



Fire Safety and Prevention Plan

Reviewed Premises Committee on 5th November 2015

Ratified by Full Governors on 18th November 2015

Review Period Every 2 Years

Next Review Due Autumn Term 2017

Signature of FGB Chair

Charles Booth
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This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out

PARLEY FIRST SCHOOL - FIRE SAFETY AND PREVENTION ACTION PLAN

INTRODUCTION

The prevention of fire is of vital importance. Most fires are caused by carelessness or ignorance. A high standard of fire consciousness will help prevent this. It is the responsibility of all staff to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is to look after the children or persons under their charge and their priority must always be the safe, orderly and efficient evacuation of the building. Fire fighting must be secondary to life safety and no attempt should be made to fight fire until peoples' safety is ensured, and then without exposing any person to risk.

The school's fire safety officer is John Bagwell. Anyone discovering a fire, no matter how small, should inform the fire safety officer, raise the alarm and evacuate the premises. Children discovering a fire must be taught to inform a teacher.

STRATEGY FOR FIRE PREVENTION

The school's strategy for fire prevention can be classified as follows:

- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- Alarm, evacuation, and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire. Specifically know:
 1. What to do if you discover a fire
 2. What to do when the fire alarm, sounds
 3. Your means of escape, primary and secondary if blocked
 4. The nearest fire alarm point
 5. The nearest fire appliance and how it should be used
 6. The assembly point

FIRE RISK ASSESSMENT

An annual risk assessment will be made by the Premises Responsible person supported by the Health & Safety governor.

The Fire Risk Assessment will:

- Identify any person especially at risk in a case of fire, e.g. A person who is disabled or has special needs and make plans to include their safe evacuation
- Review the evacuation plan, each rooms instructions and the Fire Policy
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training

The Premises Responsible person will

- Review the Fire Risk Assessment sheet
- Review the provision of instruction to students or visitors to the building
- Complete Fire check lists for each fire zone

TRAINING

Every new member of staff will be issued with a copy of these fire prevention instructions during induction. The issuance of these instructions will be recorded in the fire logbook (kept in the office).

After initial instruction, all members of staff will receive refresher training as required following the completion of the annual risk assessment.

All staff must also familiarise themselves with the fire alarm call points and the blue LEA Fire Action notices. In addition, the Headteacher should familiarise themselves with how to isolate power and fuel supplies where appropriate.

Children will be instructed with fire procedure at the beginning of each term and during Fire Drills.

FIRE PROCEDURE/ACTION

1. If you discover a fire – or one is reported to you – operate the nearest fire alarm call point
2. On hearing the alarm, evacuate the building (see class/room plans and signs) in a calm and orderly manner with the children under your care and go to the fire assembly point
 - a. When in class the order to leave will be given by the teacher, who will indicate the route to be followed
 - b. When not in class, children must leave the building by the nearest available exit and rejoin their class group at the fire assembly point
 - c. Children should walk in single file (no running) and in silence
 - d. A member of staff should be at the front and rear of the line to check no-one is left behind. The member of staff at the rear of the line must ensure the classroom is empty before leaving and must close all doors (and windows if possible) as they leave
 - e. Special arrangements will be made to deal with children with a physical disability or nervous disposition. Staff will take responsibility for the safe evacuation of children in their care who have special needs
 - f. Any person hosting a visitor or student is responsible for escorting their visitor or student to the fire assembly point
 - g. Persons named as responsible in current PEEPs (Personal Emergency Evacuation Plans) will ensure safe evacuation of child/adult as named in the PEEP. Details of PEEPs are listed within the SEN Policy and are reviewed annually.
3. The Headteacher is responsible for calling the fire brigade by dialling 999 from the nearest available telephone. Administrative staff are also responsible for taking the registers and all signing in books.
4. Adults who are not in charge of a group or class of children are responsible for checking cloakrooms and toilets to ensure the efficient evacuation of children from the building. It is acceptable for class teachers to deploy volunteer helpers to carry out this task

ROLL CALL

1. On arrival at the assembly point check, children will line up. Class teachers will check children against their attendance register and must **immediately** inform the Headteacher if a child is missing, who will notify the Fire Brigade Officer
2. Administrative staff will check visitors and volunteer helpers against the signing in books
3. The Headteacher will undo the playground gate to allow access for the Fire Brigade

LUNCHTIME EVACUATION

On hearing the alarm:

1. Everyone on site, children and adults, must leave by the nearest exit and walk to the assembly point and line up in class register order
2. Office staff will collect registers and signing in book and take to assembly point
3. Staff with the help of the Lunchtime Supervisors will carry out roll call at the assembly point
4. Senior staff and Fire Marshalls will check toilets and see that all children and adults are accounted for

AFTER THE EVENT

1. Do not re-enter the building until advised to do so by the senior fire brigade service officer, or in the event of a drill, the Headteacher
2. If a fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire. The Headteacher must ensure that the premises are in safe working order before they can be re-occupied (fire doors satisfactory, fire alarm operating, extinguishers re-charged)

STUDENTS, VISITORS, LETTINGS AND CONTRACTORS

1. All visitors and contractors must report to the office on arrival and leaving the premises and sign in the Visitors Book.
2. In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
3. All visitors and contractors must report centrally at the assembly point rather than line up with their classes.
4. Contractors working on the premises shall be informed of the fire and emergency procedures that apply and the plan for their working area pointed out
5. Any hot work activities performed by contractors shall be closely monitored using the Hot Permit to Work System.
6. Persons and community who hire rooms and organise evening events will be informed of the fire arrangements and a copy of this policy will be put in the room. Summary sheet of fire procedures is displayed in all rooms used by lettings. (Appendix 3)

FIRE DRILL

1. Fire drills will be carried out once a term
2. All staff must participate in at least two drills per year

3. Drills will be carried out at different time ie. during lesson time, lunchtime, after school and may also be carried out when cleaners are on site or the hall is being hired. Sometimes escape routes may be blocked.
4. All pupils will be walked through the evacuation procedure early in the school year and will be reminded of the routine monthly
5. When a fire drill is held it will be recorded in the fire logbook and reported in the Head-teacher's report to the Governors

FIRE ALARM TESTING

The fire alarm will be tested weekly by the caretaker. A different call point for each test will be used and recorded in the fire logbook. Any defects identified will be notified to the Headteacher immediately so that prompt action can be taken.

LEA Contractors test the complete system annually.

FIRE DOORS

Fire containing doors are signposted and are located at the ends of all corridors and should NOT be propped open if no-one is passing through. Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all doors should be left in the closed position.

FIRE FIGHTING EQUIPMENT

1. Staff must be aware that there are different extinguishers for different fires. See Fire extinguisher list (Appendix 1). Only use extinguishers on small fires or to aid escape from the building. DO NOT ATTEMPT to fight fires if you are putting yourself at risk.
2. Fire fighting equipment will be examined monthly by the caretaker and recorded in the fire logbook. In addition, fire fighting equipment will be tested at least once a year by the LEA approved Service Engineer

EMERGENCY LIGHTING

1. The emergency lighting will be tested by the caretaker twice a month and by the LEA approved Service Engineer annually. Tests will be recorded in the fire logbook and any defects will be notified to the Headteacher and rectified as soon as possible

GENERAL FIRE SAFETY AND FIRE PREVENTION CHECKS

All staff will make it their responsibility to ensure that :

1. All emergency exits are kept clear and free from obstruction at all times (with 1m clearance to the routes of exit doors)
2. Fire exit doors must be unlocked when the caretaker arrives in the morning and must be locked when he leaves in the evening
3. Fire doors will not be propped open
4. The accumulation of rubbish and waste materials is kept to a minimum. Waste must be cleared away each day and removed to bins stored at least 10m away from the

