

# Fire Safety Policy



**Mepal & Witcham Primary School  
a part of Ely Diocese Multi Academy Trust**

<b>Approved by the Governing Body:</b>	
Signed:	
Date:	

<b>Date to be reviewed:</b>
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<b>Link Governor:</b>
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## **Aims**

It is the overall aim of ***Mepal and Witcham Church of England Primary 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**

***Mrs Louise Lomax*** 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. 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 school will ensure that a fire risk assessment is carried out annually or when something changes, i.e. 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, 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 headteacher to ensure this instruction is given in accordance with the Checklist in appendix B.

A fire drill will take place at the start of each term. The school aims to be evacuated and pupils and staff present on car park in under 31/2minutes. The Caretaker will ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The caretaker will provide a written report to the headteacher each term, which will be included in the 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 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	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.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	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.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating

### 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.

### **Appointment and Duties of Fire Wardens**

The school will appoint a number of teaching or administrative staff as fire wardens two of whom will be appointed as senior fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire warden in charge of the evacuation (see appendix a).

### **Raising the alarm**

In the event of alarm failure a whistle will be blown in order to raise the alarm. The whistle is located in fire evacuation box which is situated in the school office.

### **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/ secretary will call the fire brigade if a fire is 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.

### **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 Headteacher 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.

## **Appendix A**

### **Roles and Responsibilities**

Evacuation Controller **Louise Lomax**

Deputy Evacuation Controller **Sarah Bevan**

Fire wardens

**Class Teachers and TA's**

Senior Fire wardens:

**Louise Davies and Rachel Hook**

Calling the fire brigade **Mrs Louise Davies or Rachel Hook**

Meeting the fire brigade **Mrs Louise Lomax or Sarah Bevan**

## 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 the 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.



# Emergency Fire Plan

Evacuation Controller

**Louise Lomax**

Deputy Controller

**Sarah Bevan**

Evacuation Coordinator

Chief Fire Warden  
(fluorescent jacket)

**Mrs Louise Davies/ Rachel Hook**

Fire Wardens

**Class Teachers**

Calling the fire brigade 999 or 112 **Mrs Louise Davies/ Rachel Hook**

Meeting the fire brigade

**Mrs Louise Lomax/ Sarah Bevan**

## **Procedure:**

**Secretary/ person in office** to take Inventory evacuation sheets  
Open all gates to allow for fire engine access.

Each teacher to take class register and be responsible for the children in their class. Children with individual plans to follow these.

Children to leave by the closest possible exit.

All other areas evacuated via nearest signed exit.

**Owls** – Class door

**Robins** – Class door

**Kestrels**- Cloakroom door then middle doors

**Hérons** – Classroom door

**TA/ teacher to check All windows, walk in cupboard doors and doors are closed. Toilets are unoccupied and external door is closed once class has evacuated.**

**Assemble in the school car park maintaining social distancing and keeping within class Bubbles**

**Class teacher to head count and roll call**

If deemed necessary – **Forward assembly point to Village Hall.**