



Fire Safety Policy

Aims

It is the overall aim of Eastfield Infant and Nursery School to minimise the risks to staff and employees, 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 Headteacher is appointed as the evacuation controller for the school and will have overall responsibility for fire safety matters at the school. The Headteacher 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. The Headteacher 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 school will ensure that a fire risk assessment is carried out annually or when something changes, eg a new extension. The fire risk assessment will be 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 will be displayed at each fire alarm call point and will be 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 two years for all permanent full time school staff in fire safety and the school fire procedure. 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. This instruction is given in accordance with the Checklist in appendix B. All fire safety records are maintained and are available for inspection by any enforcement authority. The Headteacher gives a termly report to the Governing Body.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under contracts administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting 3 hour drop test	Monthly Yearly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Steps on mobile buildings	Daily	Check that combustible material and storage has not been placed under steps.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	In use daily	Check that doors are opening freely and that emergency exit fittings are operating

All staff have responsibility for ensuring that all areas of the school have been evacuated without taking undue risks.

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

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 is responsible for calling the fire brigade. Where the alarm is raised by the school's automatic smoke detection the school office 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 evacuation controller is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

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

Appendix A Roles and Responsibilities

Role

Calling the fire brigade *Office staff*

Meeting the fire brigade *Office staff*

Appendix B Checklist for First Day Fire Safety Instruction

Take the new starter 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 Plan Guidance

An emergency plan needs formulating and implementing. The staff will need to be trained in its procedures. This plan needs to be tested at set regular intervals with the information recorded. The emergency plan should be appropriate to your premises and could include:-

- How people will be warned if there is a fire;
- What staff / visitors should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Individual needs / risks relating to individual areas / users;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety;
- Arrangements for fighting the fire;
- The duties and identity of staff who have specific responsibilities if there is a fire;

- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, young families, contractors and visitors;
- Any machine / appliance power supplies that need to be stopped or isolated if there is a fire;
- Contingency plans for when life safety systems are out of order, e.g. fire detection and alarm systems sprinklers or smoke control systems;
- How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of the location of remaining people and any special risks e.g. the location of any highly flammable materials.