

# Morville CE Primary (Academy)



## Fire Safety Policy



<b>Agreed by the Local Governing Board:</b>	12.02.2020
<b>Review Date</b>	February 2020
<b>Person(s) Responsible</b>	Executive Headteacher

# **Morville CofE Primary School (Academy)**

## **Fire Safety Policy**

### **Aims**

It is the overall aim of Morville CofE Primary School to minimise the risks to pupils, staff and employees which may arise from fire. This will be achieved by working to ensure precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

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

The Executive Headteacher is ultimately responsible for fire safety matters but the Head of School is appointed as the fire safety manager for the school and will have overall day-to-day responsibility for fire safety matters at the school. He 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. He will also ensure that a fire evacuation drill is undertaken early in each 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 of the standard form.

### **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 should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

### **Fire Risk Assessment**

The school will carry out a fire risk assessment for its building. In this school this is carried out by an external, suitably qualified person (Fire & Risk Management Services). The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended on an annual cycle to see if it is either no longer valid or if any changes are planned, such as:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards;
- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

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

Training will be provided at least annually for all school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. Specific training will be organised for fire safety managers, both on appointment and at least every two years.

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 fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix B.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The Head of School will provide a written report to the LGB on a termly basis through the EHT report.

### **Personalised Emergency Evacuation Plans**

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a Personalised Emergency Evacuation Plan (PEEP) for that person.

### **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:

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test key operation of different call point each week in rotation
Fire Alarm	Daily	Visual check of panel for fault indications
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact; equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
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.

### **Appointment and Duties of Fire Marshals**

The school has appointed a member of administrative staff as fire marshal. This staff member has responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation (see appendix a).

### **Raising the Alarm**

In the event of alarm failure a hand bell will be rung in order to raise the alarm. A hand bell will be kept in a central space (the admin office).

### **Calling the Fire Service**

It is the school policy that the fire service will be called on any confirmed outbreak of fire. Any responsible person can call the fire service although in our school it is highly likely that it will be the school's administrator who calls 999 for the fire service when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school administrator will call the fire Service if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

### **Meeting the Fire Service**

The Fire Safety Manager is responsible for ensuring that one member of staff is available to meet the fire Service 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 is consulted and appropriate precautions including arrangements for evacuation and calling the fire Service are put in place. 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 (appendix C).

### **Notices**

All fire exit routes will be signed by clear signs with directional arrows.

### **Records**

The following records will be kept by the administrator/ cleaner in charge, with the exception of the Practice Fire Evacuation Drill which will be kept by the Head of School.

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	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.
Correct operation of self-closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

## Appendix A

Role	Person Responsible	In case of absence
Fire Safety Manager	Mr Christian Sharp	Mrs Nicola Power/Mrs Lorna Wickens (job share)
Fire Marshals	Mrs Nicola Power/Mrs Lorna Wickens (job share) Mrs Anne Baugh Mrs Liz Acocks	Mr Christian Sharp Mr Sam Walford
Calling the fire Service	ANY responsible person	
Meeting the fire Service	Mrs Nicola Power / Mrs Lorna Wickens (job share)	Mr Christian Sharp

## 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 the school premises

Take the new *hirer* 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* 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 Service that an automatic call is not made and where the nearest telephone point can be found. Give clear instructions of location of school.

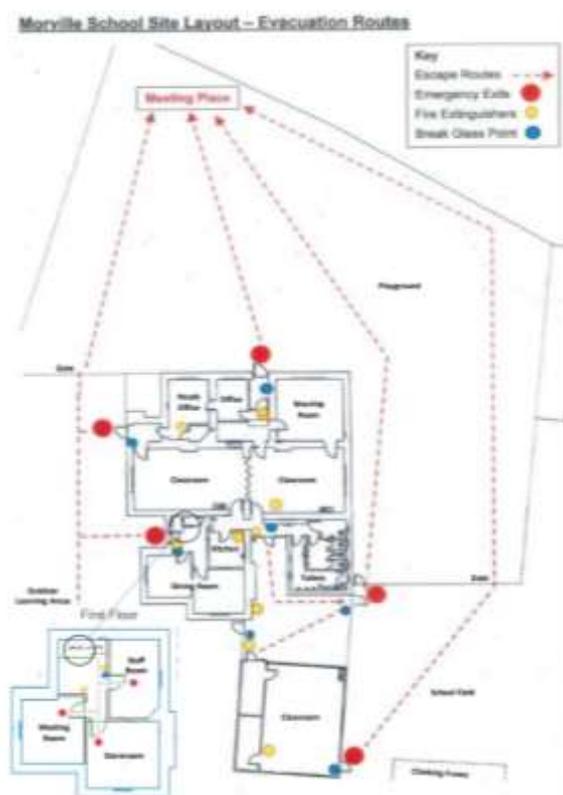
## Appendix D – Fire drill procedure

1. In the event of a fire it is the duty of all concerned to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.
3. If you discover a fire or one is reported to you, you should;

### SOUND THE ALARM

4. Immediately after the alarm has sounded you should;
  - a) Escort the pupils in your charge from the building by means of the nearest exit ensuring all doors passed through are closed after you and that the pupils exit in a quiet and orderly manner.
  - b) In the event of a fire happening at playtime, staff on duty should immediately nominate one person as a Marshal. The Marshal's job is to ensure all groups have been alerted and evacuate promptly. They should also alert children using the toilets.
  - c) Staff not working with the children at the time of the alarm should report to the assembly point for further instructions.
  - d) On arrival at the assembly point, staff must register their class and report the result to the senior member of staff on duty, then await further instructions.

### Assembly point (see diagram)



### Responsibilities

#### Administrator

Report to the assembly points with class registers, visitors' book and pens.

#### Head of School

Ensure the front door is opened, and closed behind last class

## **Appendix E**

### **Staff Induction Confirmation**

I know the location of the fire alarm call point and the way it operates.

I know that my first action on discovering a fire is to raise the alarm *even if the fire is small*.

I have been told the fire alarm is a continuous bell ring. When it sounds, I know what action to take, in particular leaving the building with any pupils for which I am responsible and going to the assembly point.

I know and have walked 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.

I have been shown the location of the fire extinguishers. I know I should only use them if I have been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

I have been shown Morville CofE Primary School's Fire Safety Policy.

I have received a FIRE INDUCTION and agree to follow the school's Fire Safety Policy.

**Name:**

**Signed:**

**Date:**