



Goosewell School - Using Everyone's Talents

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Signed	
..... Head Teacher Chair of Governors

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FIRE POLICY

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance, and a few due to arson. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team – usually two appointed governors, the head teacher, Site Manager (PIC Compliance Officer).

It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation.
- Review the evacuation plan and each rooms instructions for this.
- Look at the past years records of fire practices.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the Fire Log and Checklists.
- Review the provision of instruction to pupils or visitors to the building.

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months.

Pupils and visitors will be instructed at the beginning of their attendance, if appropriate.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook, including time taken to evacuate the School and any problems or difficulties with the system.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Site Manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested each week by the Site Manager and any necessary contractor and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times. Fire doors are to remain closed and not to be propped open.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The Site Manager in charge generally locks the exits at night.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear.
- There is 1 metre clearance to the routes of exit doors.
- Displays where possible will not be above heaters, and, if this is unavoidable, they will be securely fixed.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (Computers, printers, TV, DVD and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year by visual inspection and PAT tested every 3-5 years.

Smoking

Smoking is prohibited in or around the school site.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass.
2. Call the Fire Brigade by dialling 999.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires). DO NOT ATTEMPT if the fire has reached such proportions as to

endanger life or escape. Only trained and qualified staff or fire marshal should attempt this. If in doubt, "Don't, Shout and Get out!"

On hearing fire alarm

1. Close all doors and windows.
2. Proceed to your assembly point and take the register.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer or Fire Marshal/Warden.
2. If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary-see route map.
2. The nearest fire alarm point.
3. The nearest fire appliance and how it should be used.
4. The assembly point.

SAFE EVACUATION PROCEDURES

Classroom times

Escort all children from the building. One member of staff does this, the other to check all areas of the class, take out the register if still in class and close windows and doors if possible.

T.As will take responsibility for their own children who may have special needs. If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.

ASSEMBLY POINT

On the Lower KS2 playground for years 4-6 and KS1 top playground for FS-Y3. Visitors to assemble on Lower KS2 playground.

Hall

If a class is in the Drama Hall, they will exit by the external fire exit door and if in the Main Hall exit by the back door or main entrance depending on the safest route.

This will also apply to the lunchtime children and school clubs using the halls.

Field and outdoor areas

Staff outside will tell all children to remain outside and escort them to the assembly points.

Other areas

Staff, children or visitors using all other areas will exit by the nearest door into the car park area or playground.

The Administrators will take the visitors book out with them and check these. The Administrative Assistant or receptionist will take out registers if they have been returned to the office.

Class teachers will retrieve registers from the Administrators assembled outside the main entrance.

All staff with registers will hold up the register to report to the head teacher or senior teacher that the roll call is complete. A senior leader on the FS-KS1 Area will relay by walkie talkie to the Fire Warden at the main entrance.

Further Guidance

Person Responsible: Mr S Daniels Fire Warden/ Fire Marshal

This policy is to be presented to the Governing Body and renewed on an annual basis.

Fire assembly point: Lower KS2 Playground or KS1 Top Playground.

Important Telephone Numbers:

Fire Emergency Services	999
Education LA	01752 307463
Police reporting	08452777444
Police Emergency	999
Ambulance Services	999

The School's fire Safety policy is to prevent fire occurring and to minimise the risk of casualties and damage if a fire occurs. In all cases the Education (School Premises) Regulations 1996 (SI 1996 No. 360) applies.

The nominated fire safety officer is responsible for all aspects of fire safety within the school under the instruction of the Governing Body. All day to day responsibilities are to be shared between the fire officer, who may by reference to a job description, further delegate responsibilities to other competent persons.

In order to prevent a fire occurring and to minimise the risk of casualties and damage in such an event, the nominated fire officer on a regular basis will carry out a fire risk assessment with the PIC Compliance Officer and Premises Manager.

- The Headteacher or Deputy in his absence shall act as School Fire Officer.

The findings of fire risk assessments will be used to form the foundation of the school fire safety policy. All risk assessments will be in writing, be as simple as possible and provide the basis for action to achieve the objectives of preventing a fire and minimising damage if fire occurs. They will be kept with the PIC Log Book in the School's Central Records.

