



# **FIRE SAFETY POLICY & PROCEDURES**

November 2017

Adopted by FGB: 15<sup>th</sup> November 2017

Review Period: Annually

Minute No: 17/11/12b

Review Date: November 2018

## AIMS

It is the overall aim of Wimborne First School (WFS) to minimise the risks to staff, pupils, visitors, contractors, emergency services and members of the public, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practices.

The WFS Governors will fully comply with the Regulatory Reform Fire Safety Order (2005) (RRO) and ensure suitable and sufficient fire risk assessment is carried out and recorded. Also that should any actions be required sufficient funds are available to carry out the requirements.

In complying with the RRO, the school management will check the fire safety and fire precautions with best guidance documents issued by the Communities and Local Government Department (CLG), Dorset County Council (DCC) and Health and Safety Executive (HSE).

The current guidance issued is Fire Safety Guidance for Educational Premises is available from the Site Manager. The fire safety folder is located in the Site Manager's office.

## FIRE SAFETY MANAGEMENT

Main duties are:-

To minimise risk from fire through thorough risk assessments

To ensure adequate staff/fire marshals training has taken place

To produce an emergency plan and put up fire notices

To conduct fire drills termly

To check adequacy of firefighting equipment and its annual maintenance

To implement recommendations from the Fire Risk Assessment

To consult with DCC H&S Team on matters of fire safety

To conduct regular fire safety inspections and record the findings

To make frequent informal checks of fire precautions

To ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly

To check fire detection systems are maintained and tested and records kept

To ensure the Fire Safety Log Book is kept up to date and accessible

## PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall Fire Safety	Site Manager/Head Teacher
Fire safety Training, induction and revision	Head Teacher
Fire Risk Assessments	DCC H&S Team
Fire Drills	Head Teacher/ Site Manager
Updating of Log Book/recording	Site Manager
Checks on Call Points	Site Manager
Checks on Emergency Lighting	Site Manager
Fire Escape Routes UNOBSTRUCTED	All Site
Check all Fire Detection and Protection Systems are Maintained	Site Manager

## **FIRE SAFETY TRAINING**

Specific training for the school staff and responsible person will be undertaken every 3 -5 years. This training will be up to fire marshal standard and will include fire extinguisher training.

All staff will be reminded of this fire policy, procedures and responsibilities in September of each year. This will be emailed to all staff by the Site Manager, and serve as refresher training. (New staff will have a more formal training as part of the induction process). This will include

Understanding the emergency plan/fire procedure

The importance of fire doors

The significant findings of the Fire Risk Assessment

Appropriate use of firefighting equipment

Location assembly area and procedure for calling the emergency services

Exit routes including alternative escape routes

General matters of fire safety e.g. / keeping combustibles away from ignition sources

Assisting visitors and any disabled persons, or children with SEN from the building in case of emergency.

### **In Addition**

Fire extinguisher training to be provided every 3-5 year for all staff

All agency staff to be given fire procedures information with induction pack

New staff to be taken through annual training in fire safety as part of induction

All records of training & induction to be recorded in fire safety logbook in the Site Manager's office

## **FIRE RISK ASSESSMENT REVIEW PERIODS**

*This frequency is up to the Responsible Person but DCC may wish to review it annually. (Currently every three years externally and annually internally). The legal requirement is a "periodic" review, which should be no longer than 3 years or following any significant change, which includes to the building or staff, particularly those involved in fire safety.*

## **EVACUATION DRILLS**

Each classroom displays the procedure for emergency evacuation.

The main alarm indicator panel is situated in the lobby, at the main entrance. Fire evacuation drills should be carried out at the start of each term. The evacuation time is set at maximum 4 minutes.

Different times of day, different 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. Some are conducted after deliberately blocking an escape route (as if the fire were in that area), and possibility of deliberately leaving a member of staff or child in the building.

