



# Fire Safety Policy

## Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel 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 of course to look after the children or persons under their charge and this will mean the evacuation of the building (**Appendix 1**). No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk. Unless it is a matter of 'life or limb', only those staff who have undergone appropriate training should use the fire extinguishers.

The school fire officer is the head teacher and she is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the fire officer.

## Fire risk assessments

The Regulatory Reform ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated employees (marshals) to implement fire-fighting measures
- provision of adequate training and equipment for those appointed
- arrangements for any necessary contacts with external emergency services
- provision of adequate emergency escape facilities

In order to do this risk assessments are carried out (with the Local Authority) and revised from time to time. Copies of the assessments are filed in the Fire Precautions File in the School Office

## Evacuation Plan

An emergency plan to evacuate the premises has been created (**Appendix 1**). Fire drills are carried out in accordance with the emergency plan and modifications made if necessary. Any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

## **Strategy for fire prevention**

Management strategy for fire prevention may 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 (see **Appendix 2** – Facilities Management (Equans) Responsibility)
- 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

## **Issue of general fire notice**

The issue of general fire notices to staff will take place during induction and annually, at the start of each academic year.

## **Staff training**

The fire officer is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction and at the start of each academic year.

## **Control of risks: training of staff and instruction of pupils**

### **Employees**

- The training of all employed persons forms an essential part of the school's fire precautions. The aim is to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruction and training for all includes the following points – action to be taken upon discovering a fire – action to be taken on hearing the fire alarm – method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone – correct method of calling the fire service – location and use of fire-fighting equipment – knowledge of escape routes – evacuation method for the building, location of assembly point and method of accounting for persons – appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm.

### **Pupils**

Pupils are instructed termly to:

- know the action they should take on hearing the alarm
- know the location of the assembly points
- know, what to do if not in a supervised group, in the event of fire.

These points are reinforced during practice evacuations.

## **Fire drills**

Fire drills are carried out at least once every term. The exercise includes a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the Fire Drill Log, held by the School Business Manager.

## **Fire records**

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are maintained:

- persons with special responsibilities
- fire alarm call point locations and checks
- weekly fire alarm tests
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection
- fire-fighting equipment routine monthly checks
- fire drills
- fire-fighting equipment tests and maintenance by contractors
- training records (quarterly and on induction)
- visits and inspections by the fire service

## **Publication of fire instructions**

These instructions are to be held by all staff.

All new arrivals are to have fire instructions brought to their attention.

The classroom fire notice is to be displayed in each classroom.

## **Forest School**

Forest School lessons are led by suitable qualified staff. For The Use of Fires Policy please see **Appendix 3**.

## **Appendix 1 – Evacuation, Routes and the Role of the Fire Marshals and Office Staff (4 pages)**

### **Introduction**

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children and members of staff. As part of this obligation the Headteacher ensures that a fire drill is undertaken at least once every term.

### **Fire Procedure**

The purpose of the fire procedure is to establish what action is to be carried out in the event of a fire:

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service
- special needs individuals

### **Advice on the procedure in the event of fire**

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialling 9/999.

**In the event of a fire, sound the alarm and evacuate the building**

**Do not use the lift**

### **After the event**

Follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged (await confirmation from Equans).
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the headteacher.
- The Fire Marshals are to analyse the procedures followed during the fire to determine whether changes are required.

## **FIRE ESCAPE ROUTES** (displayed throughout school with relevant areas highlighted)

---

### **GROUND FLOOR**

#### **HALL**

Exit through the fire doors in the Hall, assemble at muster point at front of building

#### **I.C.T. SUITE**

Exit through fire doors in Library Area, assemble on KS2 yard

#### **LIBRARY/LAUREN'S OFFICE/ROOM 2/ROOM 3**

Exit through fire doors in in the Library Area, assemble on KS2 yard

#### **HAYLEY'S OFFICE/ MEDICAL ROOM / SUPPORT OFFICE / ADMIN / HEAD TEACHER'S OFF.**

Exit via main entrance through school foyer, assemble at front of building by muster point

