

**THROUGH GOD'S GRACE A COMMUNITY
GROWING IN KNOWLEDGE AND UNDERSTANDING**

St. Laurence Catholic Primary School

Fire Safety Policy



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 Teacher is appointed as the evacuation controller for the school and will have overall responsibility for fire safety matters at the school. She 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. She 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 Teacher and the Premises, Health and Safety committee will ensure that a fire risk assessment is carried out every two years or earlier if necessary. The Headteacher 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 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 Teacher to ensure this instruction is given in accordance with the Checklist in appendix B. The Head Teacher 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: (do any of these responsibilities need updating?)

System	Frequency	Person Responsible for Performing the Test	Method of Test
Fire Alarm	Weekly	School Caretaker	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	School Caretaker	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	School Caretaker	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	School Caretaker	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	School 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	School Caretaker	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	School Caretaker	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	School 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 Teacher.

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 procedure set out in Appendix D below. .

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The person discovering the fire should report to the school office and the office will make contact with the fire brigade. Where the alarm is raised by the school's automatic smoke detection the school office/ secretary 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 Teacher is responsible for meeting the fire brigade on arrival and in her absence a Deputy Head Teacher.

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 teacher is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Head teacher 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 (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 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.
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.

Policy Adopted by Premises, Health & Safety Committee

Date: 11th July 2018

Review date: 31st July 2021

Appendix A: Roles and Responsibilities

Evacuation Controller: **Headteacher or in her absence, a Deputy Head Teacher.**

Fire Marshals: **Deputy Head teacher(s)
Caretaker.**

Calling the fire brigade: **Liz Taylor, Principal Officer or in her absence, other office staff.**

Meeting the fire brigade: **Headteacher or in her absence, a Deputy Head Teacher**

Appendix B: Checklist for First Day Fire Safety Instruction

Take the new member of staff 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 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.

Appendix D: 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.
- Alert the School office where contact with the Fire Brigade will be made.
- 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 Teacher 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 ventilation.
- See also Appendix A, B and C.

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:

Headteacher:

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 headteacher, the deputy head teacher(s), or in their absence, a member of the Senior Leadership Team is required to carry out the required checks.

Caretaker:

From 7am – 9am and 2.30pm -6pm immediately checks throughout classrooms, cloakrooms, toilets and staff toilets and staffroom. Fire doors in these areas are checked to be closed. *In the absence of the caretaker, admin staff are required to carry out the required checks.*

Outwith caretaker’s hours: Principal Officer

Checks visitor book for helpers and work support visitors, advises admin staff to take out registers, and then proceeds to check throughout classrooms, cloakrooms, toilets and staff toilets and staffroom. 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 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 headteacher, caretaker or Principal Officer 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.

The Fire Evacuation Procedure has been agreed by the Governing Body Premises and H&S Committee, and is reviewed within the Autumn and/or Summer term meetings.

Policy Name: Fire Safety PolicyPolicy Date: 11th July 2018

EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?		Not Applicable
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so, can the impact be avoided?		Not Applicable
6.	What alternatives are there to achieving the policy/guidance without the impact?		Not Applicable
7.	Can we reduce the impact by taking different action?		Not Applicable

Equality Impact Assessment carried out by:
Premises, Health & Safety Committee / H Roberts

Date: 11th July 2018