The fire safety policy will focus on priorities rather than on the fine detail and is compiled in liaison with the Local Authority Fire Service and/or a specialist fire consultant.

The objective of this section of the policy is to:

- Understand the characteristics of fire.
- Be able to prevent fire.
- Be able to use fire extinguishers, if trained.
- Be able to survive contact with fire.
- Understand the alarm system, if within remit.
- Be able to carry out an organised evacuation.

There are two factors, which determine the degree of risk present in relation to fire.

Fire Hazard- A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment, which uses naked flames).

Fire Risk – A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused.

The risk assessment will take into account the competence of teachers, non-teaching staff, parent helpers, contractors and other visitors to the school and the age and competence of pupils.

Unwanted fires can occur by:

- Accidental ignition
- Malicious ignition

A fire can only happen if three phenomena are present:

- Oxygen- in the air or in chemicals.
- Fuel- paper, wood, flammable liquids, chemicals, furniture.
- Heat or ignition source- chemicals, friction, electrical resistance/fault, nearby heat source or open flame.

The first two steps are always present, so, in order to prevent unwanted fires, sources of heat or ignition must be controlled.

Accidental fires are caused in many ways:

- Carelessly discarded smoking materials.
- Manipulation of flammable liquids or gases in close proximity to a naked flame.
- The lack of maintenance on machinery.
- Installation of electrical wiring by non-competent persons.
- Dangerous siting of portable heat-producing appliances.

If a fire is discovered at an early stage it can be extinguished before much damage is done. If however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where the building must be demolished. Malicious fires are a different problem. They are usually, but not always, started outside the period when the school is not in use.

Basic fire rules

There are a number of basic fire safety rules for school, many of which are no more than tidiness and good housekeeping.

- Combustible materials such as cardboard boxes and packaging materials, should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a safe storage area.
- Corridors, stairways, entrances and exits should be kept clear, in particular, kept free of any combustible materials. Stairways and corridors, which form part of escape routes, should always be kept clear.
- Classroom displays and works displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near to sources of heat or from light fittings.
- Waste paper bins should be made of metal or other non- combustible materials. They should not be left lying around. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- The school is a smoke free site and operates a no-smoking policy.
- Stock rooms for stationary and other combustible materials should be securely locked. (No smoking signs should be placed on the doors of these rooms).
- The boiler room is to be kept clean, clear and locked at all times. No smoking signs should be placed on the doors of these rooms.
- Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be over loaded and wiring must be checked regularly. All electrical appliances, equipment, sockets and

sources are to be checked annually by the Local Authority's Electrical Testing Team.

- Some clothing and costumes, which are used for schools plays and shows, are highly flammable. If they are to be used, they should never be placed close to a heat source, (E.G. Floodlights, radiators or stage lighting).
- Minimise the effects of fire by keeping all doors especially fire doors closed. Closing windows will also prevent the spread of fire.

Action in the event of a Fire

Action notices should be displayed in all classrooms, changing areas, administrative offices, managerial rooms, main hall, dining areas and corridors.

Emergency Evacuation

This policy allows for the appropriate procedures to be followed:

- The SLT will supervise any evacuation.
- The restriction of access to dangerous areas.
- The provision of warnings and instructions to employees who are exposed to danger.
- The cessation of work.
- Danger areas to be made safe before work commences.

All emergency procedures should be tested regularly by way of emergency drills with the objective of monitoring such events.

The emergency drills will allow teaching, non-teaching staff, parents, contractors, visitor and pupils to become familiar with the exit routes and doors, which may not be used during normal occupancy.

An emergency drill is to be carried out at least once per term at the beginning to allow both staff and pupils to become familiar with new surrounding. All new staff should be made aware of emergency procedures on arrival. An informal walkabout should be undertaken to highlight evacuation procedures.

- Staff should be made aware of the procedures, which are necessary to ensure that all class members are escorted to a predetermined assembly area.
- Teachers should accompany their classes until all pupils have reached the assembly point.
- Where staff are required to carry children or lift them into wheelchairs, all available persons should assist as appropriate. It may not be possible to get every child's wheelchair if this means moving towards the fire.
- If all exit routes are blocked, or if wheelchairs are inaccessible, it might be necessary to lift children and pass them through windows to other staff.

Manual Handling Risk Assessments should be carried out prior to any event if you have persons with disabilities.