#### **NURSERY**

Exit through yard door at rear of Nursery, assemble on KS1 yard

#### **RECEPTION CLASSES**

Exit through the door at rear of class, assemble on KS1 yard

#### **YEARS 1 and 2**

Exit through classroom door to playground, assemble on KS1 yard

#### **YEAR 3**

Exit through classroom door to playground, assemble on KS2 yard

#### **GROUP ROOM**

Turn left, exit through doors at South Stairwell, assemble on KS2 yard

**One Y1 classroom assistant to check adult toilets**

**One Y2 classroom assistant to check children's toilets**

---

### **FIRST FLOOR**

#### **YEAR 4 CLASS 9 & 10**

Turn left, down North Stairs, turn left, exit fire doors on animal corridor, assemble on KS2 yard

#### **YEAR 5 CLASS 11 & 12**

Turn left, down South Stairs, exit doors on left, assemble on KS2 yard

#### **YEAR 6, CLASS 13 & 14**

Turn right, down South Stairs, exit doors on right, assemble on KS2 yard

#### **GROUP ROOM 15**

Turn left, down South Stairs, exit doors on right, assemble on KS2 yard

**One Y4 classroom assistant to check adult toilets**

**One Y5/6 classroom assistant to check children's toilets**

**One Fire Marshall check the fire doors at Room Lauren's Office/Room 2/Room 3**

## Role of the Fire Marshals

**Between 0800 and 1600: Jane Mullarkey, Claire Large, Emma Fullerton, John Rutter**

**Between 1600 and 1800: Caretaker**

Ensure the building is being evacuated in accordance with the school's evacuation procedure **before doing anything else.**

Trained staff should check their allocated areas for signs of a fire when clearing rooms / floors and report any signs of a fire to their coordinator.

**If there are no immediate signs of a fire then a managed and controlled investigation of the reason for the activation should take place by staff who have received formal fire training.**

REMEMBER, you are looking for signs of a fire and not the fire itself. **If there's an obvious fire, get out and call the fire brigade on 999.**

Where possible don't search for signs of a fire alone – go in pairs. Always ensure you have a safe exit route behind you.

**Check the alarm panel to find out where the alarm has been triggered** – it's vital that you have a full zone plan displayed next to the panel.

Have another member of staff at the alarm panel and remain in contact with them (a mobile phone or short-range radios are ideal for this purpose).

**Investigate:** **Look Listen** and **Smell** for signs of fire. It might be smoke, unusual noises, or heat and could be any one or all of those signs.

Before opening a door feel it with the back of your hand as high up the door as you can reach, for signs of heat. If it is hot **DO NOT** open the door.

**If at any time you discover signs of a fire, raise the alarm, get out using the nearest exit, and call the fire service on 999.**

Remember that evacuation should always **start immediately** once the alarm is activated whilst checking for signs of a fire is going on.

**When the call to the fire service is made, clearly state that an investigation has taken place, and this is a call to a FIRE and is not just an alarm sounding.**

## Role of the Office Staff

Procedures in the event of an emergency evacuation real or drill the following will be undertaken by the admin team.

1. Admin Assistant – Camille Tharp
2. Admin & Finance Officer – Nahila Mirza
3. School Business Manager – Deb Lowdon

In the absence of a member of admin staff a member of the SLT or Safeguarding Team stands in.

In the event of a real emergency ring 9-999 - ensuring the following information is given: school name, address and post code

Collect visitor register and the fire file (including all necessary documents for recording) • Proceed to the visitor fire assembly point • Register visitors report to the fire officer by the sixth minute after the alarm sounds any visitors unaccounted for. Senior Administration Assistant • In the event of a REAL emergency or DRILL Complete the following in order: • Collect • hard copy prints of registers • children's signing in and out booklet.

