pupils and staff are present and accounted for.
- **DO NOT RE-ENTER ANY BUILDING UNTIL TOLD TO DO SO BY A TEACHER OR FIRE OFFICER.**

TEACHERS, MEMBERS OF STAFF AND HELPERS

You should familiarise yourself with:

- The location of the fire Fighting Equipment within the school premises.
- The method and suitability in use of the equipment available.
- The available and any alternative EXIT ROUTES.

Do not attempt to tackle a fire if this may mean putting yourself or others at risk.

Appendix 3 – Staffroom / Office Notice

Fire Emergency Procedure

On sound of alarm:-

- School administrator to call fire brigade if necessary – preferably using portable phone – if appropriate
- School administrator – collect registers / ipad (E-Reception), check / close adult toilets and door to kitchen corridor
- Catering supervisor leave via kitchen door and access playground via hall
- Headteacher check KS2 corridor, children's toilets (leave via library door)
- Teachers take all children from classrooms – close outside doors
- Teaching assistants close internal classroom doors

Assembly Point – Top Playground

- Gather on top playground – teachers at front of line / teaching assistants at back of line
- School administrator to hand out class lists
- Classteachers complete roll call and return class lists to administrator to signal all pupils accounted for
- School administrator check ipad for visitor details
- School administrator collect class lists from teacher
- Other adults gather by shed / benches

Pippins

- Staff to exit building via rear door – and gate
- Children to form a line on the playground
- Staff to complete headcount and report to Head / administrator