

Fire Safety Policy

St. Laurence Catholic Primary School



Approved by: Dr. Charlotte Woodford

Date: February 2023

Next review due by: February 2024

Aims

At St. Laurence Catholic Primary School we aim to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring 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 Head of School is appointed as the evacuation controller for the school and will have overall responsibility for fire safety matters at the school. They 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. They 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.

Fire Risk Assessment

The Head of School and the Health and Safety Governor will ensure that a fire risk assessment is carried out every two years or earlier if necessary. The Head of School will ensure that a fire risk assessment is carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure Notices displaying the school fire procedure are displayed at each fire alarm call point and are 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 for are informed of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided at least every three years for all permanent full-time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. 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 Head of School to ensure this instruction is given in accordance with the Induction Checklist. The Head of School will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

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:

System	Frequency	Person Responsible	Method of the Test
Fire Alarm	Weekly	Caretaker	Test key operation of different call point each week, in rotation.
Automatic door holders and closers connected to the fire alarm	Weekly, with the fire alarm test	Caretaker	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Caretaker	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Caretaker	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Caretaker	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Caretaker	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Caretaker	Check that doors are opening freely and that emergency exit fittings are operating.

Appointment and Duties of Fire Wardens or Fire Marshalls

The Fire Wardens will ensure that all areas of the school are covered in the event of a fire by members of staff. These staff are responsible for evacuation of their areas in the event of a fire and then report back to the Head of School.

In the event of an alarm

In the event of the alarm sounding all children and adults will exit the building immediately by the nearest fire exit following the pathway set out in the Fire Escape posters.

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The person discovering the fire should sound the alarm, when safe to do so, and immediately leave the building. Where the alarm is raised by the school's automatic smoke detection the Office Manager

will call the fire brigade, if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The Head of School is responsible for meeting the fire brigade on arrival and in her absence the Assistant Head.

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 Head of School is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Head of School 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 license is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met

Notices

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

Records

The following records will be kept by the school:

Record Type	Information to be Recorded
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.
Correct operation of self-closing fire doors	List of all exit 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.

Roles and Responsibilities

Evacuation Controller: Head of School or in their absence, the Assistant Head.

Fire Marshals: Assistant Head and Inclusion Manager

Calling the fire brigade: Office Manager and Office Admin

Meeting the fire brigade: Head of School or in their absence, the Assistant Head.

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 brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Emergency Fire Procedures

An emergency plan has been formulated and implemented. The staff and anyone using the premises have been trained in its procedures. This plan is tested at set regular intervals with the information recorded.

If you discover a fire you should:

- Raise the alarm, alerts others in the area and break the glass on the nearest fire alarm unit.
- When the fire alarm activates please leave the building and go to your class / key stage designated assembly points.
- It is the responsibility of the teacher and teaching assistant of each class to make sure that the children in their care are evacuated from the school safely. And that all areas that they are responsible for are clear of adults and children
- Tackle the fire with the appropriate local fire extinguisher (IF SAFE TO DO SO)

- Do not re-enter the building until directed by the Head of School or deputised fire warden.
- Do not re-enter enclosed rooms after a fire or where an extinguishing agent has been applied until the area has been adequately ventilated.

St. Laurence Catholic Primary School Fire Evacuation Procedure

Roles and Responsibilities:

During a Fire Evacuation Drill or on hearing the fire alarm, the following people carry out their set tasks including necessary safety checks within the school:

Head of School:

To ensure that all children and staff follow the evacuation procedure calmly using the nearest stated routes, which are clearly defined on notices within all areas of the school buildings. The headteacher takes mobile phone and proceeds to the line-up designated area of the KS1 playground and times the evacuation of all if during a fire drill. Teachers “head-count” then call register. Head checks with each class teacher confirmation of all evacuated.

In the absence of the Head of School, the Assistant Head, or in their absence, a member of the Senior Leadership Team is required to carry out the required checks.

Caretaker:

From 7am – 10am immediately checks staff toilets and staffroom (if safe to do so). Fire doors in these areas are checked to be closed. In the absence of the caretaker, Sonia Peloe is required to carry out the required checks.

Outwith caretaker’s hours: Office Manager

Collects check-in tablet, advises Admin Assistant to take out registers, and then proceeds to check Office toilet, photocopying room and isolation room. Fire doors in these areas are checked to be closed before exiting for the KS1 Playground.

Teachers:

Ensure smooth and calm evacuation of their pupils and support staff from nearest exit to the KS1 Playground whilst checking the class toilets/cloakrooms are empty and ensure all fire doors are closed after use. All staff must ensure that any person who needs assistance to exit the building is assisted to leave by the nearest exit.

Helpers and visitors are overseen by teachers if working in the classroom or with groups.

Visiting teachers are aware of the fire evacuation procedures.

It is the duty of the above staff to check that persons with visual, hearing or physical/mental impairments are safely escorted to the KS1 playground. There is a list of vulnerable persons held in the office.

The Head of School, Caretaker or Office Manager dials 999 from their mobile or from school office if safe to do so.

Kitchen staff, on hearing the Fire Alarm, exit the kitchen and proceed to the KS1 playground.

Any persons carrying out maintenance work internally or externally proceed to the KS1 playground.