

COALWAY COMMUNITY INFANT SCHOOL

FIRE SAFETY POLICY



Review date: Feb 2024

Review

This policy will be reviewed annually.

Date of policy: Feb 2024

Next Review date: Feb 2025

S. St. Johns

Signed:

Date: 31st January, 2024

Chair of Governors:

Aim

It is the overall aim of Coalway Community Infant School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment Officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. **See appendix 1.**

Persons responsible for fire safety

Responsible Person	Mrs Hayley Alliston
Competent person	Mrs Roz Edwards / Mrs Deb Cornes
Fire safety training, induction and revision	Mrs Hayley Alliston
Fire risk assessments	Mrs Hayley Alliston / Mrs Roz Edwards
Fire drills	Mrs Hayley Alliston / Mrs Roz Edwards / Mrs Deb Cornes
Updating of log book / recording	Mrs Roz Edwards
Checks on call points	Mrs Roz Edwards
Checks on emergency lighting	Mrs Roz Edwards
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Mrs Hayley Alliston/ Mrs Roz Edwards
Fire Wardens	All class teachers
Head Fire Warden	Mrs Hayley Alliston

Fire safety training

Appropriate, specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have internal training annually during the month of September. This will include:

- Understanding the emergency plan / fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All supply staff to be given fire procedure information.
- New staff to be taken through annual training schedule.

All records of training to be recorded in Fire Safety Log Book located in the Office.

Fire Risk Assessment appraisal

Fire Risk Assessments should be carried out annually by the Nominated persons.

This will follow the structure of the County Council's Fire Risk Assessment Audit.

Future risk assessment reviews may alternatively be carried out by the Local Authority Fire Risk Assessment Officer, as decided by the school.

All issues that present a fire risk to be actioned as per the priority rating - where this is not possible a mitigating statement should be written into the assessment according to the school's health and safety procedures. In any case the action should always be completed to demonstrate and provide evidence to an enforcement officer.

Evacuation Drills

The procedure for emergency evacuation (**appendix 1**) is displayed by each fire alarm call point. **See appendix 2 for plan of where call points are situated.**

The main alarm indicator panel is situated in the entrance foyer by the School Office. Fire drills are executed by the nominated persons via this panel.

Evacuation drills should be carried out at a minimum 6 monthly.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff	Fire Wardens (each class teacher) and Head Warden	Most senior person in section
Collection of registers and visitor signing ipad	Class teacher	Cover teacher
Collection of school cordless phone	Administrator	Administrator
Checking of toilets (all areas)	Fire Warden (all class teachers)	n/a
Checking rooms	Fire Warden	n/a

Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Head warden	Next in charge

In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible.

Each class teacher will immediately do a head count and call the register. Absentees will immediately be reported to the Head warden/nominated person.

Fire Doors and exits

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. (Guidelines state 2 $\frac{1}{2}$ minutes per storey of a normal risk building). All persons will receive immediate feedback on the success of the evacuation at the assembly point.

As part of Health and Safety monitoring, the Responsible/Competent persons and Governors' Resource Committee/ Health & Safety Link Governor will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in appendix 2.

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting - Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting - discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours. Carried out by Dan Adams Electrical.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual (5-yearly)	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the Office.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service. (A Generic Emergency Evacuation Plan (GEEP) may be written for groups that share similar disabilities or where the evacuation methodology is the same). The evacuation of special needs persons is also included in the site emergency plan.

Fire Procedure

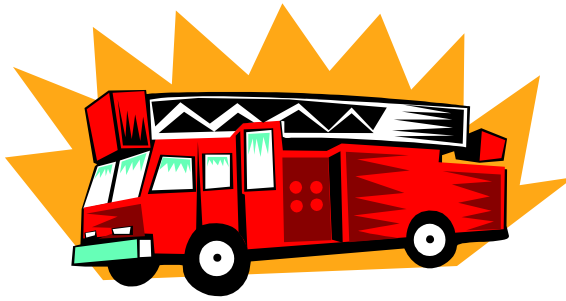
In accordance with the fire procedure, a fire plan has been devised. **See appendix 3.**

This policy was written by the Responsible person and the competent person and adopted by the Governing Board.

It will be revisited annually according to legal requirements.

Appendices

Appendix 1	Evacuation Procedure
Appendix 2	Plan of call points
Appendix 2	Plan of fire extinguisher location
Appendix 3	Fire Plan
Appendix 4	General Fire Safety Information for Staff



