



## **Fire Policy**

### **Introduction**

It is the aim of Hutton CE Primary School to minimise the risks of fire to employees, students visitors, volunteers and contractors. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures are in place for the prevention of fire.

### **The aims of the Policy**

- To ensure compliance with all relevant legislation.
- To undertake suitable and sufficient fire risk assessments of all parts of the premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills, fire safety inspections and testing of emergency equipment.
- To ensure effective liaison with the local fire authority where appropriate.
- Fire awareness training for staff.

### **Application**

- These procedures, precautions and prevention apply to all employees, students, visitors, volunteers and contractors on the school premises
- This Policy will be made available to all employees and others (detailed above) as appropriate.

### **Legal and other references**

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government "Fire Safety Risk Assessment- Educational Premises."
- Local Authority website

### **Roles and Responsibilities**

The Head Teacher or appointed deputy is the 'Responsible Person' for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standards of fire precautions and that these are maintained. They also ensure that there are enough competent persons to implement the fire safety management systems. Further details on persons responsible for fire safety detailed in **appendix A**

### **Information**



All employees shall receive appropriate information and instruction to ensure that they understand the School's fire precautions and the action to be taken in the event of fire. **(See appendix B)** Fire training will be included in health and safety induction programmes and fire drills are regularly practiced throughout the school year

School staff will be responsible for ensuring that any visitors to their school evacuate safely in the event of a fire. The Site Manager will ensure that any contractors working on site are aware of what action to take in the event of fire and evacuate the building when the alarm sounds. Fire action notices will be posted in all teaching rooms and in lobbies and adjacent to fire exits.

### **Staff Training**

Every member of staff will complete an online Fire Warden or Fire Safety training course. They will be required to pass this to demonstrate they understand the training. This will be refreshed every two years.

The head teacher and Assistant Head will also undertake the Responsible Person and Fire Safety Co-ordinator training provided by NSC. This training will include the use of fire extinguishers. This training compliments practicing of fire drills throughout the year

Students and visitors will be instructed at the beginning of their attendance.

### **Fire risk assessments**

The Headteacher will arrange for the fire risk assessments of school premises to be undertaken by a competent person . The risk assessment aims to assist the responsible person(s) and person in charge of premises to monitor the fire management systems A fire risk assessment is undertaken by NSC. This is reviewed annually, or when changes are made to the building, whichever is first.

### **Fire Drills**

Planned evacuation exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the school. Times of fire drills are varied so all staff are aware of the actions to be taken. In addition exercises will include actions to be taken if a child is unaccounted for and exits will be taken out of use. When a fire drill is held it will be recorded in the fire logbook. All staff and students must cooperate and evacuate the building when the fire alarm sounds.

### **Action to take in the event of a fire**



All staff, students and other visitors including contractors must know what action to take in the event of fire:

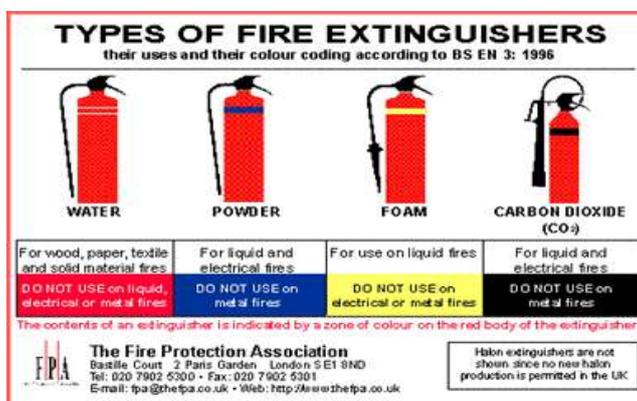
**On discovering a fire or suspected fire you should:**



Shout FIRE and alert others by activating the fire alarm by pressing the nearest call point (there is no glass to break). Office staff/Headteacher will summon the fire brigade



Persons should evacuate the building by the nearest exit and proceed to the designated fire assembly point. **Notices at all call-points state that the assembly point is the playground**



**Persons should be warned not to attempt to tackle a fire unless they have been trained to do so.** If they have been trained in the use of fire extinguishers they may attempt to attack the fire using the extinguishers provided, without placing themselves at risk. They must always ensure that there is an escape route between themselves and the fire.

