



### Policy statement

The Governors understand and accept the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, children, parents and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate Fire Preventions, Fire Risk Assessment and Fire Safety Management will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

### Management

The Headteacher acting on behalf of the Governors is the 'Responsible Manager' for the purposes of bringing into effect in these premises the requirements of the Fire Safety Regulations and any other fire safety related requirements that may have effect now or in the future. Some of the role is delegated to the Site Agent as a Fire Warden.

### Site Fire Safety Specification

The workplace has a total of 6 buildings (and 7 sheds, 2 playhouses and a waste bin area) put to school use and presented as follows: 1 main building, 1 smaller block, 1 modular double classroom building, 1 double Qube building, 1 wooden built library, 1 summerhouse work space (The Hide), field, playground, environmental area, 4 sheds on the infant playground, 3 sheds by the modular buildings and a waste bin area in the car park.

The buildings (apart from The Hide) have an electrical fire alarm with manual call points. Emergency lighting is in place for escape routes used from the school hall (where an Entertainments Licence applies) during the hours of darkness. Emergency lighting exists on external doors. With fire extinguishers of various types are strategically located throughout the school. Fire extinguishers are located in all modular building.

NB: The location of the above facilities are marked on the Fire Plan and in the Fire Risk Assessment.

### Risk Assessment

The Headteacher and Fire Warden will carry out the necessary fire risk assessments. This will be monitored by the Finance & Premises Committee and reviewed when changes occur or every 12 months, whichever is sooner. The risk assessment will be kept in the fire manual for audit by authorised inspectors.

### Emergency Plan

An Emergency Action Plan will be produced by the Headteacher indicating the pre-determined arrangements for facilitating safe evacuation of anyone in the premises, this will be reviewed when changes occur or every 12 months whichever is sooner. This process will be monitored by the governing body and the plan will be kept in the fire and premises manual for audit by authorised inspectors.

### Fire Policy Statement

Robert Peel Primary School will provide a safe and healthy working environment with respect to fire safety in its establishment. The Site Agent as a Fire Warden will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations.
- Waste containers stored externally in a secure compound.



The named Fire Safety Co-ordinator is the Headteacher, L Ganney, or in her absence the Deputy Head M James who both are trained Fire Wardens along with G Hicks the Site Agent.

### **Responsibilities**

- Checking main building and kitchen– G Hicks
- Overall responsibility for children - L Ganney
- Classrooms – Class Teachers
- Staff toilets, Staff Room, Office Area – L Statham or R Spooner
- Phoning fire service – L Statham (R Spooner in her absence)
- Unlocking gates to allow access if necessary – G Hicks (M James in his absence)
- Registers and visitors book – L Statham (R Spooner in her absence)
- All staff have copies of evacuation procedures. These are also kept in the policies and procedures file and on the H&S board.
- Copies of fire evacuation plans are posted on the internal walls of classrooms and the school office – appendix 2.
- The fire alarm is tested weekly by G Hicks and recorded in the Fire Manual, which is kept in the cabinet by the fire panel.
- Emergency lighting is a self-testing system and red lights show a fault. G Hicks monitors and records faults in the Fire Manual, which is kept in the cabinet by the fire panel.
- A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the cabinet by the fire panel.
- A Fire Safety Risk Assessment is carried out annually and reviewed by the Governing Body. G Hicks as a Fire Warden completes a monthly Fire Warden check of procedures – appendix 1
- Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.
- The Site Agent on behalf of the Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual. The Fire Safety Management Policy will be reviewed annually.

### **Evacuation Procedures**

The overall aim is to save lives, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept in the cabinet by the fire panel.

#### ***On hearing the alarm:***

- Direct children to walk quietly to the nearest exit and then walk silently, in single file, to the assembly points on the playground.
- Children will line up quietly.
- Ensure that the classroom and toilets are empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- The children line up in their class.
- Office Staff will call the fire brigade and check that the office area is empty.
- Site Agent will check the children's toilets and changing rooms are empty along with checking kitchen staff and any contractors have evacuated the building.
- The Office Staff will issue registers and check signing in book for roll call by Class Teachers at the assembly point.
- The Site Agent or Office Staff will also unlock the playground gate to allow access for the fire brigade.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.



- Teachers should be mindful of any child that may have gone home because of illness or an appointment.
- If any visitors are present, the adult they are working with should ensure that they know what to do.

### ***If The Building Has To Be Evacuated During Lunchtime***

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up on the playground in their class.
- Everyone on site, children and adults, must leave by the nearest exit.
- Office Staff will call the fire brigade and check that the office area is empty.
- The Office Staff will issue registers, check the signing in book and unlock the playground gate.
- Staff responsible for each class will carry out roll call at the assembly point with the assistance of the Fire Wardens.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.

### **Fire Safety Training**

Staff will receive fire safety training as part of their induction and at regular periods thereafter. A training programme for this will be produced by Headteacher and records kept regarding who gave the training, the subjects covered and who attended. The Programme and Records will be kept in the relevant section of the fire manual for audit by authorised inspectors.

### **Fire Drills**

The Headteacher will arrange for a practice fire evacuation drill to take place every term. The outcomes from these drills will be made known to staff together with any consequential action that may be necessary. Records of when drills occur, the findings and necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors. These arrangements will be monitored.

### **Fire Precautions**

- All fire resisting doors will be maintained self-closing or locked shut as appropriate. If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons they will not be left un-attended.
- Fire escape routes will be maintained, clear of combustible materials and unobstructed at all times.
- Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to facilitate exit without the use of a key, pass card or code.
- Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.
- Smoking is not permitted on the premises.
- Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used
- The storage of flammable materials will be in accordance with H&S Guidance and when used only the minimum necessary will be freely available for that use.

### **Maintenance Arrangements**

- The fire alarm will be tested weekly by the Site Agent and serviced by competent contractors managed and monitored by site staff. These arrangements will be monitored by the Headteacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors



- The escape lighting will be tested monthly by the Site Agent and serviced by competent contractors and monitored by the Headteacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.
- The fire-fighting equipment will be checked monthly by the Site Agent and serviced by competent contractor annually. This will be monitored by the Headteacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.
- The Site Agent will check fire-resisting doors and final exits are checked quarterly to ensure they are in good order and working correctly. This will be monitored by the Headteacher and any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors.
- The Site Agent, as a Fire Warden, will complete monthly fire precaution checks – appendix 1

### **Monitoring and Review**

- Management will operate a system of information exchange at all times. This will be in a demonstrable format and will include:
  - Details of repairs/replacements to fire equipment and fire related building defects;
  - The reporting and decision process up & down the management chain; and
  - Appropriate records maintained.

### **Records**

All current records will be kept in the Fire Safety Manual and be available for audit by authorised inspectors.