



# **St. John' Angell Town C of E Primary School**

## **POLICY STATEMENT**

### **- FIRE POLICY -**

-  
-  
-

- "Learning to make the world a better place"

<b>Reviewed</b>	<b>Spring 2016</b>
<b>Next Review</b>	<b>Autumn 2018</b>

# FIRE POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

## **RESPONSIBLE PERSONS: Headteacher / Premises Officer**

The primary function of the named persons is to assess the fire risks as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported

### **The Policy:**

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- 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.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

### **The Arrangements:**

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

- A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls
- A check list monitoring system, used on a regular basis, to ensure that standards do not decline on a day-to-day basis
- A reporting system that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- 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
- Fire detection systems, such as smoke alarms, appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke
- 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
- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- Various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked
- A system of regular testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- 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

A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power

- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety
- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
- A smoking policy (under a separate heading) to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches
- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- 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
- 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
- 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, such as chemical laboratories, gas cylinder locations etc are included.
- The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.
- Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Officer.
- Self-closing fire doors provided in the school to delay the spread of fire and smoke must not be wedged or left open. Such doors are labelled “fire door keep shut”.
- The Fire Safety Manager (Premises Officer) holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

### **Responsibilities:**

All staff have the following responsibilities:

- Take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point
- Keep all fire exit routes clear and free from obstacles and waste materials
- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- Fully co-operate in any evacuation drills
- Store all flammable substances and materials in appropriate locations after use

- Avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- 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
- Take note and comply with all signs posted around the premises
- Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.
- Scanning in and out as they enter and exit the building. This includes leaving and returning for lunch and leave and returning from school trips. Staff must also use the signing in and out forms when needing to scan more than four times in one day.
- To ensure that all visitors sign in the appropriate visitors books and signing in pages and wear a visitors badge visible at all times.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in the use of fire extinguishers
- All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation.