

# Rushwick C of E Primary School

## *Ask, Seek, Knock*

*Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. Matthew 7:7.*

# Fire Safety Policy

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Last reviewed on: December 2023

Next review due by: Summer 2025

## **FIRE SAFETY POLICY and PROCEDURES**

### **1. Aims and objective**

- 1.1. The aim of this policy is to state how Rushwick CE Primary School deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about.
- 1.2. To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire.
- 1.3. To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- 1.4. To have a means by which fire and rescue services required to enter the building during a fire, can quickly, safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.
- 1.5. Our over-arching objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the schools, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings.
- 1.6. In order to do so we will comply with the appropriate legislation by:
  - Identifying the fire hazards
  - Identifying who is at risk from each fire hazard
  - Evaluating if existing control measures reduce risk to adequate levels
  - Determining what additional measures are required, in particular;
  - Means of escape
  - Means of detection and giving warning in case of fire
  - Means of fighting the fire
  - Planning, Training and Maintenance

### **2. Arrangements**

The following arrangements and activities are in place in order to meet the above policy requirements:

- 2.1. A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls carried out by an external fire risk assessment.
- 2.2. Clearly defined Fire Evacuation Procedures ensuring all persons with responsibilities clearly understand their duties
- 2.3. A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- 2.4. Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it. Serviced annually in accordance with relevant standards.
- 2.5. Fire detection systems are appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke. Devices are tested annually.
- 2.6. A fire alarm system by which the entire organisation can be alerted to the outbreak of any fire, with appropriate call points at each exit point
- 2.7. Signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- 2.8. Warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- 2.9. A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner.
- 2.10. A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc.
- 2.11. A system of monthly testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power; battery run function 1hr test every 6 months and 3hr function test annually.
- 2.12. A ramp is available for visitors, pupils or staff who require the use of a wheelchair. The school will put a

- Personal Emergency Evacuation Plan (PEEP) in place for any person who is mobility or who may need one for any other reason.
- 2.13. Fire drills at least every half term involving all personnel on the premises to ensure the safe and swift evacuation to the designated Fire Assembly Point.
  - 2.14. A system of reporting on and reviewing fire drills to ensure the detailed instructions in the Fire Evacuation Procedure remain relevant and accurate.
  - 2.15. A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher.
  - 2.16. The school has a no smoking policy on the premises to significantly reduce the risk of a fire starting from non-extinguished cigarette ends.
  - 2.17. PAT testing of all portable electrical appliances to significantly reduce the risk of fire from electrical faults is carried out annually.
  - 2.18. Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches is undertaken every 5 years and whenever a new installation is added.
  - 2.19. A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated secure area to prevent arson to the building.
  - 2.20. The provision of appropriate storage cabinets in order to store any materials and substances that are known to be flammable.
  - 2.21. A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide by using the school visitor book & fire register kept in reception.
  - 2.22. An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide, including showing them escape routes and final exit doors.
  - 2.23. The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas are to be included.
  - 2.24. Annual record of gas appliance servicing.
- 3. Staff Responsibilities**
- 3.1. There are trained and designated people to act as Fire Wardens within the school.
- All staff have the following responsibilities**
- 3.2. Take responsibility for any pupils and students in their charge at the time of any fire or emergency and ensure they are safely guided out to the pre-designated assembly point.
  - 3.3. Keep all fire exit routes clear and free from obstacles and waste materials.
  - 3.4. Not to restrict access to or reduce vision of any mounted fire extinguishers.
  - 3.5. Not to prop fire doors open, unless fitted with an automatic closer device linked to the fire alarm
  - 3.6. Fully co-operate in any evacuation drills
  - 3.7. Store all flammable substances and materials in appropriate locations after use
  - 3.8. Not to create fire hazards by overloading plug sockets and using multiple extension leads (daisy chaining)
  - 3.9. Ensure any visitors and contractors in their charge are made aware of fire safety procedures.
  - 3.10. Ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
  - 3.11. Take note and comply with all signs posted around the premises
  - 3.12. Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity to the Estates team.
  - 3.13. To ensure safe access and egress to and from the premises
- 4. Training and Prevention Methods**
- 4.1. Training in the safe and speedy emergency evacuation procedures is given to all staff and pupils of Rushwick CE Primary School through regular fire drills.
  - 4.2. All staff will be trained annually in the basics of fire prevention and precautions through an online training system.
  - 4.3. All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, pupils and other employees. They also have a duty to visitors, parent helpers and contractors.
- 5. Practice Drills**

- 5.1. Emergency drills will be carried out at least once a term and, in particular, at the beginning of the academic year, so that all staff, pupils and helpers (particularly if new to the school) are aware of the procedures. When new members of staff arrive at school or when temporary or supply teachers and non-teaching staff are appointed they should be instructed in the emergency procedure by those staff responsible for induction training. This should take place as soon as possible after their arrival at the school.
- 5.2. The designated Fire Warden, in conjunction with the Senior Leadership Team and Site Caretaker, will instigate emergency drills – other staff may not be told in advance of planned drills. However, the person who is responsible for calling the emergency services will always be aware that an emergency drill is to take place so that the emergency services are not alerted unnecessarily. Emergency drills should be carried out at different times of the day so that pupils are aware of the different exit routes from the different parts of the school.
- 5.3. The time taken to evacuate the building is recorded for all drills along with the “Total Evacuation Time”, which is the time from the sounding of the alarm until all persons are accounted for. These times are evaluated following each drill and measures are taken to address the reasons for any delay.
- 5.4. The Fire Log is completed following each evacuation. The "Action Taken or Required" column is used in conjunction with the school's maintenance programme to record those faults which are discovered during the emergency drill.

