

NORHAM  
ST. CEOLWULF'S  
C OF E SCHOOL



# Norham St Ceolwulf's

C of E First School

## Fire Safety Policy

2017-18

### **Overall Responsibility for Fire Safety Matters**

Mrs. O'Donnell is appointed responsible person for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each half term; that fire action notices are kept up to date and that fire safety equipment is being maintained.

### **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be standardised across the school

### **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff will ensure that they are fully aware of the fire procedure. They will ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They will also ensure that pupils for whom they are responsible are informed of the fire procedure and that any amendments to fire policy are relayed to the children in their care.

### **Responsibility of Support Staff associated with SEN children**

It is our policy to draw up PEEP (Personal Emergency Evacuation Plans) for all those children who have special educational needs or have a disability, under the Disability Equality Duty, that may make their evacuation of the building more challenging or problematic for others.

### **Combustible materials (Curriculum Time)**

It is the policy of Norham St Ceolwulf's First School that no personal electrical items are to be used in school unless PAT tested. Laptops used by members of staff will be PAT tested each year.

Wherever possible, members of staff will have due regard to fire hazards when putting up displays and display materials. Teachers and support staff will ensure that no display creates an obstruction to a point of escape and that reasonable adjustments are made to displays in areas of potential combustion.

The use of candles during curriculum time is to be carefully monitored by the member of staff teaching the lesson. Above all the following principles will be followed:

- No candles are to be used in school (only tea lights).
- Whenever used tea lights will be used in a tray of sand.
- Tea lights will be lit by members of staff and no children will use them unattended.
- Hair will be tied back and long sleeves removed prior to use.
- A fire extinguisher/fire blanket will be made available for the duration of the session.
- After use the tea lights are to be extinguished and left to cool for a period of 30 minutes prior to being cleared away.
- Only metal tins are to be used to store tea lights whilst in school.

### **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure. Records of training received can be found in the School CPD (Continuing Professional Development Folder)

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the school secretary to ensure this happens upon their arrival. Instruction is given in accordance with the Checklist in appendix A.

The fire safety manager (HT) will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority including the Risk Management Committee.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

- Test Key operation of Fire Alarm monthly.
- Daily Visual check of panel for fault indications.
- Emergency Lighting (where fitted) Monthly
- Operation of test switch or circuit breaker and check that light illuminates.
- Fire extinguishers, hose reels, fire blankets etc.
- Monthly Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.

- Fire Doors - Monthly Check that doors are closing fully and, where fitted, latches are operating;
- 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.

### **Raising the alarm**

In the event of alarm failure the school playtime bell will be rung by a member of the office staff.

### **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The School

Office Administrator is responsible for calling the fire brigade when the alarm is sounded; where these people are unavailable the responsibility will fall to the Head teacher.

### **Meeting the Fire Brigade**

The Head teacher is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

### **Events Taking Place Out of School Hours Such as School Plays or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager.

Head teacher is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. It is the duty of the member of staff organising the event/activity to lead the hirer/user through the checklist identified in

## **Appendix A**

The Fire Safety Manager may impose specific restrictions on the type of letting or activity; the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met

### **Notices**

All fire exit routes will be signed by clear signs with directional arrows. Fire exits are clearly marked with 'Push Bar to Open' notices.

### **Records**

The following records will be kept by the caretaker:

#### **Fire Alarm Test**

Date of test, number of call points tested and whether test was satisfactory.

#### **Emergency Lights (where fitted)**

Date of test, numbers or locations of lights tested and whether test was satisfactory.

#### **Free operation of fire exit doors**

List of all exit doors checked, date of check and results.

#### **Practice fire evacuation drill**

Date of drill, details of exits obstructed and time taken to evacuate.

## **Appendix B**

### **Checklist for First Day Fire Safety Instruction**

Take the new starter through the fire safety procedure as displayed at the fire alarm call 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 in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

## Appendix C

Checklist for persons hiring / using the school premises out of hours.

Take the new hirer/ user through the fire safety procedure as displayed at the fire alarm call 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 in 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/user the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.