



BERLESDUNA
ACADEMY TRUST



Crays Hill
Primary School

"Learning, Safety and Respect for all"

Fire Safety Policy

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Introduction

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 schools Operation Manager or Site 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 and are not “Daisy Chained”
- No overhanging visual displays from wall to wall (will aid spread of fire considerably).
(see Display Guidance for Teachers)
- 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. (see Storage Guidance for Site Managers)
- 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/Office Manager will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion to their designated Safe Place. The Police and Fire Brigade will be summoned, and the ambulance service alerted by Headteacher/Deputy/Office 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:

Raise the alarm using a break glass point located at every exit.

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 and escalated for repairs.

Call the fire brigade.

All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Headteacher/Deputy Head to make the call once outbreak of fire is confirmed.

Evacuation of premises via nearest exit point. See evacuation plan, Appendix B.

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 within 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 completes a PEEP form for their individual escape plan. If a evacuation buddy is required it is their responsibility to be escorted to the assembly point.

Staff Member

- It is the responsibility of the line manager to ensure the member of staff to completes a PEEP form for their individual escape plan. If a evacuation buddy is required it is their responsibility to be 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.

PEEP Forms should be completed for any temporary or permanent measures that need to be in place for an evacuation.

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

Report to the Assembly Point. (See Appendix 2.)

At the assembly point classes will begin to line up in class order to enable a headcount of each class.

Teachers to carry 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 Lead Fire Marshall (alternative Fire Warden in their absence) has seen all registers in the air for their assembly points your register can be taken down.

Duties of fire wardens with key responsibilities should be followed.

Headteacher (Fire Marshal) or in their absence – Deputy Head

On hearing the alarm, the Headteacher will leave the building and go to the assembly point to 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.

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

Procedures for liaison with the Fire Brigade

In the event of confirmation of outbreak of fire, the Headteacher will contact the fire brigade.

The Headteacher/Deputy Head 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.

Class Teacher/Responsible Adult

On hearing the alarm, the class teacher or responsible adult will ensure all windows are closed. They will then escort all pupils and visitors in their care calmly and safely out of the building and assemble at their nearest assembly point, closing the classroom door behind them. 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 Lead Fire Marshall that this is the case. The register will be lowered only when the thumbs up signal has been given by the Lead Fire Marshall.

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

Lead Fire Marshal

On hearing the fire alarm, the Lead Fire Marshal will immediately check the fire panel to identify the activation point. They will then conduct a systematic sweep of the building, moving toward the zone of activation while maintaining vigilance at all times.

Before leaving the office area, the Lead Fire Marshal will collect the grab bag, visitor and staff record books, and any required class registers, as well as essential medical equipment (e.g., inhalers).

At the assembly point, the Lead Fire Marshal will coordinate staff, distribute registers as needed, and ensure that class teachers, administrative staff, and all visitors have been fully accounted for. Once visitor numbers are confirmed, the visitor register will be held in the air and only lowered when the Lead Fire Marshal gives the thumbs-up signal.

After all individuals are accounted for, the Lead Fire Marshal will report whether the building sweep is complete and whether the alarm relates to a confirmed fire incident.

Catering Fire Warden

On hearing the alarm, the catering manager will:

- Immediately cease all activities and switch off all appliances
- Sweep the rear building
- Evacuate the premises
- Proceed to assembly point
- Report to the Office Fire Warden 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 a member of staff – usually the Headteacher or Deputy Headteacher at this time of day.

Fire Marshal & Fire Warden's

There will be no less than 3 fire marshals present on the school site at any one time. The Lead Fire marshal, Office Fire Warden, Catering Fire Warden will be the main fire marshals. KS2 Teachers are class Fire Wardens. In their absence alternative Fire Wardens will be appointed by the Office Fire Warden if the Lead Fire Marshal is not present.

Re-entering Building

The Lead Fire Marshal will advise staff that it is appropriate to re-enter the building following confirmation that it is safe to do so from the Fire Brigade.

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 Operations Manager.

