



# **FIRE SAFETY POLICY**

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*By*

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# Glenmere Primary School Fire Safety Policy



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# Glenmere Primary School Fire Safety Policy



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## **Aims of the Policy**

The aims of this Policy for Fire Safety are to:

- Ensure that all staff and visitors to the school site are aware of the fire safety procedures which are carried out at Glenmere Primary Schools
- Ensure that all staff and visitors to the school site follow the fire safety procedures
- Ensure that all staff and visitors to school know who the nominated Fire Prevention Co-ordinators are
- Ensure that all staff are aware of who they should report concerns about potential fire hazards in/on the school site

## **Legal framework**

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

The Regulatory Reform (Fire Safety) Order 2005

Department for Communities and Local Government (2006)  
'Fire Safety Risk Assessment – Educational Premises'  
DfE (2015) 'Supporting Pupils at School with Medical Conditions'

Health and Safety at Work etc. Act 1974



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Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Training Policy
- Fire Safety Risk Assessment
- Fire Evacuation Record
- Fire Evacuation Plan (FEP)
- Invacuation, Lockdown and Evacuation Policy

## **Responsibilities of the Local Governing Body (LGB)**

The **LGB**, in consultation with the **headteacher**, will:

Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.

Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.

Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.

Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

### **The LGB endeavours to provide:**

A safe place for all users of the site, including staff, pupils and visitors.

Safe means of entry and exit for all site users.

Equipment, grounds and systems of work which are safe.



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Safe arrangements for the handling, storage and transportation of any articles and substances.

Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.

Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

Adequate funds to ensure the training of the **FSO** and all other staff.

## **Responsibilities of the headteacher**

The **headteacher** will:

Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

**Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.**

Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.

**Work with the premises officer to review and update this policy accordingly, every year.**



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Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

## **Responsibilities of the Premises officer (fire safety officer)**

The **Premises officer** will:

Take responsibility for the school's fire safety matters, in collaboration with the **headteacher**.

Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.

Sporadically throughout the school year, but at least **once per term**, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.

Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.

Ensure new and existing staff members undertake training sessions at least **once per year**, in accordance with the school's **Fire Safety Training Policy**.

Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.

Review and, if necessary, update the school's **Fire Safety Training Policy** and other relevant procedures **once per year**.

Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.

Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.



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Create personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.

Contact the emergency services in the event of a fire.

Use fire extinguishers where necessary.

Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.

Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

## **Responsibilities of staff members**

Staff members will:

Take reasonable care of their health and safety.

Cooperate with their colleagues, the **premises officer** and **headteacher** on all fire safety matters.

Carry out their work in accordance with fire safety training and instructions.

Inform the **premises** of any work situation representing serious and immediate danger, so that remedial action can be taken.

Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.

Avoid any conduct which puts themselves or others at risk.

Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.

Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.



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Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.

Use the correct equipment and tools for their work and any protective clothing supplied.

Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

Report any defects in equipment or facilities to the premises officer.

Take an interest in fire safety matters, and suggest any changes they think are appropriate.

Make suggestions as to how the school can reduce the risk of fires.

Exercise good standards of housekeeping and cleanliness.

Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

## **Responsibilities of pupils**

All pupils will:

Exercise personal responsibility for the health and safety of themselves and others.

Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.

Observe all health and safety rules of the school.

Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.

Report any defects in equipment or facilities to their teacher as soon as possible.



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## **Responsibilities of visitors and contractors**

All visitors and contractors will:

Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.

**Be aware of the school's evacuation procedure and fire assembly points.**

Respond to the instruction given by staff members in an emergency.

**Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.**

Inform the **headteacher** of all potential risks to staff, pupils and visitors.

**Assist the headteacher and premises officer in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.**

Report any defects in equipment or facilities to the Premises officer or, failing this, the nearest member of staff.

**Discuss any concerns regarding fire safety with the headteacher or premises officer.**

## **Fire Prevention Co-ordinators**

The nominated Governor for Fire Prevention is always the Chair of Governors

## **Fire Risk Assessments**

A full fire risk assessment is carried out by Property Services and training for the responsible person to review the risk assessment every twelve months.



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All potential fire hazards are identified and are dealt with immediately. A monthly fire risk check is carried out by the Site Manager and all potential hazards are reported to the Headteacher and are dealt with immediately.

## **Fire Evacuation Procedures**

### **1. ACTION WHEN THE FIRE ALARM SOUNDS**

- Leave by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

**1a.DISABLED PERSONS** - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit. See PEEP.

### **2. ACTION ON DISCOVERING A FIRE**

- Raise the alarm without delay.
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire.
- Person in charge of class or group to leave the building with the children immediately.
- Adults/Fire Marshals that do not have a group go to the nearest Zone card and check that area.
- Once checked bring Zone card out to headteacher/deputy.

### **3. SUMMONING THE FIRE & RESCUE SERVICE**

Upon their arrival, the Head Teacher, Deputy Head Teacher ,premises officer or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment.

### **4. ROLL-CALL**



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- Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building.
- The office staff will count to make sure that all of the staff have arrived on the school field and they will use the signing in and out sheet.

## Electrical Equipment Precautions

All portable electrical items are PAT tested annually. All items that pass are labeled; all items that fail are disposed of in the correct manner immediately.

