



Sheriffhales Primary School
School Fire Safety Policy
Statement of Intent

Name of the responsible person:	Sarah Hodgson
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The Headteacher, Governors and staff acknowledge and accept our responsibilities under the **Regulatory Reform (Fire Safety) Order 2005**.

The responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the Keep Your School in Business format
2. appropriate fire precautions
3. management systems that identify staff with specific fire safety duties, the safe evacuation of all employees, students/pupils and other relevant persons from the buildings, and to minimise damage in the event of a fire.

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in the event of fire
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire
- suitable emergency lighting where necessary
- suitable fire signage
- suitable fire-fighting equipment at appropriate locations throughout the building
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient fire risk assessment which gives information about significant risks and which is brought to the attention of employees and any others affected by those risks
- an emergency evacuation plan for the premises;
- regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment including, fire-fighting equipment training for designated staff;
- evacuation plans, systems for recording the content, duration and provider of fire safety training;

- the provision of fire safety equipment which is maintained and tested by competent people and appropriate training for those persons required to use the equipment
- suitable and sufficient record-keeping for all aspects of fire safety

Signed:	Headteacher
Signed:	Chair of Governors
Date:	

1. Organisation and Responsibilities for fire safety and evacuation

1.1 The Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety Risk Assessments and ensure the safety of the staff and any person who may legally come onto school property and of anyone not on the premises but who may be affected.

At Sheriffhales the 'Responsible Person' is the Headteacher – Sarah Hodgson

The day to day responsibility for ensuring the management of the risks is delegated to the Business Manager

1.2. Competent Persons

The competent persons under this Policy are:

Head Teacher (or SLT deputy) and Business Manager

Training and supervision will be provided for nominated competent persons where required.

Other competent persons may occasionally be appointed or hired for the purposes of advice on technical issues or preparing assessments or reports.

1.3 The Business Manager Duties*:

- advise the Fire Wardens\Marshals.
- assist with fire drills.
- ensure that the Responsible Person is notified of any fires, false activations or any problems associated with the fire systems and associated equipment.
- make reports to the Governors and\or Health and Safety Committee as required.
- liaise with the Fire Service when required
- review and maintain the following documents:
 - records of weekly tests of fire alarms, call points, emergency lighting and fire doors.
 - records of annual inspection and testing of all firefighting equipment
 - records of periodic tests of emergency lighting.
 - records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
 - records of all fires and false activations together with associated reports and follow up actions.
 - records of inspection, risk assessment and maintenance of electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety
 - plans of the School Buildings.

1.4 The Health and Safety Officer Duties: (This may be part of the person's duties named under section 1.3)

- carry out or arrange for the Fire Risk Assessments for the school to be undertaken. (N.B. There may be more than one FRA because a school could have several buildings on the school site and/or other parties use may use rooms in the school or separate buildings on the school site).
- review and maintain fire safety signage
- suggest appropriate changes to existing or planned new buildings where required for the purposes of Fire Safety
- write reports for Governors and/or Health and Safety Committee/Finance and General Purposes Committee as required X times a year.
- update the Responsible Person or delegate(s) on changes to legislation, advice or other material facts relating to Fire Safety within the School.
- liaise with the Shropshire Fire and Rescue Service when required
- review and maintain the following documents:
 - this Fire Safety Policy
 - copies of all Fire Risk Assessments
 - the Fire and Emergency Evacuation procedures
 - Fire and Emergency Evacuation plans (routes)
 - records of all fire drills and (at least three per year) listing evacuation times and any actions required
 - records of all fire training for staff including the fire drills which should list the members of staff in attendance.

1.5 Fire Wardens/Marshals

The School's Fire Wardens/Marshals are the school's site/teaching assistant staff of the School together

The Wardens/Marshals:

- liaise with the competent persons
- make contact with and provide essential information to the Shropshire Fire and Rescue service if required and/or from instruction from the Competent Persons.
- assist in evacuations and drills

1.6 The Learning Support Coordinator

The Learning Support Coordinator will arrange for a PEEP (Personal Emergency Evacuation Plan) for any pupil/student who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

1.7 Heads of Department / Line Managers

Will give information to new staff on induction, regarding Fire Safety, Emergency Evacuation Procedures, Staff responsibilities for Evacuation and Hazard Reporting.

