



FRIARS PRIMARY (FOUNDATION) SCHOOL FIRE POLICY AND PROCEDURES



Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An annual risk assessment will be made by a qualified assessor

It will:

- Identify any person especially at risk in a case of fire
- Review the evacuation plan and each rooms' instructions for this
- Look at the past years' records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to children or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the induction pack. All members of staff will receive refresher training as and when necessary.

Visitors and Contractors

Visitors and Contractors on signing into school will read the Health & Safety Advice for Visitors. All rooms have instructions displayed on where the nearest evacuation meeting point is and evacuation routes are pointed out.

Disabled Evacuation

A Personal Evacuation Plan is to be written prior to a disabled person using the school and updated annually.

Fire Drills

Fire drills will be carried out once a term at different times of the day. This will include an evacuation. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the Premises Officer. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting will be tested monthly by the Premises Officer and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

New Building

This is fitted with water sprinklers as an additional measure.

General Fire Safety

All staff will make it their responsibility to ensure:

- On opening the school, the Premises Officer will ensure all routes are clear and unobstructed
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- Displays where possible will not be directly above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- PAT testing takes places on all electrical appliances every year
- The fire blanket will always accompany the cooker
- Fire exit plans are visible in classrooms.

Smoking

Smoking is prohibited in or around the school.

ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

SAFE EVACUATION PROCEDURES

Assembly Point

School playground

Classrooms

All children are escorted from the building. **The Teacher leads the children while the Teaching Assistant checks all areas of the class, and closes windows and doors if possible. Children are escorted out through the nearest fire exit.**

If a small group of children are out of class with an adult, they will exit through the nearest door to re-join their class at the assembly point.

Office staff check the immediate area

Staff room and PPA room to be checked on evacuation

Library and Cabin to be checked on evacuation

SLT room and rear office is checked on evacuation

Kitchen Staff will turn off equipment, check and evacuate the area

New Build needs evacuating using main staircase and children should be escorted from building with same guidance as for 'classrooms'. Gather at assembly point. There is a fire door onto the street if the main exit is inaccessible.

The Premises Officer will investigate the zone that has activated the alarm and report to Head Teacher.

Administration Officer, on instruction from the Head, will contact the Fire Service to cancel the call out in the event of a false alarm.

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass. This will automatically dial through to the fire brigade.
2. If you hear the fire alarm, evacuate the premises immediately through the nearest fire exit as detailed in the evacuation procedure for Friars.
3. Only attempt to extinguish the fire with the nearest suitable fire appliance if all are safely evacuated and it is safe to do so. (Staff must be aware that there are different extinguishers for different fires) **DO NOT ATTEMPT** if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors and windows if possible.
2. Proceed to your assembly point
3. Senior Administrator to produce class and staff list
4. Administration Assistant to collect visitors' book, grab bag and check adult toilets
5. KS2 TA will check the upstairs toilets
6. If children are in hall, TA will check the toilets

After the event

- Do not re-enter the building until advised to do so by the Head Teacher.
- If the fire has been extinguished by staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before re-occupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened.

Know

1. Your means of escape; primary and secondary
2. The nearest fire alarm point
3. The assembly point

Signed: _____ (Headteacher)

date: _____

Signed: _____ (Governing body representative)

date: _____

In the absences of Head Teacher, the deputy will assume responsibility.