

DUNNINGTON CE PRIMARY SCHOOL



FIRE SAFETY POLICY

Date of Policy:	January 2018
Date of Review:	January 2019
Member(s) of staff responsible:	Caroline Hancy
Governor(s) responsible:	Premises and Policy
Signature of Chair of Governors:	
Date:	



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Fire Safety Policy

1. Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons” within Dunnington Primary School to:

- assess the risks posed by fire to the health and safety of staff and pupils and to anyone else who may be affected by their activities; and
- to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

In Dunnington Primary School the “responsible person”, as defined by the FSO, will be the Head Teacher and the Governing Body. On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the School (see *4. Organisational Responsibilities* below).

2. Policy Statement

Dunnington Primary School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its staff and pupils and anyone else potentially affected by its undertaking, against fire, dangerous substances which could give rise to fire and the effects of fire.

3. Policy Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and compliance with relevant legislation;
- One or more competent persons is appointed to provide fire safety advice;
- Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures are implemented to either eliminate risk or to reduce residual risk to a tolerable level;
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency;
- Any aspect of the school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;



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- All members of staff, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;
- Staff are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the School;
- The School will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

4. Organisational Responsibilities

The Governing Body will ensure that;

- Adequate resources are made available to enable the School to fulfil their duties under the FSO.
- The fire safety policy and statutory requirements are monitored and reviewed on an annual basis.

The Head Teacher will ensure that;

- Work Place Inspections are undertaken on a termly basis and that significant findings relating to fire risks are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO (see Appendix 3 – Principles of Control);
- All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation;
- Proper liaison takes place, as applicable, with other responsible persons, e.g. contractors, to ensure that they are aware of the School's fire safety policy and procedures.
- Where relevant, construction contractors engaged undertake a fire risk assessment before commencing works on site;
- Relevant statutory bodies are consulted on matters of fire safety as and when necessary;
- Appropriate fire safety information, instruction and training is made available to all staff falling under their control;



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- Sufficient numbers of people are appointed as fire wardens for all areas occupied by the school
- The nominated fire wardens are
**Caroline Hancy (Headteacher) Caroline Gilderdale (KS1 Playground),
Davina Abbott (KS2 playground) Rachel Dickenson (KS2 Playground)**
- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy.

Teaching and non-teaching staff will be responsible for ensuring that;

- They sign in and out of the premises, using the staff boards in the entrance.
- All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control defined in the FSO.
- All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities;
- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy.
- They observe all instructions, information and training intended to secure fire safety;
- They co-operate with the school on matters of fire safety;
- They do not interfere with any building fabric or equipment provided in connection with assuring fire safety;
- They report any obvious defects or short-comings in school fire safety arrangements or procedures.

The Caretaker will be responsible for ensuring that;

- All testing of fire safety equipment is carried out within the appropriate timescales and results of that testing is recorded in the appropriate section of the fire safety log book.
- All locks are deactivated (open) before the premises are occupied and the Cleaning Supervisor responsible for ensuring all locks are re-applied (locked) once everybody has vacated the premises. This includes all deadlocks, thumb type locks and bolts on every external door on the premises.

Contractors are required to;

- Sign the visitors book before commencing work on the premises and sign out as they leave the premises
- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO;



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- Co-operate with the School on all matters of fire safety;
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements (see Appendix 2 – Evacuation Procedure);
- Obey all instructions relating to fire safety given by authorised members of the School.

NB. Failure to comply with the requirements of this policy could result in the contractor being asked to leave site and removal from the Local Authority list of approved suppliers / contractors.

External organisations that use the school are required to;

- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO;
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements (see Appendix 2).

5. Health and Safety File and Fire Log Book

The Health and Safety File and Fire Log Book contains sections detailing inspections, testing and maintenance of all fire safety measures as well as the fire safety training programme. It also provides detailed plans of the school and the position of relevant fire safety measures.

The Health and Safety File is kept on view in the headteacher's office. The Fire Log book is kept in caretaker's office. The files may be removed from the relevant office at any time but must be returned immediately after the purpose for which it was removed has ceased.

6. Inspection, Maintenance, Testing and Training Requirements

Training of Staff

All staff should receive fire awareness training upon induction and also as an annual refresher. This should include the catering staff as well as contract cleaners.

The training will include the following information;

- The location of escape routes, exit doors and the method of opening these.
- The method of raising the alarm.