Are responsible for Risk Assessments for activities in their area, which will include reporting any fire hazards to the competent persons. (This is especially prevalent in Secondary Schools).

Will complete a PEEP (Personal Emergency Evacuation Plan) for any member of staff that they manage who may need assistance or special arrangements during an emergency evacuation of the building they are occupying. This information must be reported to the competent persons.

1.8 All Staff

All Staff ('Staff includes all employees of the School) carry out the following duties:

Take reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work, all staff will ensure that they, and their pupils/students, visitors and other users of the School buildings, keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices are not removed or covered over.

Co-operate fully in complying with any procedures that the School may introduce as measures to protect the safety and well-being of all staff, pupils\students and visitors.

Assist with the Fire and Emergency Evacuation procedures in the way described in Appendix 1 Discovery of a fire and the emergency evacuation procedures.

Report any hazards or defective or missing fire safety equipment to Reception\Administrator\ and\or the Competent Persons.

Ensure the Learning Support Coordinator is made aware of any students that may require a PEEP (Personal Emergency Evacuation Plan) or special arrangements during an emergency evacuation of the building.

2. Documentation & Records

The School documents and keeps records to prove responsible actions. The records detailed in Section 1.3 will be kept in good order, up to date and available for scrutiny at any time in the School Buildings by the "Competent Persons" indicated.

3. Communication

The School will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with employees on matters of fire safety policy and arrangements. Staff will be informed of any changes that are made to the fire safety procedures and the outcome of the fire risk assessments.

Fire safety information will form part of the induction training for new members of staff.

The School will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. See Appendix 1 for procedures on discovery of a fire and emergency evacuation.

3.1 Evacuation notices

A school evacuation notice will be provided in every occupied room and in circulation areas in the school. Each notice will include the following information:

- what to do in the event of a fire.
- the location of the nearest exit point.
- the location of muster\assembly points.

4. Procedures

The school has the following procedures in order to maintain high standards of fire safety:

The fire and emergency evacuation procedures will be practiced at least three times annually\termly. See Appendix 1 Fire Safety Action Plan on discovery of a fire and emergency evacuation. See Appendix 2 for details of the procedures for staff to follow in each area.

All staff will be given fire safety information by their line manager as part of the induction process. It will be identified whether more formal fire safety training including the use of fire extinguishers will be required. Key staff will be trained and especially those working in high risk areas. Refresher training will be organised as appropriate. Further training will be required if there are any changes in procedures or alterations to the premise that may affect fire safety.

All pupils\students will have an overview of the emergency evacuation procedures explained to them as part of their induction into the School. Specific emergency evacuation procedures for each room in which they study will also be explained to pupils\students as part of the induction for each subject.

Regular in-house staff/pupil training will include the following main topics:

- fire prevention.

- action to be taken if a fire is discovered.
- how to raise an alarm.
- action to be taken on hearing an alarm.
- location of evacuation zones and muster points.
- evacuation and roll call procedures.

Additional staff training topics

- location and operation of fire panel.
- fire Service Call Procedures.
- location and use of fire safety equipment.
- fire prevention in high risk area.
- safe evacuation of staff/pupils with specific needs e.g. physical and or those for whom English is not the first language.

Personal Emergency Evacuation Plans (PEEPs) will be in place for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

Key staff and those working in high risk areas e.g. kitchens, science, D&T will be nominated by the competent persons and trained in the use of fire extinguishers, whether or not they have been given specific fire-fighting duties.

All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.

Firefighting equipment will be provided. In general this means fire extinguishers and fire blankets. The fire blankets are in the kitchen's and food technology areas.

All fire related equipment will be regularly serviced and maintained by a competent person or contractor and recorded in the Fire Safety Log Book. If any member of staff notices defective or missing equipment, they must report it to reception\administrator and\or competent person.

An appropriate fire detection and alarm system has been installed throughout the School. The alarm systems will be tested weekly. Staff will be told when a test is scheduled.

Emergency lighting has been provided for escape routes where applicable.

The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors so far as is practicable.

These provisions will be kept in good order as part of our regular maintenance schedule.

All staff are required to ensure that any fire door provided remains closed at all times.

Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.

Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

In the normal course of their work all staff will make it their business to ensure that pupils\ students, staff, visitors and other users of the school buildings keep exits and lobbies clear of debris, furniture, etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

5. Risk Assessments

Competent Persons shall make, record, review and, where applicable, revise Fire Safety Risk Assessment at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building, staircase, change of use, or installation of additional fire alarms or firefighting equipment.

The Competent Persons may require occasional external assessments and may contract competent organisations to do this work.

The Fire Safety Risk Assessments must take into consideration everyone who may come on the school premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

Heads of Department have a duty to identify all hazardous substances and other potential or actual hazards, incorporate these into their own Risk Assessments, and make this information available to the competent persons who carry out Fire Risk Assessments.

6. Smoking

Smoking is prohibited throughout the school and grounds. This policy applies to all staff, pupils\students, contractors and visitors

Example

Appendix 1

Fire Action Plan

DISCOVERY OF A FIRE

- Any member of staff discovering a fire must immediately operate the fire alarm by breaking the glass in the nearest Fire Alarm Break Glass Call Point.
- If it is not safe to attack or extinguish the fire, close the door to the affected area and leave the building.
- The location of the fire should be reported to the Headteacher. (Note that a member of SLT will assume responsibility in the absence of the Headteacher).

FIRE EVACUATION PROCEDURES

- Full evacuation of the school buildings is required on the evacuation of an alarm.
- When an alarm is activated, the fire alarms will immediately sound for all occupants to evacuate the building and to assemble at the designated muster points.
- The muster points are east yard. Note that in the event of an actual fire and depending on its location, this may be changed to the west yard if it is safer.
- An additional muster point will be the far end of the school field away from all buildings.

Immediately following fire alarm activation, nominated staff in the main office will telephone the Emergency Services stating the Name and location of the school that a fire has been found in the school and any other relevant information.

If the alarm is found to be a false alarm, staff and pupils will return to the building once the alarm has been silenced and the building declared safe to reoccupy.

Appendix 2 - Example to demonstrate the details of the procedures for staff to undertake in an emergency evacuation:

Information for STAFF

When you hear the fire alarm (which is the continuous ringing of the normal school bell) then the priority is to evacuate the children as quickly as possible to a designated muster\assembly point.

The procedure that follows stipulates the details for each part of the school.

In the event of an evacuation all teaching staff will act as Fire Wardens\Marshalls for the classroom they are teaching in, ensuring the safe evacuation of all children. Non-teaching/support staff will act as Fire Wardens for the area in which they are working.

The Business Manager\Administrator will act as Fire Warden\Marshalls for the communal areas around her office (community room, toilet, admin and corridor).

The Headteacher will act as Fire Warden for the communal areas upstairs (toilets, staffroom, head's office, store room, corridor). The Headteacher will also confirm that staff in the demountables are aware of the evacuation.

The role of the fire warden is:

- To check that all rooms (including classrooms, store rooms and toilets) within the designated area are empty.
- To direct staff, pupils and visitors to the nearest alternative exit in the event that an escape route is blocked and to note the location of the blockage and report it to the Headteacher.
- To note the location of person refusing to leave or requiring assistance and reporting this to the Headteacher.
- To report to the Headteacher that the area is clear and pass on any relevant information.

Visitors to school will be required to sign in and admin staff/or the member of staff they are visiting will be responsible for their evacuation and identification at role calls.

Classes in demountables (Oak and Lime)

Staff lead the line of children through the classroom fire exits across the playground to the village hall field muster\assembly points.

Classes in main building (Willow 1 and 2)

Staff lead classes out of the double door to the yard. If inaccessible, staff lead classes out of front door by office. One staff member is in position at the rear of the line.

Roll call at assembly points

The Headteacher will supervise the evacuation and roll call. In the event of the Headteacher being off the premises this duty will be undertaken by a member of SLT.

Admin staff will bring out class registers and issue to staff.

A roll call will be carried out to determine that all occupants of the building and grounds are accounted for. Following the roll call registers will be returned to admin staff and staff and pupils will await further instructions.

Any missing persons will be reported to the Headteacher immediately.

The Headteacher will report to the Fire Services Officer on arrival:

- That all persons are accounted for or, if no, their possible location.
- Where the fire is believed to be located and, if known, what is involved.

Example