



## Fire Policy

Date Policy Adopted: March 2017

	Date of Next Review	Signed
Headteacher/SLT	March 2018	
Governors	Premises, Safeguarding and Health & Safety Committee	

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## **Fire Marshals:** Trained in the Spring Term 2015

- Kay Hartland (Learning mentor) responsible for Year 5 , 6, Quiet area, head teachers office and Toilet.
- Bev Evans (Teaching Assistant) Responsible for stairwell, year 3, year 4, cloakroom and toilets.
- Nikki Venables (SBM) Responsible for Staff room, offices, Learning Mentor, reception, hall, kitchen year 1, 2 and reception, Library

Fire wardens now have jackets clearly marked, and radios issued.

### **1. General Statement**

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

To assist us in achieving the highest level of fire safety we have employed a School Business Manager to work collaboratively with the LA and the Fire Department to carry out regular Fire Risk Audits on the school and ensure that all precautions are taken and all procedures followed with regard to Broseley C.E.Primary School.

### **2. Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

### **3. Communication**

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

**4. Procedures** – the following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them.

These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Local Authority and School Business Manager.

- The fire evacuation procedure will be practised 4 times a year (every term). A record will be kept of the date and the time taken to evacuate the buildings.
- It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when pupils are in class and secondly, during break time and after school when pupils are out of their classes. Evacuation procedures will be practised for both scenarios.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Building Manager who will ensure that the Head teacher and School Business Manager have been notified of any concerns.

- Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- Alarms are checked every year by a suitable contractor (RMW Electrical Services) and tested weekly by the Building Manager.
- Emergency lighting is checked annually by a suitable contractor (SRS Electrical Contractors) and monthly by the Building Manager.
- All visitors must sign in using the electronic InVentry management system which logs all staff and visitors on site.

## **5. Emergency Evacuation Plan**

To try and account for occasions where members of staff designated with various functions within this Fire Policy are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Head teacher shall temporarily allocate the function to an alternative suitably trained member of staff.

### **If you discover a fire:**

- **Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point.**
- **Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb.**
- **Evacuate immediately using the nearest available fire exit.**
- **Do not stop to pick up any personal possessions.**
- **Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.**
- **If a teacher is with his/her pupils in a classroom, he/she should take the class registers with him/her.**
- **Inform the Fire Marshals as to the location of the fire.**
- **Report to the assembly points for a roll call – KS2 Play ground or in cases of Bomb threat the Birchmeadow Centre, location identified in Appendix 1.**
- **If you are with a visitor, ensure they accompany you.**
- **If possible, Office Coordinator will bring the Emergency Fire Box, Registers, Offsite book and signing in register.**

**If you hear the fire alarm:**

- **Leave the building immediately using the nearest available fire exit.**
- **Report to the assembly point for a roll call.**
- **If you are with a visitor, ensure they accompany you.**

**Persons responsible for taking roll calls are:**

- **The teachers and the Head teacher check the roll with the class teachers and reports to the Fire Marshals.**
- **Fire Marshalls – on hearing or setting off the alarm: Encourage everyone around you to evacuate as soon as possible Check rooms are all empty and then check with the Head teacher that all students and teachers, admin staff and visitors are accounted for at the roll call. Procedures will be in place regarding which floors/rooms the fire marshals will check.**
- **Fire Alarm Status: In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. The persons designated to call the fire brigade are the School Business Manager or Head teacher. In their absence, the Deputy head should call. In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.**
- **Liaising with the Fire Brigade: The persons designated to liaise with the Fire Brigade on its arrival are the School Business Manager or Head teacher. The persons designated to liaise with the fire brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must give them the Visitors' Log Book**