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- Actions to be taken on hearing the alarm.
- Evacuation Procedure.
- Fire hazards posed by sources of heat.
- The correct storage of combustible materials and flammable liquids.
- Staff responsibilities defined within the Fire Safety Policy.

Dates of training are entered in the FIRE AWARENESS TRAINING section of the Fire Log Book.

In addition to the above basic training, the fire wardens and office staff have also been trained to operate the fire extinguishers which are provided within the building.

Fire Drill

A fire drill will be conducted at least every term. The date and results of each fire drill are entered in the FIRE DRILL section of the Fire Log book.

Fire Safety Inspections

A workplace inspection is carried out each term by the Head Teacher and members of the Premises sub-committee of the Governing Body. This inspection includes a visual inspection to ensure that all electrical equipment, cooking equipment and other sources of ignition appear to be in a satisfactory condition and free from hazard.

The dates and details of these inspections are entered in the appropriate section of the Health and Safety File.

Fire Alarm Testing

The fire alarm is tested on a weekly basis using a different call point. The date and results of each test are entered in the FIRE ALARM TEST section of the Fire Log book.

Emergency Lighting

The emergency lighting is tested on a monthly basis by simulating a local lighting circuit failure. At least each year one of these tests will be carried out during the hours of darkness to ensure that all means of escape routes are suitably illuminated. The date and results of each test are entered in the EMERGENCY LIGHTING section of the Fire Log book.



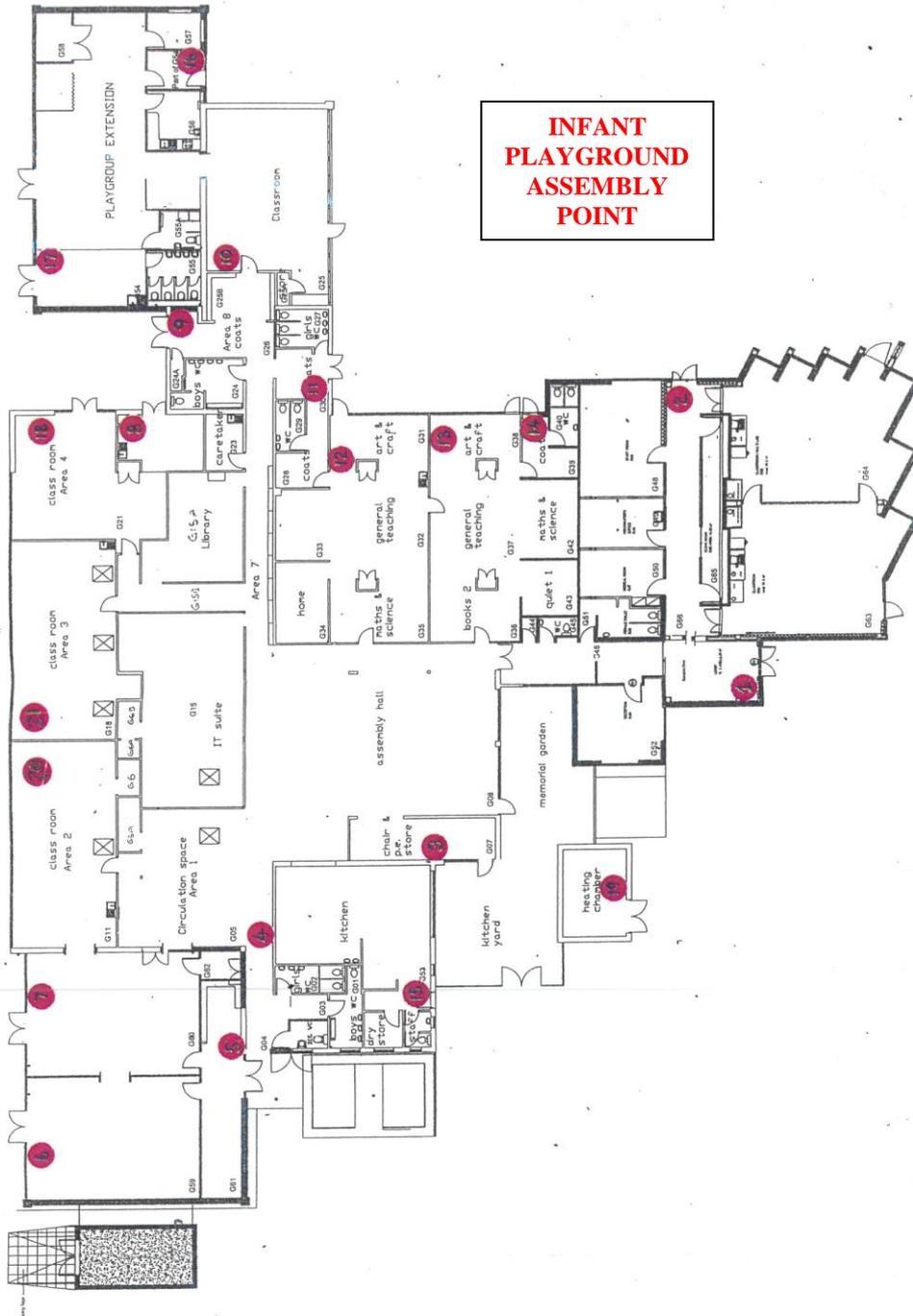
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The plan is available in the following formats, on request to the school office.

e-mail
enlarged print version

Appendix 1 – Plan of School



Every lesson counts. Every interaction matters. Every day is vital.



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Appendix 2 – Evacuation Procedure

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm call point.

On hearing the alarm:

The security doors in the school reception area will automatically be released in the event of the fire alarm being activated.

Teaching Staff will direct children to move quietly to the nearest exit and then walk in single file to the assembly points on the playground.

Children will line up in classes at their class assembly point or at the 'extra' assembly point marked 'E' if they have evacuated to the wrong playground.

The assembly point numbers are allocated as follows:-

KS1 Playground

- 1 Mrs Haynes' class
 - 2 Mrs Gilderdale's class
 - 3 Mrs Tutill's class
 - 4 Mrs Elliott's class
 - 5 Miss Jarvis' class
- E Extras evacuated to wrong playground

KS2 Playground

- 6 Mrs Abbott's/Mrs Rowntree's class
 - 7 Mrs Todd/Mrs Jones' class
 - 8 Miss Dunn's class
 - 9 Miss Reynolds' class
 - 10 Miss Dickenson's class
- E Extras evacuated to wrong playground

DC Dunnington Children



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Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit and make their way to the nearest assembly point.

Activation of the fire alarm will automatically call the fire brigade.

The Office Staff/ Headteacher will check that the medical room is empty and telephone to check the fire brigade are on their way.

Teaching Staff will accompany their classes to the assembly points

Additional members of staff will sweep nearby communal areas/toilet areas as they evacuate.

The admin staff will collect registers, the visitor's signing in book and the staff in/out boards as they evacuate. Admin staff will also unlock the playground gate to allow access for the fire brigade. Fire wardens will collect the registers from the admin staff in the front car-park once their class is delivered safely to the assembly point. They will issue registers for roll call by class teachers at the assembly points and then return them to the admin staff reporting numbers of extras, staff, visitors and names of missing children. (A notepad and pencil will be stored in each fire warden's register for this purpose.)

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

All pupils arriving late/ leaving site during the school day should be signed in/ out at the school office.

If any visitors are present the adult they are working with should ensure that they are signed in, in the visitor's book and know what to do.



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If the School Has To Be Evacuated During Lunchtime

The security doors in the school reception area will automatically be released in the event of the fire alarm being activated.

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playgrounds.

Children will line up in classes.

Everyone on site, children and adults, must leave quietly by the nearest exit and make their way to the nearest assembly point on the playgrounds.

Adults will sweep classrooms and communal areas as they exit.

Admin staff will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff, with the help of the Supervisory Assistants, will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Disabled Persons

All members of staff, pupils or visitors who will have difficulty evacuating the school unaided must be identified upon first arriving at the school in order that specific plans can be made in advance for their safe evacuation in an emergency.

All persons identified should be assigned a nominated 'companion' to assist them from the building to the Assembly Point.

On hearing the alarm, the disabled person should:

Be ready to evacuate.



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Wait for a nominated 'companion' or an adult to assist them to the nearest fire exit and assembly point.

If the nominated companion is not working in the same space as the disabled person, the nearest adult should assist.

Appendix 3: Fire Safety Order Principles of Control (General):

The Fire Safety Order defines the principles of control, in order of preference, as being

- (a) Avoiding risks;
- (b) Evaluating the risks which cannot be avoided;
- (c) Combating the risks at source;
- (d) Adapting to technical progress;
- (e) Replacing the dangerous by the non-dangerous or less dangerous;
- (f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) Giving collective protective measures priority over individual protective measures;
- (h) Giving appropriate instructions to employees.