When a fire occurs, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the students and this will mean the evacuation of the building to a place of safety. Unless an individual is confident in fighting a small fire i.e. in a waste bin, no attempt should be made to fight the fire.

**On hearing the fire alarm**



Immediately evacuate the building using the nearest escape route and proceed to the fire assembly point. Lifts must **not** be used (there are none on site).

Doors should be closed as persons leave, and if possible windows too (if safe to do so).

Ensure all emergency shut off devices are activated e.g. gas cookers, design & technology equipment

Follow instructions given by Fire Wardens



Persons must remain at the assembly point until they are informed by either the fire and rescue service or a member of the senior leadership team that it is safe to return to the building or be relocated.

### Persons with disabilities

Anyone who is unable to evacuate the building using the stairs should be directed to the nearest fire refuge point. Once in the refuge they should use the telephone located in the area to let the responsible person know where they are. They should wait in the refuge area for further instructions. This is identified in the Personal Emergency Evacuation Plan. It is the schools responsibility to ensure adequate communication is in place and to enable evacuation to a place of safety.

If the building does not have any designated fire refuge points persons unable to use the stairs should wait in a lobby protected by fire doors for assistance. Fire wardens must notify the responsible person at the assembly area if anyone has been directed to a fire refuge point or is waiting for assistance in a protected lobby.

Currently there are no facilities for disabled people to access upstairs.

### **Personal Emergency Evacuation Plans (PEEP's)**

A Personal Emergency Evacuation Plan (PEEP) should be formulated by the head or SENDCO or other designated member of staff for any student or member of staff who has a mobility or sensory impairment (whether temporary or permanent) which may affect their ability to respond to a fire and evacuate the building. This must be communicated to



the relevant persons. The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and support to be able to manage their escape to a place of safety and to provide the necessary information to departments to ensure that the correct level of assistance is always available to achieve these aims.

## **Fire wardens**

The School aims to appoint adequate numbers of fire wardens and marshals to have day to day responsibility for fire safety and to assist with any evacuation. Fire wardens will be assigned a specific classroom. Staff should be aware of who the fire warden is for the area or floor where they are working (this is usually the classteacher or LSA).

The fire warden's role is, when the fire alarm sounds, to check their designated area to ensure that it is clear and report to the Fire Safety Co-ordinator at their designated assembly point. Fire wardens are not expected to fight fires or to place themselves at risk! They will receive training to ensure that they can undertake their duties safely. This will include fire extinguisher training for all high risk areas.

Fire wardens asked to report to their safety coordinator and/or the responsible person any defects in fire equipment, e.g. a fire door not closing, or a fire extinguisher that has been tampered with and any poor housekeeping identified. Fire Warden roles and responsibilities are detailed in **appendix C**

## **Fire equipment and fire safety systems**

Compliance contractors are responsible for providing and maintaining fire-fighting equipment, fire detection and fire systems. Structural fire protection, such as fire doors, fire protected escape routes etc in the School will be maintained by the school Site Manager.

### Inspection Procedures

- Regular inspections of fire safety equipment, exit routes etc. will be carried out by the school Site Manager in accordance with the details in the Health and Safety / Fire Precautions log book. He/she will arrange for any defects or shortcomings to be rectified.
- The Head teacher and Governing Body are responsible for health and safety in the school. They will ensure a fire risk assessment s undertaken and implement the control measures identified. Review of the fire risk assessment takes place annually if no modifications have taken place in the building within 12 Months.
- Planned evacuation exercises will take place a minimum of **3 times a year** and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results in the fire log book
- The Site Manager will have responsibility to undertake a monthly visual inspection of all fire-fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.