Personal electrical appliances are not used in school unless they have been checked and passed as being electrically safe.

Fixed electrical items, such as computers and fixed wiring are checked every four years. Resulting faults are rectified immediately by a qualified electrician. Any fixed faulty items are not used until the fault has been corrected.

All plugs are fitted with the appropriately rated fuses.

The Site Manager/Premises Manager has responsibility for ensuring that all electrical items are switched off when the building is locked for the night. It is the responsibility of staff to ensure that computers, and other electrical equipment, in their class bases are closed down properly after use.

Pupils are **not allowed** to put plugs into electrical sockets or to remove them.

## Gas Equipment Precautions

All gas appliances in school are checked regularly for safety and are repaired or discarded as appropriate if they are found to be faulty.



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## **Fire Prevention**

These are measures, which can be taken to alleviate the risk of fire. These are largely site management and good housekeeping issues. Particular attention should be paid to ensure that

- Displays of art work and other decoration are not
  - (a) placed close to light bulbs or other sources of ignition
  - (b) made of expanded polystyrene or plastics which can produce toxic black smoke and instant heat
- The use of fire retardant materials in furnishing and fittings are considered wherever possible.
- Flammable materials and equipment are kept in lockable stores when not in use.
- In all areas where gas is used, supplies are isolated at the end of each day so that they cannot be used in an arson attack.

## **Waste Materials**

- Areas beneath outside classrooms are kept clean from all refuse.
- Waste and refuse are taken out of the building at the end of each day and placed in waste container away from the building for the earliest possible collection.
- Combustible materials are not stored in electrical switchgear, distributions, boilerhouses, or other areas subject to heat.



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- Waste materials and equipment no longer required must be removed from the premises at the earliest opportunity.

### **KNOW YOUR FIRE**

#### **CLASS A**

Fires involving solid materials, are usually of an organic nature in which combustion normally takes place with the formation of glowing embers

#### **CLASS B**

Fires involving liquids or liquid solids

#### **CLASS C**

Fires involving gases

#### **CLASS D**

Fires involving metals

#### **ELECTICAL**

Fires involving electrics and electrical equipment

### **KNOW YOUR FIRE EXTINGUISHER**

#### **WATER**

Class A fires (DO NOT USE ON B FIRES OR ELECTRICAL EQUIPMENT)



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## CO<sub>2</sub>

Class B fires & electrical fires (NOT TO BE USED IN CONFINED SPACES)

## DRY POWDER

Class A,B,C & electrical fires

## FOAM

Class A & B fires

### Fire Safety

Any door will delay the spread of fire if closed. Fire doors are especially designed to significantly reduce the risk of spreading fire, but they will only do so if they are in good condition and closed.

### **FIRE DOORS SHOULD NEVER BE WEDGED OPEN**

### Fire Extinguishers

Fire extinguishers are only effective if they are used quickly and correctly by persons trained to do so. In schools the first priority is evacuation. Staff resources should be concentrated on getting pupils to a place of safety. The younger and less able the pupils the more likely assistance is required.

Fire extinguishers are sited in various places around the school. These are in corridors, by exit doors and in places that are assessed as being particularly vulnerable

Any fire extinguisher on site should be accessible, easy seen and signed to indicate the type of fire for which they are used and checked annually by an approved contractor. A map of fire extinguisher locations can be seen in this document.



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The LA will ensure fire safety is addressed as part of contractual arrangement for any works organized on behalf of the school by that department. In all other circumstances however small the contract, the school must ensure that pre-contract meetings address the issue of fire safety and arrangements made during the works, safe and secure storage of materials and equipment and the implications during the contract for the school's normal fire safety procedures. During contract work normal fire safety procedures can be hindered or will require re-evaluation particularly with regards to evacuations and assembly point.

## **Fire Signs**

All fire signs must include a pictogram easily seen and not obstructed, regularly checked, clean and visible.

## **Fire Alarm Call Points**

Alarm call points are situated around the school and at main exits, a map of location can be found in this document. On discovering a fire, activate the alarm by breaking the glass taking care not to cause personal injury (REMEMBER: A FALSE ALARM IS BETTER THAN NO ALARM). Call points should be checked weekly from a different location for proper activation and recorded. Any failure of the alarm must be rectified immediately.

# **IF YOU DISCOVER A FIRE**

## **ON DISCOVERING A FIRE**

- Sound the alarm
- Ensure the area is evacuated
- Advise the Admin. Officer or person(s) designated to contact the fire brigade. (NOTE: The Fire Service would prefer to receive more than one call than none at all)
- **Leave the building by the nearest exit route and report to assembly point**



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### **ON HEARING A FIRE ALARM**

- Where possible, switch off electrical equipment
- Close all doors and windows
- Escort persons in your charge out of the building
- Do not delay to pick up personal items
- **Leave the building by the nearest exit route and report to assembly point**

**REMEMBER**

**DO NOT RE-ENTER THE**  
**BUILDING UNTIL THE ALL**  
**CLEAR IS GIVEN**

### **Monitoring and review**

This policy will be reviewed **annually** by the **premises officer** and the **headteacher**, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy will be communicated to all members of staff.



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- 1.1. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.
  
- 1.2. The scheduled review date for this policy is **April 2019**.