- The Headteacher should notify the relevant emergency services, if not already done automatically by the school fire alarm.
- On leaving the building a member of the Office Staff will collect attendance registers to enable a headcount to take place once staff and children have been evacuated from the building. This should identify all persons present in school for the day.
- Staff should also be aware of parent helpers and other visitors to the building who may be allocated to a specific year group. A separate headcount should take place for other members of staff and helpers in school using the visitor's book for reference.
- A detailed list of pupil contacts will be regularly updated and taken from the building on departure by the Bursar/ Senior Administrator. This will enable staff to contact parents in the event of an emergency.
- All members should be accounted for at the assembly point. Class registers should be available to recall pupils present. A visitors' book should be available to account for any visitors to the building. A staff register should be available to check all staff present. One person will be responsible for collating this information and communicating to the emergency services on arrival.

Practice emergency drills will be called by the Headteacher who may or may not inform members of their intended action. Emergency drills should be carried out at different times of the day so those pupils are aware of the different exit routes from different parts of the school.

On practice emergency drills the Plymstock Fire Service, Central Watch should be notified in advance as to not activate the calling of the emergency services. This can only be done by a nominated keyholder. All evacuation procedures should be displayed throughout the premises. The suggested time taken to fully evacuate the building should be in the region of four to five minutes.

OBJECTIVES

The Objectives of Fire Risk Management are to:

- a. Safeguard all personnel in Goosewell Primary School occupied property, including visitors, from death or injury in the event of a fire or associated explosion.

- b. Reduce fire incidences.
- c. Minimise the potential for fire to occur and disrupt the work of the School and cause damage to property and the environment.

In respect of all facilities, which it owns, or leases, Goosewell School will:

- a. Provide appropriate means of escape in case of fire.
- b. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- c. Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- d. Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- e. Provide and maintain in working order all fire fighting appliances and devices.
- f. Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.
- g. Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- h. Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.

MANAGEMENT AND STAFF RESPONSIBILITIES

Individual responsibilities and legal duties in respect of fire safety for all of School staff and students are contained in the Fire Action Plan/Evacuation Procedures. These Instructions also specify the responsibilities of managers, staff and pupils in respect of fire safety.

All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

STANDARDS AND MONITORING

The Health & Safety Management Committee, as part of the Governors are responsible for the promulgation of the School Fire Policy, Fire Action Plan, standards and procedures. These are designed to reflect the statutory obligations and particular Fire Risk Management needs of VRPS School.

The Health & Safety Management Committee is to appoint a Fire Safety Team who will be required to audit the effectiveness of the Schools Fire Policy's

and Fire Action Plan and report annually to the Health & Safety Management Committee.

The Health & Safety Management Committee will monitor the application of these arrangements within all areas of the school and will notify the Fire Safety Team if, in its opinion, further measures are required to meet all legislative and other requirements.

This policy statement will be reviewed by the Fire Safety Team annually or at more frequent intervals if there are relevant legislative changes.

When premises are used out of school hours and facilities are secured those responsible should be made aware of all safety routines, including the whereabouts of the nearest available telephone. At the end of each session, the organisers should ensure that there are no other possible causes of fire present. They should then also ensure that all doors and windows are properly secured. The Caretaker will then carry out a final check of the building before leaving.

Alarm checks

The alarm system should be tested at a given time each week. The caretaker will usually carry this out. In addition to weekly tests, Inspections by the Local Authority [PIC Compliance Officer] should be carried out quarterly. A service agreement should be drawn up with Universal Securities . All results should be recorded.

Alarm Activators

All staff should ensure they are aware of the location of alarm activator points around the building and how they work.

Portable fire fighting devices

Fire fighting equipment should be sited on all corridors within easy reach. All devices must be easy to use, clearly displayed and available for use. All classrooms should have a fire extinguisher available for use in situ or very close-by. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour coded reference guide should display which extinguishers are suitable.

- RED – Water – **Not** Electrical or Flammable liquid
- Black - Co2 – Any Fire
- Blue – Powder – Any Fire
- Cream – Chemical – **Not** Electrical fires
- Green – Foam – All fires – banned but most efficient

It is essential that you know which type of extinguisher to use on which type of fire.

Signed:
 Chair of Governors

Date: