

# FIRE SAFETY POLICY



## CAWOOD CHURCH OF ENGLAND (VA) PRIMARY SCHOOL Fire Safety Policy 2021 – 2022

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Website, Server			

### i. General Statement

We are a responsible establishment and take our fire safety duties seriously. For this reason, we have formulated this policy to help us to comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

## 2. Fire Risk Assessment

Ensuring an assessment of the fire risks within our premises has been carried out is a key part of the "responsible person's" role, this is all of us.

Performing a thorough risk assessment and acting on our findings will help to reduce risks, ensure compliance with legislation and could save lives.

- The 5 steps of a risk assessment
- Steps 1-3: Identifying & evaluating risks
- Steps 4-5: Recording & reviewing

### The 5 steps of a risk assessment which we are all responsible for are:

**Step 1** - Identifying fire hazards, and recording them on risk assessment form.

- Sources of ignition
- Sources of fuel

**Step 2** - Identify people especially at risk, and recording them on risk assessment form.

- Members of the school both staff and pupils
- People not familiar with the premises
- People working alone

**Step 3** - Evaluate, remove, reduce and protect from risks, and recording them on risk assessment form.

- Measures to prevent fires
- Measures to protect people from fire

**Step 4** - Record, plan, instruct, inform and train

- Record significant findings and actions taken
- Prepare and publish an emergency plan
- Inform relevant people, provide instruction, co-operate and co-ordinate with others
- Provide training on what to do in case of a fire and as a result of practice evacuations.

**Step 5** - Review

- Keep assessment under review
- De-brief after any evacuation and revise where necessary

### 3. Responsibilities

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

**All staff are responsible for the implementation of the evacuation plan.**

In case of a fire or other reason for evacuation, sirens will sound.

On hearing the sirens the building must be cleared of all its occupants as quickly as possible to a point of safety (the field) where they can be checked (registered) to ascertain if anyone is missing.

If practicable close windows as these provide a fire with oxygen, but don't waste time doing this.

Do not waste time logging off computers or collecting belonging, **time saves lives.**

You must use the planned evacuation route from your class as this has been planned to move as many people as possible to the assembly point quickly.

If the primary route is blocked by fire or temporary works then a backup route should be used.

**At NO point should you re-enter the premises.**

During the evacuation it is important to be silent as it may be necessary to relay instructions during an evacuation. **All staff must actively ensure this.**

**Staff must be aware of all evacuation routes as these may need to be used in the event of the fire blocking an evacuation route.**

### 4. Communication

Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

This fire policy should be included in the staff induction programme.

## 5. Training

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practiced at least termly and documented.
- Fire Awareness Training will be provided to all staff.
- Staff to be fire/evacuation marshals

Training will be provided, as necessary, to staff who have been given extra responsibilities, such as fire/evacuation marshals.

The school has 9 fire/evacuation marshals:

1. Nursery lead teacher
2. Class 1 teacher
3. Class 2 teacher
4. Class 3 teacher
5. Class 4 teacher
6. Class 5 teacher
7. Headteacher
8. Office admin. Manager
9. Office admin. assistant

All fire/evacuation marshals to be very visible as a focal point.

Fire/evacuation marshals to wear yellow high vis. Jackets

The Head to wear a bright orange high vis. Jacket so that he is a clear focal point for the emergency services in the event of an emergency.

- It is our policy that all staff will have basic fire safety training. This does not include the use of fire extinguishers.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes. An alarm is raised by breaking the call point.

## 6. Procedures

### **In case of a fire:**

If a fire is detected the nearest activation point should be used to trigger the alarm system.

### **At the assembly point:**

**Admin** will take: the late and early laminated registers and/or the dinner registers, the file of children's contact details and visitor book to the school field.

The Head or senior member of staff will go to the school field to give further instruction.

Pupils must line up in class groups silently in order to hear instructions being given.

Class teachers must be given and receive the class laminated register from Admin, check the register and report back any absentees.

Staff must actively help keep the pupils quiet and calm, so further instructions can be given.

At registration all children to be accounted for.

Any child missing to be immediately reported to the Fire service and the Headteacher.

A check to be made with Admin alongside the Late/Early register to see if the child has gone home. Should a child be missing from the register, The Headteacher, alongside the fire service, will decide if it is safe to re-enter the building.

After the evacuation and subsequent registration Admin will pass completed registers to the lead fire fighter on their arrival.

The Head or senior teacher will then in conjunction with the fire service decide whether to send pupils home or re-occupy the premises, or evacuate to the Church or other place of safety such as the Old Boys School or the vice chair of the governing bodies home; which is close to the school but at a safe distance. If, evacuation to a safe place is needed then the decision will be made by the Headteacher in collaboration with the Assistant Head teacher and the fire officer.

### **After a fire drill or any unplanned evacuation:**

The reason for evacuation should be investigated if not an actual fire and steps taken to ensure that further false alarms do not happen as these de-value the process.

After any evacuation, at the earliest opportunity, staff should be de-briefed and the results of the de-brief be used to modify the evacuation plan as necessary.

After a fire drill, staff and children can re-enter the building as directed by the Headteacher or senior member of staff, in the absence of the Headteacher.

### **Planned evacuation**

During these evacuations nominated staff should observe the evacuation and make notes on possible areas for improvement.

### **In the event of a fire evacuation out of normal school hours:**

If the alarm is raised prior to or during the arrival of staff and pupils at school, evacuate the building as normal and assemble on the field.

If the alarm is raised as pupils are leaving or after school, evacuate to the field. When it is safe to leave, staff must sign out all pupils on the class register before releasing them to parents / carers.

Report any areas of concern to the Head Teacher as soon as possible.

There should be a staff de-brief after each alarm allowing open discussion on possible improvements to this policy and procedures.

Any after school clubs or use of the school must follow these procedures. The policy and procedures must be followed by all after school clubs and organisations who use the school building. It is the responsibility of the organisation to follow the fire evacuation procedures.

## **7. Testing**

### **The fire evacuation procedures will be practised at least termly and documented.**

Once the evacuation procedure is well established, nominated staff should be used to stop an evacuation route and then observe the effect it has on the plan.

Different routes should be barred to test the robustness of the plan.

A small group may be detained to see how long it is before the Head / Senior member of staff is notified.

- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any member of staff notices defective or missing equipment, they must report it to the Head Teacher.
- Alarm systems will be tested regularly.

- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting.
- In the event of an emergency Admin will call the fire brigade.
- The office and HT to have a mobile phone with them during the evacuation.
- In the event of the whole or part of the school becoming unusable, we will evacuate to the church, or other place of safety. e.g. The Old Boys School.
- Failure to comply may be treated as a disciplinary matter.

DR