

Beaver Road Primary

Fire Safety Policy

Introduction

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher, and also the Local Education Authority where it maintains the school. Between them, these parties must ensure that fire precautions at the school comply with all relevant **fire safety legislation**.

The safety of all children, visitors and staff at Beaver Road Primary School is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building

Each member of staff was given a copy of the Fire Safety Policy in December 2008. The policy will be updated for staff with key responsibilities. A electronic copy is available on the schools website.

Fire Awareness Training took place in September 2008 for all members of staff. This training will be repeated annually for all new members of staff.

Protective Equipment - Fire Extinguishers

Fire fighting equipment is provided throughout the building. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. It has been recommended by the LEA Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

Inspection Procedures/Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out by the contractors (Manchester Working) in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention

of the Caretaker who will ensure the arrangements for replacement or replenishment. If any extinguishers are not fixed securely on the wall please notify a Caretaker.

The Headteacher and Governing Body are responsible for health and safety in the school. They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.

Fire alarm tests will take place weekly (Wed 10.00am). An evacuation exercise will take place at **least** once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results.

The **School Business Manager** will have responsibility to undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. This responsibility will be delegated to **The Caretaker**.

Daily visual checks will be carried out by **The Caretaker** as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the *School Business Manager*, who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the Contractors (*Manchester Working*) and will be recorded on each extinguisher.

Good Housekeeping within the School:

- **Extension Leads with various outlets (reel) are fully unwound.**
- **No overhanging visual displays from wall to wall (will aid spread of fire considerably.)**
- **Fire doors/fire exits not obstructed and closed at all times.**
- **No locks to be placed on any fire exits.**
- **No visual displays from ceiling and around light fittings.**
- **Boiler rooms - no items to be stored there. Caretakers to check and inform LM if any items are stored there.**
- **Be aware of mix of items stored together.**
- **Storage to be secure, ensure no risk of anyone setting fire to it.**
- **Storage of all "back up" software in fire protective cabinets.**

Note: Most fires occurring in the school day start in storerooms or cloakrooms.

Unexpected Explosions

In the event of an unexpected explosion The Business Office will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by The Business Office. In addition the scene of the explosion will be cordoned off. The School will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby.

The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

- 1) Raise the alarm. On hearing the alarm the School Business Manager/Head teacher will telephone the Fire Brigade.
- 2) Evacuation of premises via nearest exit point. See site plan.
- 3) Report to the Assembly Point. See Appendix A or site plan. A site plan was given to all teachers for their classroom and a copy is situated in the PPA Room.
- 4) Duties of employees with key responsibilities should be followed. LM to brief everyone with key responsibilities. A signed copy will be kept in Business Office. Key responsibilities will also be found in PPA room.

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher's responsibility to ensure children are aware to notify a member of staff on discovering a fire.) If anyone does not know how to activate the alarm please notify The Business Office. Location of all fire alarms will be found on the site plan which will be displayed on the notice board in the PPA Room.

The alarm is tested weekly by the School Business Office (**Wed, 10am**) who will activate a different call point each week and log any faults. These faults need to be reporting to contractors (Manchester Fayre.)

Calling the fire brigade – All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of *the* School Business Manager (if SBM absent - Headteacher) to make the call before vacating the premises.

2. Evacuation of premises – on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. Report to Assembly Point – See site plan for assembly points. At the assembly point classes will begin to line up in class order to enable a headcount of each class.

First class to arrive, line up the furthest away from the building, next class to arrive at assembly point, line up next to them and so on.

Teachers to take 'Itouch' machines with them to assembly point to take the register. Until 'Itouch' are installed paper registers will be given by office staff.

Call the roll – Class teachers/member of staff in charge will immediately call the register and show that 'all are present' by raising a hand in the air.

Once the assembly co-ordinator has seen all registers in the air for their assembly point your register can be taken down.

Julie Mellish will co – ordinate the roll call in Assembly Point 1. She will raise a hand in the air to notify Linda Melia in Assembly Point 2 that **everyone** is present in Assembly Point 1.

Paul Anderson will co – ordinate the roll call in Assembly Point 2. He will raise a hand in the air to notify Linda Melia in Assembly Point 2 that **everyone** is present in Assembly Point 1

Re-entering Building

When Linda Melia receives notification from Julie Mellish and Paul Anderson she will raise a hand to alert staff that it is o.k. to re-enter premises.

Miranda Wilson will co-ordinate evacuation for Assembly Point 1 and communicate with Linda Melia once all persons are present by holding a hand in the air if Julie Mellish is not present in School.

Gerry Dale will co-ordinate evacuation for Key Stage 2 (staff and pupils) and communicate with Linda Melia once all persons are present by holding a hand in the air if Paul Anderson is not present in School.

4. Duties and Responsibilities of Delegated Members of Staff:

School Business Manager /Headteacher – On hearing the alarm, will contact the Fire Brigade using the 999 telephone system. Head teacher's responsibility only if SBM not present in school.

School Office/Business Office – On hearing the alarm should collect all class registers and distribute to class teachers:

N, R, Yr 1, 2 and 3 (Assembly Point 1) – School Office

Yrs 4, 5 and 6 (Assembly Point 2) – Business Office

School Office – Will be responsible for all visitors, to ensure all visitors to the school at the time of the fire alarm sounding are accounted for. All visitors should report to Assembly Point 1 (Key Stage 1 Playground) on hearing the fire alarm. **This needs to be communicated to all visitors.**

Co-ordinators of the Assembly Point (Julie Mellish/Paul Anderson) – At the Assembly Point will liaise with the class teachers/member of staff in charge to confirm that a roll call has taken place and establish if any persons are missing from their assembly point. When everyone is accounted for, communicate this to Linda Melia. Julie Mellish will also have the responsibility to communicate everyone at Assembly Point 1 is accounted for to Linda Melia at Assembly Point 2.

Linda Melia – will liaise between Assembly Point 1 and 2 and signal the end of the evacuation when everyone is present. She will also record the time and the findings of the evacuation.

Headteacher – To meet with Fire Brigade at the front of the building. All Fire Wardens and persons with roll call responsibility to inform Headteacher if anybody absent.

Lunchtime Supervisor (LG) - will be responsible to ensure all Lunchtime Organisers are accounted for and any absences reported to DH.

Unit Catering Manager – will be responsible to ensure all catering staff are accounted for and any absences reported to DH.

Caretaker – It will be The Caretakers responsibility to ensure all cleaning/caretaking staff are accounted for and any absences reported to DH.

Evacuation of disabled persons – pupil, staff or visitor:

Pupil – It would be the class teacher's responsibility to ensure the pupil is escorted to the assembly point.

Staff Member – It would be the responsibility of the line manager to ensure the member of staff is escorted to the assembly point.

Visitor – It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point.

5. Catering Staff/ Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point (Assembly Point 2)
- Call the roll of staff
- Report to the DH with any absences.

6. Procedures for liaison with the Fire Brigade -The Headteacher will meet the Fire Brigade on the driveway of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building. The Dept Head would take this roll if Headteacher not present in school.

Evacuation of disabled persons - pupil, staff or visitor

Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact LM if they have concerns that the persons in question will have difficulty in evacuating the building. LM will develop a personal emergency evacuation plan for the person in question.

Lettings

In addition to providing extra curricular activities for pupils Beaver Road Primary will have extended opening hours for community use of the premises. These are called 'Lettings'. All 'Lettings' will be given a copy of the Fire Policy by Gemma Proctor. Fire procedures are also detailed in the lettings policy given to all new 'lettings'.

Appendix A

Assembly Points 1 and 2

KS1 Playground - Assembly Point 1

N, R, Yrs 1, 2 and 3 (Inc. J.Mellish)
David How
School Office
All visitors
Little Stars
School Nurse

Playing Fields (back of school) - Assembly Point 2

Yrs 4, 5 and 6 (Inc. P.Anderson)
Business Office
All cleaning staff/caretaking staff
All catering staff
LO's
Lee Knowles
Paul Shelton

See Site Plan in PPA Room for locations of Fire Exits and Fire Alarms.

Final Notes:

Any problems with evacuation process (inc. raising fire alarm) should be notified to School Business Manager.

Fire Safety Policy, Beaver Road Primary School, Oct 11

Agreed by: _____ **Head teacher**

Date: _____

Policy Adopted by: _____, **Chair of Health and Safety Sub Committee.**

Date: _____