

RAMSEY MANOR LOWER SCHOOL FIRE POLICY

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.

Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS:

DATE ADOPTED:

Policy agreed by staff: RS date: Dec 16

Policy agreed by Governors: JS date: Dec 16

Date of next review: December 2017

Action to be taken by a Person Discovering a Fire:

On discovering a fire the first action to be taken is to raise the alarm. This is carried out by operating a fire alarm call point. It may also be advisable to shout FIRE repeatedly to alert fire trained personnel in the first instance whilst finding the nearest call point.

Any person hearing the repeated shout of Fire should operate the nearest call point if the fire alarm is not sounding in order to give the earliest possible warning to others.

Fire extinguishers are located on site and are only for the use of those people who have been given a recognised fire extinguisher training course.

If you have had no training in the use of fire extinguishers **DO NOT USE THEM** however make yourself aware of the people within your working area that have received this training at the beginning of your working day. Therefore you can alert them to the nature of the incident immediately and allow them to deal with it without delay.

DO NOT TAKE ANY PERSONAL RISKS.

How the Fire Brigade are to be called:

It is the responsibility of the designated Fire Wardens to call the Fire Brigade. They should telephone 999 and ask for the Fire Service. Once through to one of their operators it is important to speak clearly, state the nature of the emergency and give the full postal address; do not hang up until the address has been confirmed.

Fire Warning System:

The fire alarm signal is generated by bells that give a continuous sound. These will be operated when a fire alarm call point is operated by a person

The fire control panel is located in the reception area next to the main office door. On no account should the alarm signal be silenced until it is confirmed that the fire is completely

extinguished, or that it is a false alarm. The fire alarm must NOT be reset unless the Fire Officer says so, if the Fire Brigade have been called.

Evacuation Procedures:

On hearing the fire warning signal everyone should immediately leave the building. If possible any electrical equipment should be switched off, providing this causes no significant time delay. First Aid personnel should carry their first aid equipment with them and office staff may remove important documents etc, only if this can be done without delaying the evacuation or endangering themselves or other persons.

All doors should be left closed.

Office staff will ensure they take all class registers and signing in books to the Assembly Point.

Evacuation procedures for disabled people must be considered and a personal plan/strategy put together after consulting the person or person's carer. Further guidance can be found at the end of this plan.

Escape Routes:

All classrooms have a Fire Exit. The nearest exit to the outside and the safest exit should be used in order to evacuate the building quickly. The school hall should be evacuated by any one of four double doors; the nearest exit to the outside and the safest exit should be used in order to evacuate the building quickly.

Assembly Point:

Once evacuation from the building has been achieved everyone must make their way to the Assembly Point, which is located on the school playing field.

Once assembled the class teachers or MSA's (if during lunch time) will take a roll call to ensure all members of their class (children and adults) are safely out of the building. The Fire Wardens will ensure all other members of staff and visitors are accounted for.

Finally, the Fire Wardens will report to the Head Teacher (or Deputy Head) to report any missing persons, or to confirm everyone is out of the building.

The Fire Wardens are	Area of responsibility
<p>Alex Freaks (in the Headteacher's absence Sue Jones HLTA will be responsible)</p> <p>The teacher in PPA office will be responsible)</p> <p>Catherine Evans (on Fridays Sharon Annettes)</p> <p><i>(During lunchtime the SLT will ensure all areas of responsibility are covered, and at least two members of the SLT are on site.)</i></p>	<p>KS1, ICT Suite, Library & main kitchen</p> <p>Staff toilets, Medical Room, Rainbow, staffroom</p> <p>KS2 & Gold Registers and Visitors Books</p> <p>(See map displayed in office and staff office)</p>

DO NOT RE-ENTER UNDER ANY CIRCUMSTANCES UNTIL TOLD IT IS SAFE TO DO SO BY THE FIRE BRIGADE or HEAD FIRE WARDEN.

Liaison with Fire Brigade:

The Headteacher (or Deputy) will liaise with the fire brigade officer in charge, to advise on any missing persons, the location of the fire and any other information requested by the fire brigade.

Visitors:

This procedure applies to any visitors to the building in the same way it applies to the staff. Staff are responsible for their visitors and should ensure that they leave the building when the evacuation signal is given. Visitors are persons who are not employees or students of the school and may include contractors, cleaners eg window cleaners, representatives, parents etc.

Fire Fighting Equipment:

The fire fighting equipment is located around the building.

The following guidance should be read in conjunction with the British Standard 5588: Part 8. The evacuation plan should only be devised by persons familiar with the location and the people involved.

1. A person with a disability, like everyone else, should always have available, safe means of escape in the event of fire.
2. The nominated person in charge, must with the assistance of the employer, make the best practicable arrangements for ascertaining what areas are to be used by a person with a disability, and must, in consultation with them, make adequate arrangements for their evacuation in the event of fire. These arrangements must be tested.
3. A **Personal Fire Evacuation Plan** should be drawn up for every person with a disability or group of people with a disability in the building. Regular building users who have a disability should receive a copy of a Personal Fire Evacuation Plan. If the building is one with a large number of visitors then simple relevant fire evacuation instructions should, so far as possible, be handed to a visitor who has a disability, by reception staff.
4. So far as reasonably practicable, fire compartmentation in buildings used by a person with a disability, and any other arrangements, must comply with *British Standard 5588: Part 8 Code of Practice for Means of Escape for Disabled People*.
5. A sufficient number of people should be trained in advance in giving assistance to a person with a disability so that the necessary number would be present in the event of an emergency.
6. Where necessary, arrangements must be made for the presence of the person with a disability to be known to those who would give assistance. This could be done with an in-out tally at the entrance or by informing someone, providing the desk or office involved is permanently manned during the day. In some cases, for example ensuring that people with a hearing or visual impairment are helped out, a floor warden system may be more appropriate.
7. The placing of restrictions on a person with a disability, requiring them to be accompanied at all times by potential helpers, should where possible be avoided. In buildings with good fire compartmentation it will usually be possible for people to work unaccompanied, provided there are adequate numbers of potential helpers elsewhere in the building. However, a person with a disability who would need assistance to leave in an emergency should not use buildings at times when insufficient helpers may not be present to assist evacuation (e.g. evenings and weekends). Also, if compartmentation in one area does not reach the standard of BS 5588: Part 8 then it may be necessary to require that a person with a disability only uses the area when sufficient numbers are immediately at hand. A person with a disability might use a particular floor for normal work and other places in the course of their work.
8. A person with a disability should not use any part of a building where it would be difficult for them, even with help, to escape in the event of fire. Use of basements by wheelchair users, where there is no basement level exit, is likely to be an example of

this. Activities which might take place in such areas should be moved to different areas, so far as reasonably practicable, to avoid excluding disabled people.

9. A fire safety adviser can help in the application of this code to particular circumstances, and should be consulted in any case where it appears that building modifications might be required to provide safe means of escape for a person with a disability.
10. A person with a disability should include those temporarily disabled through injury.

Specialised advice may need to be obtained from organisations representing a person with a disability or sensory impairment.