



Crays Hill
Primary *School*

Fire Safety Policy



BERLESDUNA
ACADEMY TRUST

Adopted by Crays Hill Governing Body

Date: June 2019

Review date: June 2020

Signed: _____ **Date:** _____

Chair of Governors

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher, and also the Local Education Authority where it maintains the school. Between them, these parties must ensure that fire precautions at the school comply with all relevant fire safety legislation.

The safety of all children, visitors and staff at Crays Hill Primary School is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building

All staff will be given a copy of the Fire Safety Policy with any updates being reported through staff meetings.

Protective Equipment - Fire Extinguishers

Firefighting equipment is provided throughout the building. Only persons who have received training in the use of extinguishers should attempt to use them.

Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

The recommended policy in the event of outbreak of fire is to sound the fire alarm and exit the building as quickly as possible.

Inspection Procedures/Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc. will be carried out by the appropriately qualified persons/contractors. Any defects or shortcomings should be brought to the attention of the Headteacher/Deputy Headteacher who will ensure the arrangements for replacement or replenishment.

If any extinguishers are not fixed securely on the wall please notify the Administration Manager. The Headteacher and Governing Body are responsible for health and safety in the school. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.

Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term with a record being kept of the results. See Appendix A.

The Health & Safety advisor will have responsibility to undertake a weekly visual inspection of all firefighting equipment as part of a weekly health and safety inspection, to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. In addition visual checks will be carried out daily to include:

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Ensuring that remedial action is taken as required.

Regular annual checks of all fire extinguishers will be undertaken by the qualified contractors and will be recorded on each extinguisher.

Good Housekeeping within the School:

- Extension Leads with various outlets (reel) are fully unwound.
- No overhanging visual displays from wall to wall (will aid spread of fire considerably).
- Fire doors/fire exits not obstructed and closed at all times.
- No locks to be placed on any fire exits.
- No visual displays from ceiling and around light fittings.
- Boiler rooms - no items to be stored there.
- Be aware of mix of items stored together.
- Storage to be secure, ensure no risk of anyone setting fire to it.
- Storage of all "back up" software in fire protective cabinets.

Unexpected Explosions

In the event of an unexpected explosion the Headteacher/Deputy/Administration Manager will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by Headteacher/Deputy/Administration Manager. In addition the scene of the explosion will be cordoned off. The School will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby.

The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

- 1) Raise the alarm using a break glass point located at every exit.
- 2) Call the fire brigade.
- 3) Evacuation of premises via nearest exit point. See evacuation plan, Appendix B.
- 4) Report to the Assembly Point. See Appendix B.
- 5) Duties of employees with key responsibilities should be followed.

1. **Alarm** – ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children will be taught to report to a member of staff if they discover a fire. (It is the class teacher's responsibility to ensure children are aware to notify a member of staff on discovering a fire.) Location of all fire alarm call points can be found on the site plan which will be displayed on the notice board in the staffroom. See Appendix B

The alarm is tested weekly, a different call point will be activated each week and any faults will be logged.

2. **Contact with the fire brigade** – All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Headteacher to make the call once outbreak of fire is confirmed.
3. **Evacuation of premises** – on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.

Visitors

All visitors should report to the main assembly point located in the main playground. This will be communicated to all visitors on arrival. It is the responsibility of the person the visitor is meeting with in school to ensure that they are safely evacuated from the building.

Evacuation of disabled persons – pupil, staff or visitor

- **Pupil**
 - It is the class teacher's responsibility to ensure the pupil is escorted to the assembly point.
- **Staff Member**
 - It is the responsibility of the line manager to ensure the member of staff is escorted to the assembly point.
- **Visitor**
 - It is the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

- 4. Report to Assembly Point** – See site plan for assembly points. At the assembly point classes will begin to line up in class order to enable a headcount of each class. First class to arrive, line up the furthest away from the building, next class to arrive at assembly point, line up next to them and so on.

Teachers to take the class register with them to assembly point to take the register.

Call the roll – Class teachers/member of staff in charge will immediately call the register and show that 'all are present' by raising their register in the air.

Once the Administration manager (Headteacher in their absence) has seen all registers in the air for their assembly points your register can be taken down.

5. Duties and Responsibilities including Fire Marshals:

Headteacher (Fire Marshal)

On hearing the alarm the Headteacher will collect the grab bag and assemble at assembly point 1 and wait for confirmation that all children and adults present on the school site are accounted for and whether or not the alarm sounding is an outbreak of fire.

