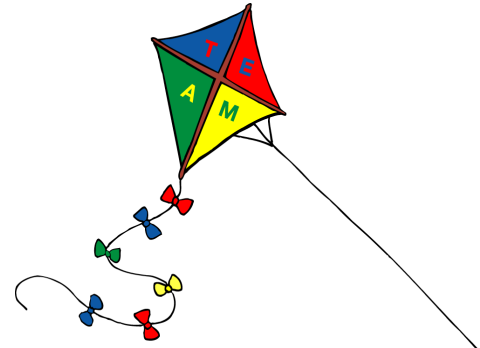


Twyford St. Mary's C of E Primary

Fire Safety Policy 23-24



Policy Statement

The Headteacher understands and accepts the legal obligations in respect of fire safety and, in accordance with Hampshire Fire & Rescue and Hampshire County Council Guidance, will provide as far as is reasonably practicable, an environment safe from fire for children, staff and visitors who may be in or near the building. In this respect, suitable, sufficient and risk appropriate Fire Precautions and Management Systems will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

1 Introduction

This policy has been developed following completion of a Fire Management Plan (Appendix A) and risk assessment required under the Fire Precautions (Workplace) Regulations. The plan specifies the action staff and other people need to take in the event of a fire. It covers all operational phases of the school.

2 Fire risk rating

The fire risk rating of the school is **low**, except on the upper floor of the old house which has a **high** fire risk rating. The rating applies to all operational phases i.e. term time, holiday periods and during the evenings.

3 Alarm System

Type: Electric break – glass located as per attached plan, with bell sounders.

Maintenance: Service contract with **Premier**

Routine Testing: Call points are tested weekly. Each call point tested twice per term.

4 Fire Extinguishers

Located as per attached plan. Serviced annually by a contractor.

5 Means of escape and emergency exits

Emergency exits are shown on the attached plan.

Adequate means of escape depending on levels of risk will be available in all operational phases. When the school is in session the designated exits can be opened from the inside without the use of a key.

At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

6 **Evacuation Procedures**

See Appendix A and Emergency Response Plan

7 **People with special needs**

Discussions will be held with people with special needs to see how their individual needs can be met. Each individual will be assessed to see if a PEEP (Personal Emergency Evacuation Plan) is needed.

8 **Contractors**

The Headteacher supported by the Administrative Officers will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the school or LA.

9 **Staff Training**

Staff will be trained in fire safety procedures as follows:

- by provision and discussion of written information
- by carrying out a fire drill each term
- as part of induction procedures

The areas to be covered by training will include:

- action to take on discovering a fire
- how to raise the alarm and what happens when this is raised
- action to take upon hearing the fire alarm
- procedure for alerting children and others including directing them to exits
- arrangements for calling the fire brigade
- the evacuation procedures for everyone to reach an assembly point at a safe place
- location and, when appropriate, the use of fire-fighting equipment* (see below)
- location of the escape routes, especially those not in regular use
- how to open all escape doors, including the use of any emergency fastenings
- importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- the importance of general fire safety and good housekeeping.

10 **Records and Monitoring**

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. These will be monitored by the Headteacher once a term.

11 **Review**

The Fire Managements plan will be reviewed following termly fire drills and if changes in layout or use of building are made.

The policy will be reviewed Annually.

Approved by Governors: Spring 2023

Review by Governors: Spring 2024

**Appendix A:
Twyford St. Mary's C of E Primary School
Fire Management Plan**

1 PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, the building will be evacuated without delay.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.

On hearing the fire alarm the Headteacher will call the Fire and Rescue Service.

2 ASSEMBLY POINTS

The assembly point is on the top playground, clearly indicated on the furthest wall.

3 EVACUATION MANAGEMENT

EVACUATION MANAGER

The Senior Administration Officer will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER

The Headteacher will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager and Fire Service Reception Marshal.

FIRE SERVICE RECEPTION MARSHAL

The Senior Administration Manager will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and information them of any updated information relating unaccounted persons.

