

Grand Avenue Primary and Nursery School

Policy for Fire Safety

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Aims

This policy sets out the procedures undertaken to minimise the risks to employees, pupils and visitors which may arise from fire. It also sets out the procedures to be followed should a fire occur. This policy does not cover the design of structural fire precautions.

Objectives

To minimise risks 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.

PREVENTION OF FIRE

Maintenance

All fire extinguishers, fire alarm systems and emergency lighting will be maintained by a central contract, administered by professional consultants.

The caretaker will carry out and keep a record of the following tests between maintenance visits.

System	Frequenc y	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
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers, hose reels, blankets etc	Weekly	Check that seals are intact, equipment has not been removed or tampered with and that annual inspection and maintenance is in date
Fire doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating
Stairwells and Stairwell enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures
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

Responsibilities

Fire safety Manager

The caretaker is appointed as fire safety manager and has overall responsibility for fire safety matters in the school. He will

- co-ordinate the implementation of fire safety measures
- report termly to the headteacher the maintenance of fire safety equipment
- report termly to the headteacher records of evacuation drills and training (See appendix B)
- ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.
- ensure that a fire evacuation drill is undertaken and recorded each term
- ensure that fire notices are kept up to date and that fire safety equipment is maintained.

Staff

It is the responsibility of all staff to maintain a high standard of fire precautions, including being aware of the fire procedure (See School Handbook) Staff should also ensure that fire exits are kept clear, fire doors are kept shut and that their pupils are informed of the fire procedures.

Fire Marshalls

The school will appoint a number of senior staff as fire marshals. One staff member will be appointed Senior Fire Marshall. These staff have responsibility to ensure that all areas of the school have been evacuated and report to the Senior Fire Marshall.

Fire Safety Training

Training in fire safety will be provided every two years for all permanent members of staff. (See also Appendix A) This training will include

- The main causes of fire and how to prevent it
- How fire is likely to spread in a building
- How to take precautions against arson
- The function of fire doors and the need to keep them shut
- The action to be taken in the event of a fire
- The location of fire alarm call points, fire extinguishers, exits and escape routes
- The use of a variety of fire extinguishers
- The location of assembly points
- How the fire brigade will be called in the event of a fire

Training will also be organised for the fire safety manager by the Royal Borough Kingston Health, Safety and Welfare Unit

Fire Safety Records

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

The fire safety manager will provide a written report to the Headteacher each term, containing the details shown in Appendix B

The fire safety manager will also keep a record of

- The date of any fire drill, details of any exits obstructed and the time taken to evacuate
- The nature of fire safety training, names of those who attended, name of instructor and the duration of the training

Events taking place outside of School hours

It is the responsibility of the member of staff organising the event to ensure the fire safety manager is consulted before the event takes place. A letting agreement is completed on a proforma. The appropriate precautions including arrangements for evacuation and calling the fire brigade will be put in place.

The fire safety manager may impose specific restrictions on the type of letting or activity including the number of persons involved and the layout of any seating.

If a public licence is required the licensing officer may specify particular requirement as a condition of the licence and these conditions will be met.

See Appendix D

IN CASE OF FIRE

Calling the fire brigade

The fire brigade will be called and the alarm raised on any confirmed outbreak of fire.

Normally the secretary will be responsible for calling the fire brigade. Members of staff who may need to call the fire brigade are reminded to dial 9 for an outside line followed by 999 and asking for the fire brigade.

The caretaker will ensure that one member of staff will be made responsible for meeting the fire brigade on arrival.

When the alarm is raised by the school automatic smoke detection system the secretary will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed

See also Appendix C

Tackling a Fire

Fire extinguishers and hose reels are provided should a member of staff feel confident to tackle a small fire, and it is safe to do so. Staff are under no obligation to tackle fires. Fire fighting equipment will only be used by staff who have been trained in its use.

Evacuation

As soon as the alarm has been raised the premises will be evacuated in a pre-planned way.

- All staff and pupils will leave the building in an orderly manner and assemble in a defined location.
- Support will be given to staff and children with physical disabilities or children with special needs.
- The office staff will distribute class registers to enable teachers to undertake a role call.
- The school signing in book will be checked to ensure there are no adults still within the building.
- Staff will report any person not accounted for to the Senior Fire Marshall.
- No-one will re-enter the building until the all clear has been given by the fire safety manager/fire officer

If there is a high incidence of false alarms the cause will be investigated by the fire safety manager and changes made to the system.

Notices

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

Checklist for First Day Fire Safety Instruction

The fire safety procedure will be explained to each new member of staff/or long term visitors eg students by the fire safety manager and/or the Deputyhead, in particular

- Show them the location of the fire alarm call point and describe the way it operates
- Emphasis 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 action to be taken when it sounds, in particular leaving the building with any pupils for which the member of staff is responsible and going to the assembly point
- Describe and walk the escape routes and alternative escape routes likely to be needed
- Show the operation of any push bars or exit fittings
- Show them the location of the fire extinguishers but emphasise that they must only be used if the staff member has been trained, it is safe to do so, the alarm has been raised and after an evacuation has been started

Termly Report from Fire Safety Manager to the Headteacher

Date of report

Period of report from _____ **to** _____

Fires at school

Give description of any fire incidents that took place and any lessons learnt as a result, or state that there were no such incidents

Activations of fire alarm

Give a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none

Practice evacuation drill

Give the date and time of any practice drills held, the time taken to evacuate the premises and any lessons learnt for the future

Staff training

Give details of any staff training that has been undertaken during the term and any training planned for the future

Records of equipment and systems inspections

Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action

Any issues or recommendations to be considered by the Headteacher

Provide details of any recommendations or other matters not identified above

Date_____

Signed by Fire Safety Manager_____

Fire Notice – In case of Fire

Staff are reminded to check the location and instructions of all fire alarm points, extinguishers and blankets

In case of fire

1. Raise alarm
2. All staff and children to leave the building through nearest exit in an orderly manner
3. All staff and children to proceed to the designated area or, if blocked, to the safest location away from the building
4. Staff without class responsibility to check toilets and corridor areas
5. As leaving the building please whenever possible close doors
6. Registers will be brought to class teachers. Teacher to check class and report results to Headteacher (Or Deputyhead if Headteacher not available)
7. Call fire brigade. Telephones are located in the school office, the headteachers office, the Deputyheads office, the Nursery, and the SEN office. **Dial 9 for an outside line**, wait for dialling tone. Dial 999 and ask for fire brigade. Give the school address and directions to gain access to the site.
8. If alarm sounds during lunchtime or breaktime available staff should check all areas are cleared including toilets and canteen. Other responsible adults to assist staff to line children up as previously stated.
9. No-one is to re-enter the building until fire officer attending the call has given permission.

NB A senior member of staff is always on site during lunchtime and needs to be informed as soon as possible of an emergency.

Checklist for hiring the school premises

Take the new hirer through the fire safety procedure as displayed at the fire alarm points, 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 emphasis they should only be used if s/he has been previously trained, if it is safe to do so, the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade(including any automatic calls) and where the nearest telephone point can be found. Give clear instructions as to the address and location of the school.

Date_____

Signed by Headteacher/Deputyhead/Site Manager_____

Signed by hirer_____

On behalf of (User group)_____

Named Responsibilities

Fire Marshalls

Headteacher and Deputyhead

Safety Assistant

Office manager