In the event of confirmation of outbreak of fire the Headteacher will contact the fire brigade by using the 999 telephone system.

The Headteacher will decide when to implement the school emergency plan.

It will be the responsibility of the Headteacher to meet with Fire Brigade at the front of the building. The Headteacher will issue the fire brigade with the fire handover pack.

Class Teacher/Responsible Adult

On hearing the alarm the class teacher or responsible adult will escort all pupils and visitors in their care calmly and safely out of the building and assemble at their nearest assembly point. A roll call will take place once assembled to ensure that all pupils have been accounted for. On confirmation the class teacher or responsible adult will raise their register to signal to the admin manager that this is the case. The register will be lowered only when the thumbs up signal has been given by the admin manager.

The class teacher or responsible adult will direct visitors to make themselves known to the administrative assistant so that they can be accounted for.

Administration Manager (Fire Marshal)

On hearing the alarm the Admin Manager will await confirmation of the zone of activation from the administrative assistant; they will then sweep the building towards the activation being vigilant at all times. The admin manager will collect the fire safety handover pack and any other medical equipment located in the front office.

The Administration manager will sweep the front building including the Keep Learning Room and Disabled Toilet.

Following a full sweep of the building the admin manager will assemble at assembly point 1 and co-ordinate and communicate with the Headteacher from this point. The Administration manager will report confirmation from class teachers and the administrative staff that all children and adults present on the school site have been accounted for and whether the activation is a confirmed outbreak of fire.

The Administration Manager will also collect whilst sweeping the medical equipment such as inhalers.

Administrative Assistant (Fire Marshal)

On hearing the alarm the administrative assistant will check the fire panel to locate the activation point and notify the admin manager immediately.

The administrative assistant will collect the visitor and staff record books and if relevant the class registers and distribute these to class teachers at the assembly points.

The administrative assistant will be responsible for ensuring all visitors are accounted for. Once all visitors have been accounted for the relevant register will be held in the air to signal to the admin manager that this is the case. The register will be lowered only when the thumbs up signal has been given by the admin manager.

Catering Manager (Fire Marshal)

On hearing the alarm the catering manager will:

- Immediately cease all activities
- Switch off all appliances
- Sweep the rear building
- Evacuate the premises
- Proceed to assembly point 1
- Report to the admin manager with any absences.

Cleaning Staff

On hearing the alarm the cleaning staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises by proceeding to the nearest assembly point and reporting to the administrative assistant or fire marshal on duty.

Fire Marshal

There will be no less than 3 fire marshals present on the school site at any one time. The Headteacher, admin manager, catering manager and administrative assistants will be the main fire marshals. In their absence another member of staff will be appointed by the Headteacher or chair of governors to cover their duties for the period of absence, only appropriately trained staff may act as fire marshals.

Procedures for liaison with the Fire Brigade

The Headteacher will meet the Fire Brigade on the driveway of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building. The admin manager will take this roll if Headteacher not present in school.

Re-entering Building

The admin manager will alert staff that it is o.k. to re-enter premises following receipt it is safe to do so from the Headteacher.

Lettings

In addition to any extracurricular activities for pupils Crays Hill Primary will have extended opening hours for community use of the premises. These are called 'Lettings'. All 'Lettings' will be given a copy of the Fire Policy by the Admin Manager.

