

BRIGSTOCK LATHAM'S PRIMARY SCHOOL

FIRE SAFETY POLICY

Forward thinking and creative; valuing faith, tradition, community and achievement.



1. Aims and objective

- 1.1. The aim of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about.
- 1.2. To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- 1.3. To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- 1.4. To have a means by which fire and rescue services required to enter the building during a fire, can quickly, safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.
- 1.5. Our primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Brigstock Latham's are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

2. Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- 2.1. A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls carried out by a fire consultant annually.
- 2.2. Clearly defined Fire Evacuation Procedures tailored to each site to be maintained and kept up to date. (Appendix 1) Ensuring all persons with responsibilities clearly understand their duties.
- 2.3. A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements.
- 2.4. Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it. Serviced annually in accordance with relevant standards, e.g. BS306/part3 for extinguishers.
- 2.5. Fire detection systems are appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke. 100% of devices are tested annually.
- 2.6. A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point

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2.7. Signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire.

2.8. Warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.

2.9. A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner.

2.10. A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc.

2.11. A system of carrying out fire drills every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety.

2.12. A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.

2.13. The schools have a no smoking policy on the premises to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking.

2.14. A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults is carried out annually by an approved appointed contractor.

2.15. A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide by using the school visitor book & fire register kept in reception.

2.16. An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide. Fire tours showing them escape routes and final exit doors.

2.17. The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc. are included.

3. Staff Responsibilities

3.1. A member of staff will undertake the role of School Fire Officer. They are the person responsible for Fire Safety at their respective School sites.

All staff have the following responsibilities:

3.2. Take responsibility for any pupils and students in their charge at the time of any fire or emergency and ensure they are safely guided out to the pre-designated assembly point.

3.3. Keep all fire exit routes clear and free from obstacles and waste materials.

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- 3.4. Not to restrict access to or reduce vision of any mounted fire extinguishers.
- 3.5. Not to prop fire doors open, unless fitted with an automatic closer device linked to the fire alarm
- 3.6. Fully co-operate in any evacuation drills.
- 3.7. Store all flammable substances and materials in appropriate locations after use.
- 3.8. Not to create fire hazards by overloading plug sockets and using multiple extension leads (daisy chaining)
- 3.9. Ensure any visitors and contractors in their charge are made aware of fire safety procedures.
- 3.10. Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- 3.11. Take note and comply with all signs posted around the premises.
- 3.12. Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity to a member of the Senior Leadership team.
- 3.13. To ensure safe access and egress to and from the premises

4. Training and Prevention Methods

- 4.1. Training in the safe and speedy emergency evacuation procedures is given to all staff and pupils of Brigstock Latham's School through regular fire drills. Further information and guidance can be obtained from the School Fire Safety Officer.
- 4.2. All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.
- 4.3. All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, pupils and other employees. They also have a duty to visitors, parent helpers and contractors.
- 4.4. Specialist fire equipment is required in places such as laboratories and kitchens and staff who work in these areas are to be aware of the particular hazards which exist and receive additional training as required.
- 4.5. Key staff, as identified by the School fire officer, will be trained in the use of fire extinguishers.
- 4.6. Fire risk prevention is promoted through the following: a no smoking policy within the building; discouraging pupils from bringing lighters and matches to school; applying disciplinary measures in cases where pupils have been found smoking or using lighters/matches on site; ensuring all hazardous activities are risk assessed and control measures put in place before the activity commences; ensuring there is a culture of safety awareness amongst the staff and pupils.



Fire Action Plan September 2019

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit. (see map in classroom)
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff will check children against the fire register and immediately inform Head Teacher of any missing children
- Any staff who have children in a different location to their normal assembly point must notify the Head Teacher

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly point on the back playground.
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Head Teacher for the respective assembly point.

Head Teacher

The Head will monitor the evacuation of the premises from the assembly point (rear playground)

- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will inform the Bursar that everyone is present.

Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform Head Teacher of any missing children
- Any staff who have children in a different location to their normal assembly point must notify Head Teacher
- Do not re-enter building until told to do so by Head Teacher or Fire Service

Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by designated route
- Close doors and windows as you leave
- Assembly at their assembly point on back playground
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Head Teacher or Fire Service

No-one may re-enter the buildings until they have been given the all clear by The Head Teacher, in the case of a fire drill or Fire Officers, in the case of a fire.

- Further Evacuation from the rear playground can be arranged via the gate onto Latham's Street with a meeting point in Co-op's car park.
- Fire Warning System

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- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested regularly
- The main fire alarm panel is situated on the wall by the Bursars office. **This is serviced annually.**

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with Induction Booklet on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Regular fire drills are arranged

Key Escape Routes

- All areas have direct escape routes to assembly points on either the rear playground or front playground. If necessary pupils and staff can further be evacuated from the site via gate to Latham's Street, meeting in Co-op car park. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.

Fire Fighting Equipment

There are a variety of fire extinguishers CO₂, Water and foam throughout the building (see attached map). These are serviced annually.

Assembly Points

- Rear Playground (if threat is in the top block)
- Co-op car park (if threat of bomb or gas leak)
- Drive at front of school (if threat is in the bottom block)

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire
- It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.