FIRE MARSHAL ROLES

Teachers will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

The Headteacher, the Senior Administrative Officer and a KS1 LSA will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

4 VISITORS, CONTRACTORS AND SPECIAL NEEDS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff or pupils who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a “personal emergency evacuation plan”, which will identify the needs and support actions necessary and details of that support.

5 FIRE FIGHTING ARRANGEMENTS

For the vast majority of staff the basic level of training will be suitable in providing an appropriate level of competence to reactively use extinguishers. This should cover:

- Watching a suitable training video or working through the Fire Safety Induction Course.

- Being introduced to the type of extinguishers used in their premises.
- Being advised how to assess a situation is safe enough to use extinguishers on and when it is not.

Generally with the exception of reactive firefighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.

Commence or continue extinguishing a fire if visibility is deteriorating.

Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6 FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

7 EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

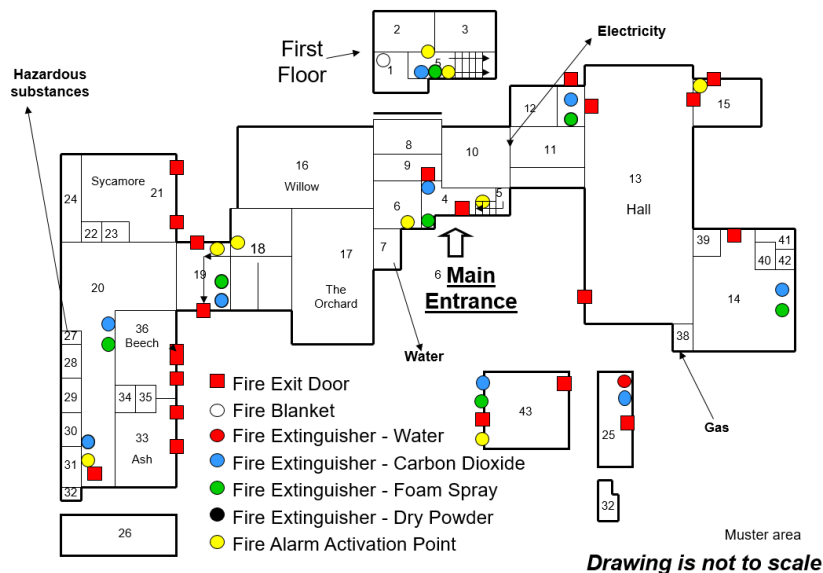
The asbestos register (or copy).

A drawing of the premises indicating:

- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls.

Appendix B:
 Twyford St Mary's C of E Primary School
 Building Plan

Twyford St Mary's C of E Primary School
Fire Extinguishers and Emergency Exit Doors 2023-24



Twyford St Mary's C of E Primary School

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Kitchen 2. Group Work Room 3. Staff Room 4. Entrance Hall 5. Hall and Stair way to Kitchen 6. SEN Work Room 7. SEN Walk in Cupboard 8. Headteacher's Office 9. Gallery Corridor 10. Admin Office 11. Photocopier Room 12. Staff Toilet 13. Main School Hall 14. School Kitchen 15. Cloakroom / Toilets - Hall 16. Classroom – Willow 17. Classroom –The Orchard 18. Cloakroom/ toilet area 19. Link 20. ICT / Library Area 21. Classroom – Sycamore 22. Cupboard 23. Cupboard | <ol style="list-style-type: none"> 24. Long Cupboard 25. Treehouse outdoor classroom 26. Shelter 27. Caretaker Cupboard 28. Disabled / Staff Toilet 29. Boys Toilet 30. Girls Toilet 31. Reception Toilets 32. Boiler House (New Building) 33. Ash Class 34. Cupboard 35. Cupboard 36. Beech Classroom 37. Boiler House (Old Building) 38. Gas Cupboard (external) 39. Store cupboard – kitchen 40. Cloak room – Kitchen 41. Kitchen Staff Toilet 42. Hatched Store Area 43. Temporary Classroom- Yew |
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