Fire Procedure at Coalway Community Infant School

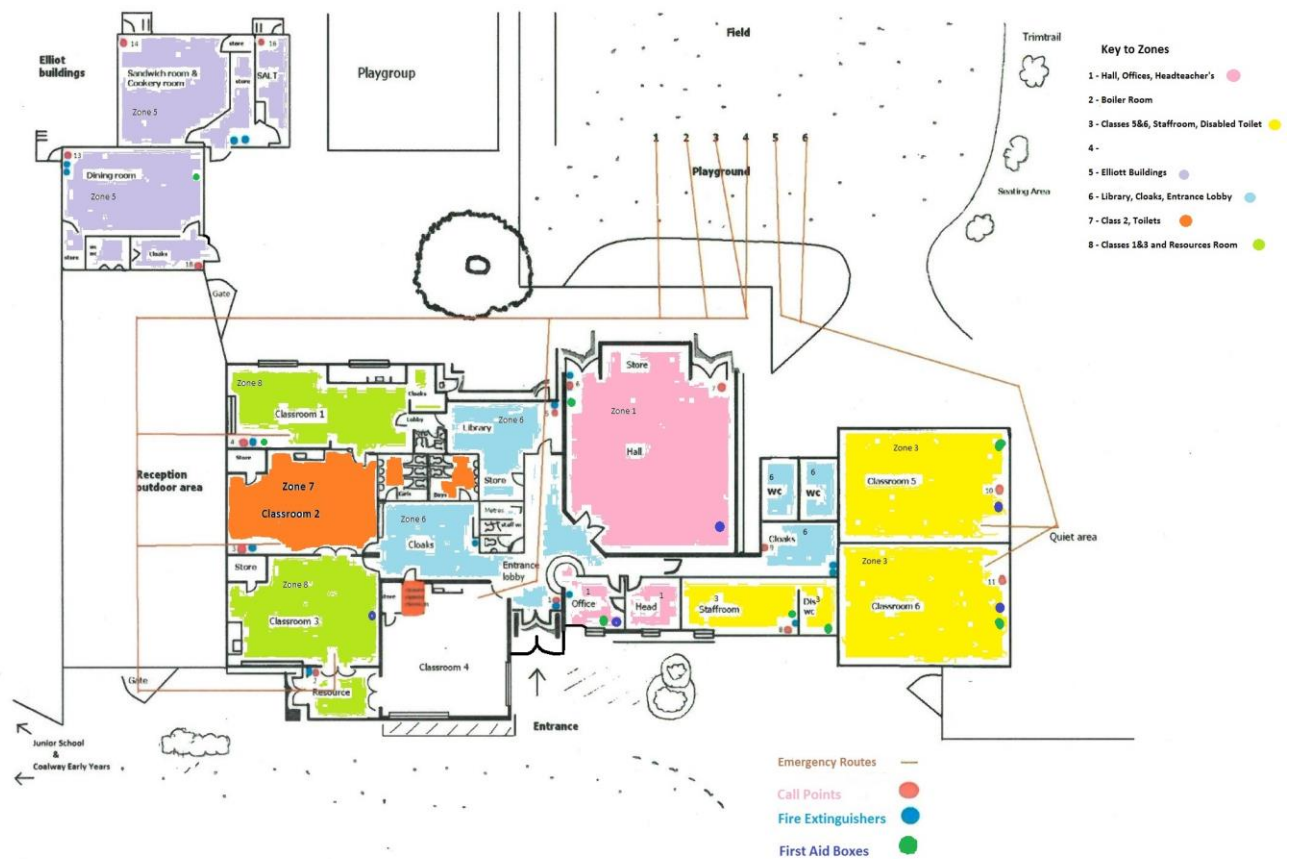
In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed.

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The signal will be given by the person who discovers the fire.
- c) Numerous alarm call points are situated in, or in close proximity to, each room.
- d) Mrs Alliston/ Mrs Cornes / Mrs Edwards will be responsible for summoning the Fire or other necessary services.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.

STAFF TO REMOVE WEDGES AND CLOSE ALL FIRE DOORS IN CLASSROOM AS THEY EXIT

- f) The Office Administrator will be responsible for taking the registers to the assembly point.
- g) Fire Wardens (each Class Teacher) and the Head Warden will ensure that the main buildings are empty.
- h) The Office Administrator will take responsibility for taking a means of communicating (mobile phone).
- i) In general all staff will meet at the assembly point, unless the source of the fire makes this impossible.
- j) Teachers will immediately do a head count and then call the register. Absentees will immediately be reported to Mrs Alliston/ Mrs Cornes / Mrs Edwards who will organize a search.
- k) Permission to re-enter the building will be given by the Head Fire Warden.

Appendix 2



Action on discovering a fire	<p>Raise the attention of others by sounding the fire alarm.</p> <p>Evacuate all occupants according to fire procedure.</p> <p>On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire Service stating fire at (Name & full address of premises).</p> <p>Notify a senior manager as soon as possible and give precise details about fire.</p> <p>Use fire-fighting equipment only if necessary to make your escape.</p>
What to do if the fire alarm sounds	<p>Follow fire procedure and evacuate all occupants to the assembly point.</p> <p>Admin staff to collect registers, signing in book and mobile phone</p> <p>Ensure all windows and doors are closed.</p> <p>All areas to be checked for occupants.</p> <p>Keep silent to ensure instructions from Head Warden can be heard</p>
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:</p> <p>Where is the fire located? - give site map</p> <p>What does the fire involve?</p> <p>Are all persons evacuated from the building?</p>
Escape routes and fire exit use	<p>Means for escape routes are checked daily.</p> <p>Doors currently without thumb screws or quick release handles must be unlocked while in use.</p> <p>Staff must be aware of alternative routes.</p>
Fire fighting equipment use	<p>Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</p>
Responsibilities and duties to assist in case of fire	<p>All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.</p> <p>Once evacuation complete fire procedure to be put into place.</p>

Appendix 4

General Fire Safety Information for Staff

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when they first arrive in the classroom. (The caretaker locks the exits at night).
- Fire doors will not be propped open. (N.B. The advice given during the training for the Responsible and Competent persons regarding this was that a door could be wedged open when the room is occupied but closed whenever unoccupied. Corridor doors should not be wedged open.)
- Combustible materials (paper, card, fabrics, etc.) are not stored near to sockets, lights or cookers.
- That wall hangings (including drapes) are not excessive.
- Heaters are not covered or obstructed.
- Unnecessary lights or electrical appliances (computers, printers, TV and video, fans, laminator, toaster, etc.) are to be switched off and where possible unplugged.
- Extension cables must be switched off at the end of the day and must not be interlinked.
- All electrical items, plugs and cables are PAT tested each year. (N.B. Staff or visitors to the school are not to bring in personal electrical appliances unless the appliance has been subject to a portable appliance test).