Appendix A



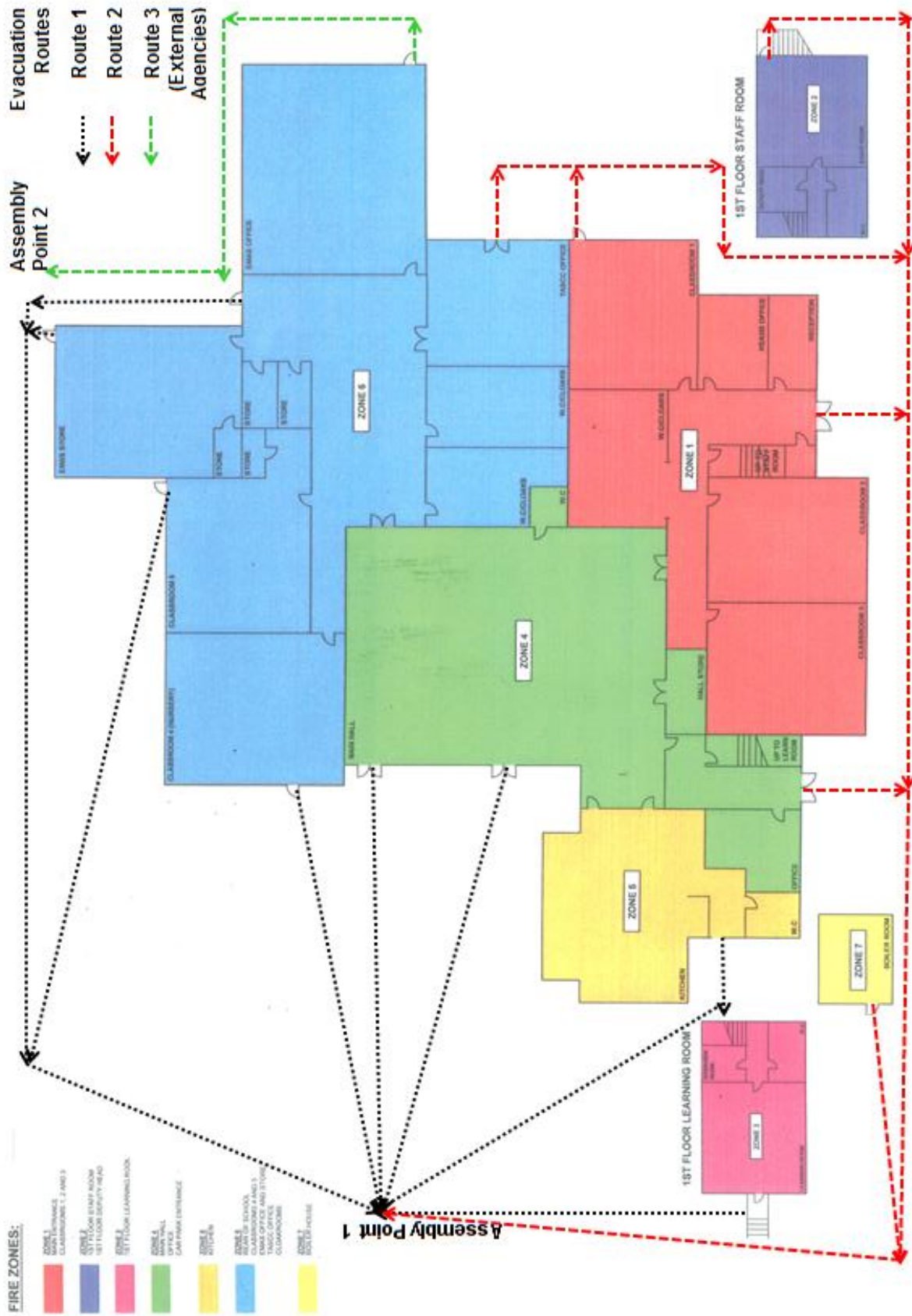
Crays Hill
Primary School

Date of Drill:	<input type="text"/>	Time of Initial Alarm:	<input type="text"/>	Name of Warden:	<input type="text" value="Karen Harris/Sarah Willis"/>
Method used for Initiating Evacuation	<input checked="" type="checkbox"/>	Manual activation of the alarm at fire indicator board			
	<input type="checkbox"/>	Other, Specify: <input type="text"/>			
Time when last person exited the Building Area:	<input type="text"/>	Time all persons reported Accounted for:	<input type="text"/>		
Could the Alarm be heard in all locations?	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No	Specify:	<input type="text"/>	
Were difficulties encountered when conducting an area search?	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No	Specify:	<input type="text"/>	
Did all occupants evacuate the building?	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No	Specify:	<input type="text"/>	
Did all occupants assemble in designated areas?	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No	Specify:	<input type="text"/>	
Did all occupants follow fire safety & evacuation procedures?	<input type="checkbox"/>	Yes			
	<input type="checkbox"/>	No	Specify:	<input type="text"/>	

List of corrective actions to be adopted as a result of this evacuation drill:

ACTIONS:	Person Responsible:	Deadline:
Other Comments	Signature <input type="text"/> Date <input type="text"/> After each evacuation drill copies of report to: <ul style="list-style-type: none">• Be presented at staff meetings and communicated to all staff• Be reported to the governing body under health and safety• Be kept as a record in the health and safety file.	

Appendix B



Appendix C

