



Nether Kellet Primary School

Fire Safety Policy

Aim

It is the overall aim of Nether Kellet CP School to minimise the risk of fire for all employees, pupils, contractors and visitors. This will be achieved by ensuring precautions are taken to avoid the occurrence of fire and by ensuring that appropriate control measures and procedures are in place.

Competent Person - Fire Safety

The head is the Competent Person (Fire) for the school and will manage fire safety matters on behalf of the Responsible Person (as defined by the Fire Safety Order 2005). She will co-ordinate the implementation of fire safety measures, ensure that staff fire training takes place and monitor the standard of fire precautions provided. She will also ensure that a fire evacuation drill is undertaken each term; that fire action notices are kept up to date and that fire safety equipment is properly maintained.

The School Fire Procedure

Notices detailing the school fire procedure will be displayed at each fire alarm call point.

Responsibility of all School Staff

Staff are responsible for maintaining a high standard of fire precautions in the areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are familiar with the fire procedure.

Fire Training and Evacuation Drills

Fire training will be provided on induction and by annual refresher for all staff. They will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, final exits and assembly points. A fire evacuation drill will be undertaken at least once per term. The Competent Person (Fire) will ensure this instruction is given in accordance with the checklist in Appendix A.

The head will ensure that all fire safety records are maintained and are available for inspection by the enforcement authority.

The head will provide a written report to the head teacher each term, which will be included in the periodic report to the Governing Body.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by contractors. However, the school will carry out the following additional tests on the systems and precautions:

Fire Alarm

Daily - Visual check of panel for fault indications.

Weekly - Test key operation of different call point each week in rotation.

Automatic door holders and closers connected to the fire alarm - check weekly with the fire alarm. Confirmation that doors release and close with the operation of the fire alarm.

Emergency Lighting

Monthly - Operation of test switch or circuit breaker and check that light illuminates.

Fire extinguishers, hose reels, fire blankets etc

Weekly - Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.

Fire Doors

Weekly - Check that doors are closing fully and, where fitted, latches are operating.

Fire Exit Doors

Weekly - Check that doors are opening freely and that emergency exit fittings are operating correctly.

Corridors, Escape Routes and Fire Exit Doors

Daily - Check exit doors are unlocked and that escape routes are free of obstruction.

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

Calling the Fire and Rescue Service.

The fire service will be called on any confirmed outbreak of fire. The school secretary is responsible for calling the fire service when the alarm is sounded or, in the school secretary's absence, the head or their deputy. Where the alarm is raised the school secretary will call the fire service if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Service

The head will ensure that one member of staff is available to meet the fire service on arrival and in their absence there is a member of staff to deputise for them.

Events Out of School Hours / External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the head is consulted and appropriate

precautions including arrangements for evacuation and calling the fire service are put in place.

The head may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met. (Appendix B)

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the Competent Person (Fire):

Fire alarm tests

Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.

Emergency lighting tests

Date of test, numbers or locations of lights tested and whether test was satisfactory. Free operation of fire exit doors List of all exit doors checked, date of check and results. Correct operation of self closing fire doors List of all doors checked, date of check and results.

Fire evacuation drill

Date of drill, details of exits obstructed and time taken to evacuate.

Fire safety training

Type of fire training - induction/refresher, names of those who attended, name of instructor and duration of training.

Training and Information

All employees shall be provided with adequate fire safety information and training.

Induction Training

As part of their induction training, the line manager shall provide new employees on the day on which they commence work with information (emergency plan) on the fire safety and emergency evacuation arrangements that apply to their workplace.

This information shall include: -

- what to do if they discover a fire or hear the fire alarm, what the fire alarm sounds like, means of raising the alarm, locations of nearest fire alarm call point and nearest fire extinguisher;
- showing them the fire evacuation routes, emergency exits, means of operating any exit devices such as panic bars, and the fire assembly point;
- an explanation of the reporting arrangements in the event of a fire or drill including the name of the person he/she reports to at the assembly point and the name of the person designated chief fire marshal responsible for the evacuation of the premises;

- an explanation of the importance of keeping fire doors shut, escape routes clear of combustible materials, and good housekeeping etc. as detailed in duties of employees.

Refresher training

Managers shall bring to the attention of employees a copy of the emergency plan detailing the evacuation procedures for the premises. They must ensure that employees under their control comply with the emergency fire evacuation procedures and fire precautions. Fire instruction notices shall be prominently displayed.

Visitors and Contractors

Appropriate arrangements shall be made to ensure that visitors and contractors are logged in and out of the premises by entering their names in the visitor's book.

In the event of a fire evacuation the person hosting the visitors are responsible for escorting them to the fire assembly area.

Contractors shall be provided with fire evacuation procedure information before they start work on site.

In the case of shared accommodation, fire safety and emergency evacuation arrangements must be co-ordinated and information exchanged or produced jointly with the other occupiers.

Contractors – Hot work

Contractors shall not commence any 'hot' work unless suitable and sufficient method statements, risk assessments and control measures to the satisfaction of the head are in place. 'Permits to work' may be issued as appropriate. (See Appendix D)

Appendix A

Checklist for First Day Induction - Fire Safety Instructions

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

Show them the location of the fire alarm call points and describe the way they operate.

Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.

Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.

Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.

Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Guidance documents:

HM Government Guide. Fire safety Risk Assessment - Educational Premises
<http://www.communities.gov.uk/documents/fire/pdf/150865.pdf>

The Regulatory Reform (Fire Safety) Order 2005
<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

Appendix B

Checklist for persons hiring the school premises

Take the hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.

Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.

Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.

Show the hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Explain how to contact the fire service (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of the location of school.

HOT WORK PERMIT

**For BLOWLAMPS, CUTTING & WELDING or other HEAT
PRODUCING EQUIPMENT**

IMPORTANT:

Precautions on page two must be adhered to without fail

DATE:.....
.....

BUILDING: FLOOR:
.....

DEPT:

WORK
INVOLVED:.....

.....
.....

.....
.....

.....

The location where this work is to be done has been examined,
necessary precautions (as per page 2) taken and permission has
been granted for this work.

This Permit Expires
.....

Time CommencedCompleted
.....

Signed.....
.....

(Individual responsible for authorising hot work)

FINAL CHECK-UP

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on the other side of walls), were inspected 30 and 60 minutes after the work was completed and were found fire-safe.

Signed.....
.....

Supervisor

PREVENT FIRES

Prior to approving any hot work the fire safety Supervisor or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire.

Check each item carefully

PRECAUTIONS

- Sprinklers and other Fire Fighting Systems and Equipment in service where possible
- Hot Work Equipment is in good condition
- Gas containers/flammable liquid containers to be changed/filled in the open

WITHIN 15 METRES OF WORK

- Floors swept clean of combustibles and wetted down or covered with non combustible material where necessary
- Combustible materials, hazardous or flammable liquids have been removed or are protected with non combustible curtains or sheets
- Non-combustible covers suspended beneath work to collect sparks

WORK ON WALLS OR CEILINGS

- Any combustible material has been protected against sparks or heat
- Combustibles moved away from other side of walls and away from metal through which heat can be transferred

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust
- Containers purged of flammable liquids and vapours

FIRE WATCH

- To be provided during and 30 minutes after operation
- Supplied with extinguishers and/or hose reel
- Trained in use of fire fighting equipment and in sounding the fire alarm

FINAL CHECK UP

- To be made 60 minutes after completion of any operation

Signed.....(Supervisor)