

Fire Safety Policy

ISP School Battle



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The Head teacher of ISP School, Battle is responsible for the fire safety precautions on its site. The Head Teacher must ensure that fire precautions at our school comply with all relevant health and safety legislation.

The safety of all children, visitors and staff at our school is paramount. The head teacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

1. Staff Responsibilities and Training

Information and training will be provided by the Head teacher to **all** adults on the action necessary when a fire is discovered, (new adults will receive training as part of the induction process):

- Raising the alarm;
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to all adults once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All adults will effectively be considered 'Fire Marshals' during the course of an evacuation.

2. Protective Equipment – Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

Only adults who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained adults if the fire is minor and can be tackled without putting those adults at risk.

3. Inspection Procedures / Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety Policy, (which is on the Q Drive). Any defects or shortcomings should be brought to the attention of the Head Teacher who will ensure the arrangements for replacement or replenishment.

The Head Teacher and Governor responsible for health and safety in our school will complete a **fire risk assessment with a relevant professional** and review annually. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students

is admitted to the school. A record must be kept of the results of these tests and which members of staff attended them.

The Head Teacher or **the Caretaker** will undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the Head Teacher or **the Caretaker** as follows:–

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Health and Safety Officer: Faye Shaw or other nominated persons who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded on each extinguisher.

4. The Evacuation Procedure

Every occupied room will have a fire action notice.

A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed.

The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises
3. Call the fire brigade (to ensure that they have been called automatically)
4. Report to the assembly point
5. Tackle the fire (if it is safe to do so)
6. Procedures for liaison with the fire brigade

4.1 Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

*The alarm is tested weekly by the **Caretaker** or a designated representative who will activate a different call point each week and log any faults, reporting any defects to Faye Shaw.*

4.2 Evacuation of premises – On hearing the alarm children will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises.

- Teaching Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.

- The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

4.3 Calling the fire brigade – All outbreaks of fire are automatically reported to the fire brigade.

4.4 Report to assembly point – The designated assembly point is the ground floor bottom car park. All staff and students to line up on the hard surface car park. At the assembly point classes will line up in year group order. The Head Teacher or administrator will take the registers to the assembly point and distribute them to the person responsible for the tutor group. The Administrator will also check the visitors present against the visitor's register and staff signing in register.

Call the roll – The Head Teacher will immediately call the register and show that 'all are present' by raising the register in the air.

4.5 Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

4.6 Duties and Identities of employees with specific responsibilities

Head Teacher – On hearing the alarm will ensure building evacuated

Class Teachers have the responsibility for ensuring their children reach the fire assembly point. When all students in their specific group have been accounted for, they should confirm that their group is present and correct.

The Administrator – On hearing the alarm they should collect all class registers and the visitor's book and take them to the assembly point.

Head Teacher – At the assembly point will liaise with the class teachers/PEGS/fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

The Head Teacher will maintain two way communication with those staff responsible for escorting disabled students/staff or visitors to refuge areas on the first and second floor prior to their evacuation from the building.

4.7 Procedures for liaison with the fire brigade -The Head Teacher will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

4.8 Evacuation of disabled persons – student, staff or visitor

The Head teacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted to the assembly point.

Personal Emergency Evacuation Plans will be developed by the Head Teacher in consultation with individual students and staff. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person eg ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the student or staff member to the safe area (refuge) or assembly point.

The identified staff/escorts will be provided with communications equipment, walkie-talkies, in order to establish two way communications with the Head Teacher during the course of an evacuation.

In the case of less disabled persons once the initial surge of evacuating persons has passed its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Head Teacher should be made aware of any difficulty being encountered.

4.9 Fire Evacuation Log Book:

is located in the main lobby.

Any Fire alarm activations or servicing are recorded in the Fire Log Book.

4.10 Out of hours use

Open evenings etc., taking place outside normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape from the building.

5. Fire Alarm System

5.1 Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

5.2 Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

5.3 Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

5.4 Fire Extinguishers

All fire fighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturers requirements.

It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

5.5 Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

5.6 Emergency Lighting

The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.

5.7 Fixed firefighting equipment (sprinklers) and smoke detection equipment

These installations vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.

6. Further Information

Fire Precautions Act 1971 (1971 C.40)

Fire Precautions (Workplace) Regulations 1997

Fire Safety at Work (HMSO) 1989 – ISBN: 0 11 3409052

Fire Precautions Register (Greater Manchester County Fire Service) – Reference FP GEN 19.