



Holbrook Primary School

Fire Safety Policy

Introduction

Preservation of life and protection from danger are fundamental to any working environment. It is essential, therefore, that daily routines are underpinned by an ongoing programme of risk assessment, monitoring and maintenance, and by emergency procedures that are appropriate to the variety of activities, people and circumstances that take place during any school day. It is the duty of each member of staff to contribute to school safety. Upon outbreak of fire **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 children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Prevention

The following measures will be taken in order to minimise the risks associated with fire:

- children will be made aware of the dangers of fire
- a summary of the emergency evacuation procedure will be displayed in each room
- fire drills will be practised once per term, one of which will be from assembly
- a day book and signing in system will be used to identify who is on site
- class registers will be kept up to date
- fire doors will be kept closed at all times
- exits will be kept free from obstruction
- nothing will be placed over, or hung from, electrical appliances
- all electrical appliances, including computers (not the server), will be shut down properly at the end of each day
- all electrical appliances will be tested regularly by a qualified electrician
- appropriate fire extinguishers will be available.

Holbrook Primary School has a 'No Smoking' policy on the school site

All staff will make it their responsibility to ensure:

- Fire doors are not be propped open

- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays above heaters are 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 switched off

The caretaker will lock the exits at night. Cleaners will check all rooms.

In addition:

- Amounts of flammable liquids and chemicals stored in school should be kept at a minimum and stored in locked cupboards
- Portable heaters should not be used in school without the Headteacher's permission.
- Staff should not bring in their own electrical equipment unless it has been checked by the qualified electrician carrying out the annual safety check.
- Waste must not be allowed to accumulate
- External waste storage should be away from any building

Fire Checks

The emergency lighting will be tested monthly by the caretaker and recorded in the logbook.

The fire alarm system will be tested weekly by the caretaker. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Fire extinguishers will be checked monthly and serviced annually.

Fire Drills

The fire safety evacuation procedure will be practised once per term, at different times of the day.

The headteacher will record the time taken to evacuate the building and the time taken to account for all persons. Any additional notes will be made so that future drills are more effective. Occasionally, an extra drill will be carried out if circumstances require, e.g. if pupils need to practise or if a significant number of new children joins the school between practices.

All drills will be recorded in the Fire log book.

Emergency Procedure

Whenever the alarm sounds the following evacuation procedures will be conducted in a manner appropriate to a genuine emergency.

- If fire is confirmed and beyond immediate control by extinguisher the fire brigade will be summoned.
- An uninterrupted bell will be used to initiate an emergency evacuation (including fire drill).
- All staff and pupils are required to leave the building by the nearest external door even if the reason for a continuous bell is known to be a drill.
- If the nearest door is blocked or if the fire is between pupils and the nearest exit route, the nearest safest route should be used.
- Children **should not** be made to form a line **before** leaving the building as this delays their exit
- Children and members of staff will leave their belongings, shut classroom doors after them and move quickly and quietly to the junior playground.
- Classes will line up in a single file. Teachers should conduct a count of the number of children present.
- Registers and the Day book will be brought to the playground by the Finance Officer or Admin Assistant.
- Teachers will conduct a roll call of children.
- Members of staff with no class to register and visitors will gather on the playground so that they can be identified as present.
- The headteacher will check that all adults and visitors are accounted for.
- At lunch or break times there is an increased emphasis on making a careful check of the school to ensure that everyone has been evacuated.
- At lunchtimes all available members of staff will be used to conduct roll calls.
- All pupils need to be reminded regularly that if they are out of the room at the time of a fire alarm they should leave the building by the nearest exit and proceed to the junior playground where they should await the arrival of their class.
- **Real fire emergency only.** The headteacher will identify the source of the fire.
- The Finance officer will ring 999, if necessary before taking the registers to the playground.

The accurate registration of pupils at morning and afternoon registration is essential for a register check in a real life situation to be reliable. Particular attention should be paid to the accurate recording of 'lates', medical or other appointments. The Day book should be consulted to check if pupils have gone home because of illness.

Pupils with special education needs or issues of accessibility will have any specific needs for fire safety considered in an educational or care plan.

Use of Fire Extinguisher

This should not be attempted if there is a risk of injury to the person using the extinguisher. Members of staff should only consider fighting a fire after they have evacuated any pupils in their charge and raised the alarm. They must inform another adult of their intention to fight the fire and should have received training in the correct use of fire extinguishers.

No member of staff will be required to take fire extinguisher training if they do not want to.

Accessibility Issues

In line with the Disability Equality Duty evacuation procedures will be kept under review and amended to suit the needs of any member of staff, pupil or visitor who is especially at risk in a case of fire. Advance plans will be made for their safe evacuation.

Community Use

In the interests of security and energy conservation, only those parts of the school in use are unlocked. Users must be aware of the means of escape available. This information will be given at the time of booking.

Fire safety posters will be on display in all rooms hired out to community groups.

Building Contractors

Risks are anticipated through discussion with contractors. Arrangements are made to monitor escape routes and to prevent obstruction. Where obstruction is essential alternative arrangements are made. All workmen report to the school office. A copy of the 'Rules for Contractors' is given to all contractors working on site, a section of which explains the fire evacuation process and assembly point.

Conclusion

This policy will be reviewed in line with the governing body's schedule of policy review. It should be considered alongside other relevant policy statements, in particular: Health and Safety Policy, No Smoking Policy and the Disability Equality Duty (including the Accessibility Plan).