## 6. Evacuation Notices

- 6.1. Fire Evacuation Notices are strategically positioned to aid in an emergency evacuation. All notices are checked as part of any health and safety check. It is the responsibility of the School Caretaker and Senior Leadership Team, alongside the Fire Warden, to install and maintain these notices.

## 7. Fire Fighting Equipment

### 7.1. Maintenance

- 7.1.1. Any faults should be reported to caretaking staff and the school office so that extinguishers can be serviced immediately. Any maintenance required should only be carried out by a person who is qualified to British Approvals for Fire Equipment (BAFE) standards.
- 7.1.2. Each fire extinguisher is examined by the caretaker once a month to ensure that:
  - it is in the correct position
  - it is fully charged
  - the accidental discharge mechanism is intact
  - Appropriate fire extinguisher identification and usage signage is in place

### 7.2. Colour Coding

- 7.2.1. The School meets BS EN3, Specification for Portable Fire Extinguishers, which recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishing medium.

- Red = Water
- Cream = Foam
- Blue = Dry Powder
- Black = Carbon Dioxide (CO<sub>2</sub>)

- 7.2.2. The table below describes the type of fire extinguisher required to deal with the various classes of fire.

Class of Fire	Water	Foam	CO <sub>2</sub>	Dry Powder
Wood, paper, cloth, etc.	Most suitable	Only suitable on small surface fires	Only suitable on small surface fires	Only suitable on small surface fires
Liquids, fats, petrol, oil, etc.	<b>Unsuitable</b>	Most suitable, especially for fats	Suitable where contamination must be avoided	Most suitable

Electrical	<b>Unsuitable and dangerous</b>	<b>Unsuitable and dangerous</b>	Suitable	Suitable
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7.2.3. Portable fire-fighting equipment, where practicable, is securely fixed to a wall with the carrying handles approximately 1m from floor level.

7.2.4. Persons who need to use a fire extinguisher do not have to travel more than 30m in any direction to locate one.

### 7.3. Fire Blankets

7.3.1. Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire.

7.3.2. Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Blankets are positioned adjacent to the fire extinguishers where needed.

## 8. **Fire Alarm System**

8.1. There are fire alarm detection systems installed throughout the school's buildings. These have the facility to be manually operated by actuating a "Fire Call Point" situated in passageways and landings throughout the buildings.

8.2. This Control Panel is "Addressed" which will tell the Fire Service the location of the actuation (if possible, it is important if operating a manual call point to do so close to the fire).

8.3. Once operated, the fire alarm must **only** be reset by the Fire Service or qualified person.

8.4. The Fire Alarm will be sounded on a regular basis within one of the school buildings using a different manual call point each time. This will take place both during and outside school hours to familiarise building occupants with the sound of the alarm.

8.5. These tests are recorded in the Fire Log test sheets along with any defects found or reported by staff or pupils. Any defects affecting operational use are dealt with immediately by a competent qualified engineer. School office and maintenance staff are responsible for informing all persons using school premises when work is being carried out on the fire alarm system.

## 9. **Suspected Gas Leak**

9.1. Anyone who smells gas or believes that there is a gas leak on the premises, or in the near vicinity, should report this fact immediately to the school office.

### Do (if safe to do so)

- extinguish all naked flames
- turn off all gas appliances and sources
- open all windows Do

### not

- operate any electrical switches or mobile phones
- use a naked flame to search

9.2. The school caretaker or office staff, if safe to do so, will shut off the gas supply at the incoming meter.

### **Fire Evacuation Procedure:**

#### **Action to be taken upon discovering a fire:**

- Break the nearest fire point glass
- Alert Fire Warden and/or office staff
- Office staff call Fire brigade

#### **How people will be warned if there is a fire.**

- A continuous bell will ring

#### **How evacuation should take place of all occupants:**

Upon hearing the fire bell;

- Each class and all staff and visitors leave by the nearest fire exit – all rooms have marked fire exits and staff must make themselves aware of these
- Walk calmly and in an orderly fashion
- Office staff check the records of visitors
- Teachers and support staff count children in class
- Office staff to give session absence report to each class teacher
- If all present, hand in the air and the class attendance card

**Assembly point:**

- In class lines alongside the fence adjacent to Pre-School

**Identification of escape routes:**

- Fire doors and stickers located in each classroom

**Fire-fighting equipment use:**

- Staff **should not** use any fire fighting equipment unless they are trained
- Online training covers the use of different types of fire equipment

**Duties and responsibilities of all staff, including co-ordination:**

- Fire warden/s coordinate/s and check/s building, ensuring doors are closed
- Office – takes a session absence report
- Visitor sign in system check
- Fire warden writes up evacuation notes and records relevant information in fire logbook

**Evacuation of people especially at risk (disabled, elderly, young, public, contractors, visitors).**

- Personal Evacuation plans (PEEP) are written from those who require them
- Visitors and contractors are given fire information when signing into school

**High-fire-risk areas.**

- Boiler Room
- Recycling bins in classroom
- Displays
- Paper
- Corridors
- Staff Room
- Office
- Classroom equipment

**Contacting and liaising with the Fire Service upon their arrival:**

- Contact made by school office staff
- On arrival to liaise with fire warden

**Staff fire safety training and review:**

- Online – annually for all staff
- Additional training for Fire Wardens