

John Keble Church of England Primary School



Fire Safety Policy

Chair of Governors	Fr Andrew Teather
Head teacher	Catherine Allard
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1. AIMS

It is the overall aim of John Keble Primary School to minimise the risks to staff and children, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practices.

John Keble Primary School will fully comply with the Regulatory Reform Fire Safety Order 2005 (RRO) and ensure that a suitable and sufficient fire risk assessment is carried out.

In complying with the RRO, the school management will check the fire safety and fire precaution in the school with best guidance documents, such as those issued by the Communities and Local Government department (CLG).

2. FIRE SAFETY MANAGEMENT

The main duties of the school are:

- To minimise risk from fire through thorough risk assessment
- To ensure adequate staff/fire warden training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills each term
- To check adequacy of fire-fighting apparatus and its maintenance annually
- To consult periodically with a fire risk assessment officer on matters of fire safety and implement recommendations
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

3. PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall fire safety	Site Manager / The Head Teacher
Fire safety training, induction and revision	The Head Teacher
Fire risk assessments	Appointed fire risk assessor
Fire drills	Site Manager / The Head Teacher
Updating of log book / recording	Site Manager / The Head Teacher
Checks on call points	Site Manager
Fire escapes unobstructed	Site Manager / All Staff
Check all fire detection and protection systems are maintained	Site Manager

4. FIRE SAFETY TRAINING

Specific training for responsible persons will be undertaken at least every three years. This training will include fire extinguisher training.

All staff will have regular internal refresher fire training as part of the school's rolling programme. This will serve as refresher training and will include:

- Understanding the emergency plan/fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Location assembly area and procedure for calling the fire service
- Exit routes including alternatives escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building in case of emergency

4.1 In addition:

- All visitors and agency staff to be given fire procedure information in welcome information pack
- New staff to be taken through annual training schedule (above) as part of induction package

All records of training & induction to be recorded by Head Teacher.

5. EVACUATION DRILLS

Each fire alarm call point displays the procedure for emergency evacuation. The main alarm indicator panel is situated in the school office. Fire evacuation drills should be carried out at least once per term. Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

6. STAFF ROLES AND RESPONSIBILITY IN THE EVENT OF AN EVACUATION ALARM

Action	Person responsible	In case of absence
Evacuation of all staff and children.	Teachers/TAs	Most senior person in section
Collection of registers and staff/visitor signing in book/sheets	Administration Staff	Administration Staff
Checking of toilets (all areas)	Fire marshals	Fire marshals
Checking rooms	Fire marshals	Fire marshals
Calling the fire brigade	Administration Staff	Administration Staff
Meeting the fire brigade	Site Manager	Member of SLT

In general, all staff and children will assemble at the assembly point, unless the source of the fire makes this impossible.

Nominated persons will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head Teacher/SiteManager. The officer in

charge of the first fire engine should be informed of any person not accounted for and their last known location.

7. FIRE DOORS AND EXITS

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

The Head Teacher / Site Manager will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked regularly as part of fire alarm testing.

8. FOLLOW UP TO EVACUATION DRILLS

Drills must be recorded in the Fire safety logbook. Timing of each evacuation must be recorded accurately. Guidelines state 2 minutes per storey of a normal risk building. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

9. EVACUATION PROCEDURE

This is displayed in each classroom and at other key points around the school and summarises key instructions for staff, children and visitors.

10. MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS

Professional consultants maintain fire extinguishers, fire alarm systems and emergency lighting. Staff will also carry out routine tests on the systems.

11. DISABLED/VULNERABLE PUPILS, VISITORS AND MEMBERS OF STAFF

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

12. FIRE PREVENTION

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to the premises being vacated.

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and, where possible, disconnected.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by the Site Manager at the end of the day. He or she is also to ensure that computers have been closed down and that all doors are closed.
- Windows are to be left free from obstruction.

12.1 Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

12.2 Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

12.3 Flammable materials

Flammable materials are not to be stored near any form of heating.

12.4 Electrical appliances

When using electrical appliances, the following rules should be observed:

- They are to be switched off and, where possible, unplugged when not in use.
- The use of multi-plug adapters is prohibited.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used.
- Electrical faults are to be reported immediately to the Site Manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorization of the Head Teacher.

12.5 Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

12.6 Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardized, a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

12.7 Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.