- building in a secure location. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden
5. Paint materials, oily rags etc used by contractors are subject to spontaneous ignition and should be deposited in close lidded, non-combustible containers and removed to a safe external location on cessation of work.
 6. Flammable or combustible materials (paper, card fabrics etc) must be stored away from any form of heating, sockets or lights.
 7. Flammable liquids must be kept in purpose built storerooms or cupboards provided with ventilation
 8. Electrical fires are not to be used within the school unless they have been approved by the fire officer
 9. Electrical appliances must be turned off and where possible unplugged when not in use. The use of multi-plug adaptors is prohibited and temporary wiring or extensions are not to be used.
 10. Electrical faults are to be reported immediately to the office. Flexible cables should be as short as possible and should be inspected by staff regularly and replaced if worn.
 11. Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating
 12. All electrical equipment is installed by an approved contractor
 13. All portable electrical equipment is checked every 2 years by an approved tester. A visual check is carried out by the caretaker between testings and recorded as "V" on PAT testing stickers.
 14. Tops and fronts of heaters are kept clear
 15. Displays and other decorations of a combustible nature which could increase the spread of fire should not be placed on escape routes or block exits. Displays should where possible not be above heaters (if unavoidable they should be securely fixed) or be near sources of ignition such as light bulbs. Displays and other decorations must also not be pinned or wired to any form of electrical wiring
 16. Any temporary staging used in school must be secure and must not obstruct fire exits
 17. During the school day any blinds over fire exit doors should be rolled up
 18. Staff and visitor cars should be parked leaving access for emergency vehicles. Access for emergency vehicles must be kept clear at all times

SMOKING

Smoking is prohibited in or around the school.

APPENDIX 1

LIST OF FIRE EXTINGUISHERS AND THEIR USES

Quantity	Type	Usage
6	Water	- Wood, paper, textiles and other carbonaceous materials.
3	6 Litre Foam	- Wood, paper, textiles and other carbonaceous materials. - Flammable liquids, petrols and spirits.
6	2 Kg Co2	- Flammable liquids, petrols and spirits. - Fires caused by electrical equipment where electric current may be present.
1	9 Kg Powder	- Wood, paper, textiles and other carbonaceous materials. - Flammable liquids, petrols and spirits. - Flammable gasses. For example propane and butane.
3	Fire Blankets	- To smother small kitchen fires

APPENDIX 2

WHAT TO DO IN THE EVENT OF A FIRE

Advice for out of school hours.

The fire alarm is the sound of a constant bell ringing.

Fire Drills are practiced regularly.

Staff and visitors are likely to find themselves involving in having to take emergency procedures and should always treat the sounding of a bell as a real fire.

All children, staff and visitors must stop what they are doing and walk quickly to the assembly point on the rear school field outside Year 1/Year2 outdoor areas.

Emergency Exits

Reception – exit directly on to the reception play area and go to the field outside the Year 1 outdoor area

Year 1 – exit through the rear doors to the field and assemble outside your Year 1 outdoor area

Year 2 – exit through the rear doors to the field and assemble outside the Year 1 outdoor area

Year 3 – exit through the rear doors to the field and assemble outside the Year 2 outdoor area

Year 4 – exit through the rear door of KS2 and assemble outside the Year 2 outdoor area

The Hall and Staff Room – exit through the nearest doors to the field and assemble outside the Year 1/Year 2 outdoor area. When the hall is in full use, the evacuation will be via three routes for safe evacuation:-

- Through the Library Fire doors, into the Year One Classroom and exit through rear classroom doors
- Through the Year Two cloakroom and exit through the and exit through rear classroom doors
- Through the KS2 corridor and exit through the KS2 courtyard door

Adult Helpers – should leave the building by the quickest route and make their way to the field at the rear of the school.

IF NO SCHOOL STAFF ARE ON SITE PLEASE DIAL 999 AND CALL FOR THE FIRE SERVICE.

FIRE ALARMS ARE SITUATED AT MOST EXITS. IF YOU NOTICE SMOKE OR A FIRE, SOUND THE ALARM IMMEDIATELY BY BREAKING THE GLASS. LEAVE THE BUILDING IMMEDIATELY

APPENDIX 3

SCHOOL PLAN to show position of Fire Exits and Fire Extinguishers

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