Wingrove Primary School Emergency Evacuation Policy & Procedure 8 • evacuate any person in the first aid room and reception area • children's medicines • delegate where possible to the administration assistant • if collection is not feasible, leave them (We are in very close proximity to a large hospital - 999 • During normal lesson times go to the lead fire marshal and receive class registers ensuring any children deemed to be missing have not already left the school site. Confirm which children, if any, remain unaccounted for. • During break and lunch times ensure the hard copy registers are sent to classes via any appropriate means possible. Go to lead fire officer zone and receive class registers ensuring any children deemed to be missing have not already left the school site. Confirm which children, if any, remain unaccounted for.

## **Appendix 2 - Responsibility of Facilities Management provider, Equans (2 pages)**

### **Fire alarm systems**

### **Emergency lighting**

### **Emergency exits**

### **Fire alarms**

### **Fire-fighting equipment**

### **Display of fire instruction notices at all fire points**

### **Fire prevention checks**

To include the following:

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged.
- 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 disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected at the end of the day to include ensuring that all doors and windows are closed.
- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all blinds should be up and curtains open, other than when security requirements dictate otherwise.

### **Refuse and rubbish**

Refuse or rubbish is not permitted to accumulate in or around the school. Disposal is undertaken at the end of each day.

### **Flammable materials**

Flammable materials are not stored near any form of heating.

### **Electrical appliances**

Electrical faults are reported immediately to Equans.

All portable electrical equipment is checked by a suitably qualified contractor.

### **Paint solvents**

Paints and solvents suitably marked are segregated in properly prepared stores. Paint and solvents are disposed of correctly.

### **Grass and undergrowth**

Grass and undergrowth is cut well back from buildings.

### **Kitchens**

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

### **Contractors**



Building contractors bring a large number of ignition sources to the school. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

### **School grounds**

Access for emergency vehicles must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

### **Electricity**

Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

### **Fire doors**

Fire doors should be a good fit in the frame, the self-closing device should work efficiently and the door should not be wedged or held open.

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.

### **Use of lifts during evacuation procedures**

The use of lifts is prohibited during fire evacuations.

### **Vandalism and damage limitation**

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials are not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, are stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors, doors and windows are closed when premises are vacated to limit the spread of smoke damage.

### **Curtains, furnishings, art displays and decorations**

Equans Facilities Management are responsible for choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials are 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.

### **Appendix 3 - Forest School - Use of Fires Policy (1 page)**

At Wingrove, we believe the use of fires is an integral part of our Forest School practice. Any fires used are managed through detailed risk assessments. **Only fully qualified Forest School Leaders are permitted to light, supervise and extinguish fires.**

#### **Aims**

Educate about fire safety  
Teach life skills/cooking  
Educate about different types of fires  
Provide warmth  
Provide social interaction/focal point



#### **Campfires**

1. Check site – weather, wind direction, ground
2. Prepare/collect resources – timber, kindling, tinder, fire strikers, cotton wool, water, spade, gloves, and fire first aid kit
3. Children to enter fire pit area in single file in an anti-clockwise direction, following the outside of the benches
4. Children step over the seating to sit on the benches
5. Children must remain seated and not encroach on the fire unless instructed to
6. Children are not permitted to add anything to the fire unless instructed by a Forest School Leader

#### **Extinguishing**

**All fires must be extinguished at the end of every fire session and checked 30 minutes after the fire has been extinguished.**

1. The fire will be soaked in water, starting with an outer ring before moving to the centre of the fire
2. If not using fire pit, use a spade to scatter the ash litter to ensure it is completely extinguished (Wingrove School does not use a Kelly Kettle at this time)

#### **Emergency Action Plan In case of Forest School fire**

- Forest school leader to blow whistle 3 times in quick succession to bring group together.
- Count children and other members of group, when happy proceed with group to designated fire assembly point (either KS1 or KS2 yard).
- Leader to attempt to extinguish fire as long as safe to do so.
- If fire is out of hand, leader to leave area and contact school office to contact emergency services.

All accidents and incidents must be recorded in the first aid log, and incidents must always be reported to the head teacher and logged onto an incident report form and a health & safety executive informed if major incident has occurred. All minor injuries can be dealt with on site.