- The emergency lighting will be tested monthly by the compliance contractor and recorded in the logbook. Further tests e.g. 3hr power down are undertaken as part of the compliance contract with Waterhouse.
- The fire alarm system will be tested weekly by the Site Manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.
- The fire panel is annually tested and maintained as part of the Compliance contract with Logiscan Fire and Security.
- Fire-fighting equipment is tested on an annual basis by Waterhouse as part of our compliance contract.

### **Emergency Routes and Exits**

- All emergency exits are to be kept clear and free from obstructions at all time.

### **Hot Work Permits**

Hot work permits are issued to outside contractors for certain high risk work activities involving hot processes i.e. refelting of roofs, use of acetylene torches. The permit allows work to be undertaken for the specific activity and duration of the works.

### **General Fire Safety**

- The Cleaner in charge locks the exits at night and checks all rooms
- Fire doors will not be propped open unless with specific fire alarm devices
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays near heaters will be securely fixed
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, etc.) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked ( PAT tested) regularly and before use
- A 5 yearly electrical installation check is undertaken
- Staff are requested not to bring in electrical items from home, unless they have a current PAT test and European kite mark
- No combustible materials are stored in the Boiler room
- Waste is stored in designated metal containers and securely stored away from the building
- General housekeeping is good
- Displays in classrooms will not obscure fire call points or obstruct fire exit routes.
- Extension leads are only used on a temporary basis or appliances are res-sited. Consideration is given to providing additional socket outlets by a competent person



### Signage

- fire safety signs are displayed (fire action notices, evacuation direction signs, assembly point signs and fire extinguisher signs)
- All signs comply with appropriate safety sign legislation

### Duties of Employees

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence and should ensure that they are fully aware of the fire procedures. They should also ensure that pupils for whom they are responsible are informed of the procedures.

Everyone has a role to play in reducing the risk of fire:

- Do not overload electrical sockets, or tamper with plug fuses
- Take care with portable heating appliances. Always check with the Site Manager that the building's electrical supply is capable of taking the load. Radiant heaters, i.e. fires with an exposed element or flame, must not be used. LPG heaters must not be used.
- Observe the 'no-smoking' signs. (Smoking is not permitted in any building or on site.)
- Any building or maintenance work involving heat sources, e.g. welding, must be controlled by a 'permit to work' system
- If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire and rescue service.

It is a criminal offence to misuse or tamper with any fire safety system. Therefore persons must not:

- recklessly discharge or misuse any fire extinguisher;
- block fire escape routes, as this may result in persons being unable to exit the building safely in the event of a fire; or
- wedge open fire doors, as these are designed to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke and fumes.)

Report defects in fire equipment and fire doors to the Site Manager. If you have any concerns regarding the fire arrangements in your building you should contact the Site Manager.

### Smoking

Hutton CE Primary School has a no smoking policy. Persons must go off site to smoke. Please refer to Policy for further information. Any person found smoking on site will receive disciplinary action.



**Appendix A**

**PERSONS RESPONSIBLE FOR FIRE SAFETY**

<b>Role</b>	<b>Person Responsible</b>	<b>In Case Of Absence</b>
<b>Responsible Person</b>	Luci Amos	Rachel Whiting
<b>Fire safety training, induction and revision</b>	Luci Amos	Rachel Whiting
<b>Fire risk assessments</b>	Luci Amos	Rachel Whiting
<b>Fire drills</b>	Luci Amos	Rachel Whiting
<b>Updating of log book / recording</b>	Dave Baker	Luci Amos
<b>Checks on call points</b>	Dave Baker	Luci Amos
<b>Checks on emergency lighting</b>	Dave Baker/Waterhouse	Waterhouse
<b>Fire escapes unobstructed</b>	Dave Baker	Luci Amos
<b>Check all fire detection and protection systems are maintained</b>	Dave Baker	Luci Amos
<b>Fire Wardens</b>	All Staff	All Staff



## **Appendix B**

### **FIRE EMERGENCY PROCEDURES**

If any member of staff or a student discover a fire they must sound the fire alarm by pressing the nearest red call point. When the fire alarm sounds (a constant bell) leave the school by the nearest available exit.