Appendix 1 – Fire Drill Report

Date of Drill: Time of Initial Alarm: Name of Warden:

Method used for Initiating Evacuation Manual activation of the alarm at fire indicator board
 Other, Specify:

Time when last person exited the Building Area: Time all persons reported Accounted for:

Could the Alarm be heard in all locations? Yes
 No Specify:

Were difficulties encountered when conducting an area search? Yes
 No Specify:

Did all occupants evacuate the building? Yes
 No Specify:

Did all occupants assemble in designated areas? Yes
 No Specify:

Did all occupants follow fire safety & evacuation procedures? Yes
 No Specify:

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

ACTIONS:

Person Responsible:

Deadline:

Other Comments

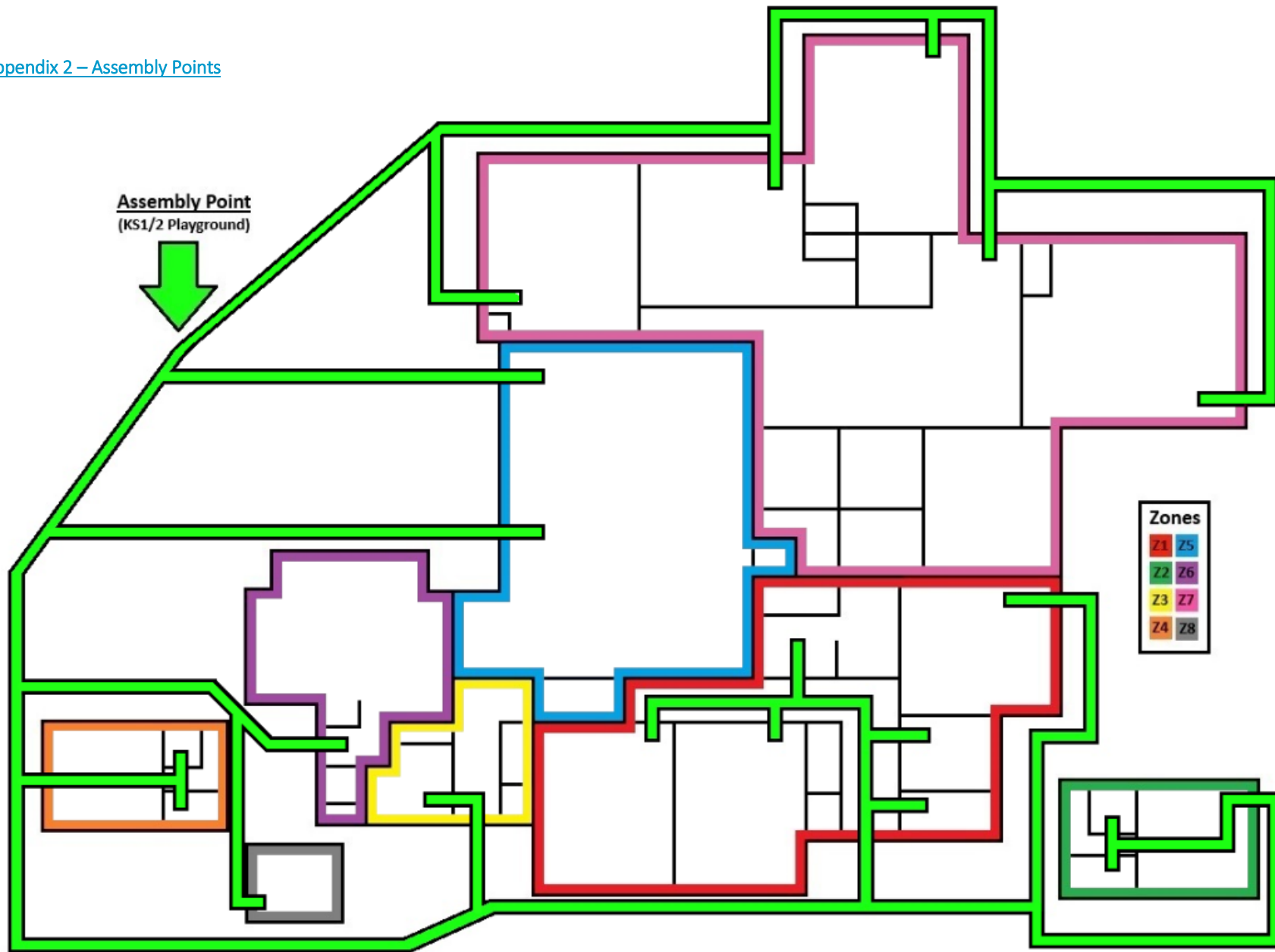
Signature

Date

After each evacuation drill copies of report to:

- 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 2 – Assembly Points



[Appendix 3 – Aerial map of school property](#)



Appendix 4 – Location of Fire Extinguisher