Proceed to the designated assembly point, which is the Main School playground

All staff should:

- Ensure all members of their party leave the building immediately using designated fire exit routes.
- Assist with the evacuation of any individuals who require it
- Proceed to the assembly point and wait for further instructions.

A nominated person should contact the emergency services on 999 as soon as safely possible or 112 on a mobile phone.

State your name, the school's address,

**Church Lane, Hutton, Weston-super-Mare BS24 9SN**

The nature of the emergency, numbers of pupils & staff evacuated, contact mobile number and any other relevant information. Do not hang up until all information has been confirmed.

- The reception or office staff will take the signing in/out Ipad to the assembly point.
- Members of the senior leadership team will check that all staff, pupils and visitors have been evacuated safely and are accounted for.
- First aiders will attend to any first aid requirements.
- A member of the senior leadership team will inform the on-site facilities team of any locations and nature of a fire, persons missing, persons in refuge points and will not allow anyone to re-enter buildings until informed that it is safe to do so by The Fire Rescue Services or on-site Leadership team.
- On receiving the all clear from the Fire Rescue Services or Head Teacher, inform all staff that they may return to the building and praise them for evacuating the building.
- If required, the Headteacher or Assistant Headteacher in conjunction with Chair of Governors and North Somerset Council will take the decision to close the school after making an assessment of the situation.



## Appendix C

### FIRE WARDENS ROLES AND RESPONSIBILITIES

1.	<b>Fire Safety Awareness</b>	Ensure good housekeeping practices are carried out
2.	<b>Fire Fighting Equipment</b>	Ensure visual checks are carried out to identify an damaged fire-fighting equipment
3.	<b>Fire Doors</b>	Ensure fire doors are closed or where appropriate self-closing systems will close a fire door when alarm is activated
4.	<b>Emergency Lighting</b>	Ensure visual checks are carried out to identify if emergency lighting is available and working (instruction on identifying green/orange LED's of particular lights may be required)
5.	<b>Manual Call points</b>	Ensure manual call points are located adjacent to fire exit doors and are not obstructed by displays, coats.
6.	<b>Electrical Equipment</b>	Wherever possible switch off any electrical equipment
7.	<b>Escape Routes</b>	Ensure all escape routes are clear of obstructions and signs are not damaged or obscured. Alternative escape routes should be known and used when the primary route is blocked.
8.	<b>Final Exit Doors</b>	Ensure all final exit doors can be opened and if necessary instruct pupils how to use any push bars, thumb turn locks.
9.	<b>Mandatory Fire Notices</b>	Ensure all fire doors are clearly signed "fire door keep shut"
10.	<b>Fire Safety Signs</b>	Ensure all fire safety signs are legible and correctly signpost emergency exit directions
11.	<b>Assembly Point</b>	Ensure you are aware of location. Carry out a head count of the pupils within your group/class. Inform the head teacher/responsible person if anyone is missing/unaccounted for. Then take register.
12.	<b>End of Day</b>	Switch off any electrical equipment, heaters etc. Ensure any waste has been disposed of safely. Windows are securely closed. Ensure all final exit doors and fire doors are closed.

#### In Addition - When the fire alarm sounds:

- Collect and wear a High visibility jacket
- Sweep towards your floor emergency exit
- **If possible**, turn off equipment, close doors/windows
- Check accessible rooms, and refuges
- Communicate the need to leave the building
- Report to the assembly area

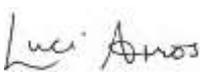


*Believe, Achieve, Succeed. In our hands we hold the future.*

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- Debrief meeting after fire drills or false alarm evacuations

Policy reviewed: March 2021

Signed: Responsible Person: 

Ratified by the Local Governing Body

Signed: Chair:



15/3/21