## STAFF ROLES AND RESPONSIBILITY IN THE EVENT OF AN EVACUATION ALARM

Action	Person Responsible	Deputy
Evacuation of all staff and children	Teacher	Person teaching at the time
Collect Fire/Evacuation box	Admin team	Admin team/Finance Officer
Collection of registers	Admin team	Admin team/Finance Officer
Print off fire reports from the Inventory sign in system	Admin team	Finance Officer
Checking toilets (all areas)	Fire Marshall	Deputy Fire Marshall
Checking rooms	Fire Marshall	Deputy Fire Marshall
Calling the Emergency Services	Site Manager/Admin team	Admin team/Finance Officer
Meeting the Emergency Services	Site Manager	Admin team/Finance Officer

At the start of each year it is the responsibility of the Year Leader to appoint Fire Marshalls and Deputies from within their team. It is their role to check toilets, and unoccupied areas of the year group for pupils.

In general all staff will assemble at the Assembly Point, unless the source of the fire makes this impossible. Our Assembly Point is **Redcotts Park – behind the Early Years Building**.

Nominated person will immediately do a head count and then call the register. Absentees will immediately be reported to the Head Teacher/nominated person. The fire officer in charge of the first fire engine should be informed of any person not accounted for and their last known location.

## FIRE DOORS AND EXITS

All doors and windows should be closed after the last person has exited the building if practicable. This will help prevent the fire spreading, and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

The Head Teacher/Site Manager will ensure that all fire exits and escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked weekly as part of the risk assessments.

## FOLLOW UP TO EVACUATION DRILLS

Drills must be recorded in the Fire Safety Logbook located in the Site Manager's office. Timing of each evacuation must be recorded accurately. All staff will receive feedback on the success of the evacuation at the next staff meeting, unless a major issue has arisen in which case feedback will be given immediately.

## EVACUATION PROCEDURE

### Instructions for Pupils

On hearing the Fire Alarm

Listen to the following instructions from the adult in charge

Leave the room in an orderly manner via the nearest exit

Follow the fire exit route shown by signage

Do not run, push or panic. Walk quickly and silently to the assembly point at Redcotts Park

Line up in your class group

When the register is called reply "Yes Mrs/Miss/Mr ....."

## MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS

Professional consultants maintain fire extinguishers, fire alarm systems and emergency lighting. Staff will also carry out routine tests on the systems and precautions as follows.

A plan of where fire extinguishers are located and their specific type can be found in the fire safety folder.

System	Frequency	Method Of Test
Fire Alarm	Weekly Annually	Test Key operation of different call point Full service and checks by Contractor
Fire Alarm	Daily	Visual check on entry of panel for faults
All Internal and External Doors	Daily	No obstructions and that the opening is not compromised
Emergency Lighting	Monthly	Operation of test switch or RCD
Emergency Lighting – Discharge Test	Annually	Switched on and leave for battery to drain by competent contractor
Fire Fighting Equipment	Monthly Annually	Correct location and not tampered with Serviced by competent contractor

Records for these tests are kept in the Fire Safety Logbook, located in the Site Manager's office.

## PAT and FIXED WIRE TESTING

The Site Manager will ensure that all PAT and fixed wire testing is conducted regularly and certificates are recorded.

## STORAGE OF FLAMMABLES AND CHEMICALS

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to. Good housekeeping practices are adhered to at all times.

## **PUPILS/MEMBERS OF STAFF WITH AN IMPAIRMENT**

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be made 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 emergency services to rescue them.

These plans will be written by the Site Manager. They are Appendix 1.

## **FIRE PLAN**

In accordance with the fire procedure, a fire plan has been devised. **See below:-**

It will be revisited annually according to legal requirements.

See Appendix 2

## **WIMBORNE FIRST SCHOOL - FIRE PROCEDURES**

**In the event of a fire, staff must take responsibility for the safety of the children and themselves. To this end, the procedures below should be followed.**

The signal for a fire is a continuous ringing of the fire bell.

The person who discovers the fire will activate a fire alarm call point. These are located at every exit from the building.

The Site Manager/Office team will be responsible for summoning the Emergency Services

On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.

Anybody in the Art Cabin must also evacuate to the Assembly Point, so that they can be accounted for, even if the fire is in the main building.

The office manager will be responsible for taking the registers to the assembly point.

The Fire Marshalls will ensure that the main buildings are empty.

The Office staff will be responsible for taking a means of communication (mobile phone) and the evacuation box.

In general, all staff will meet at the assembly point, unless the source of the fire makes this impossible. If the evacuation is longer term or the weather particularly inclement it is possible to muster at Allenbourn Middle School.

Each teacher will immediately do a head count upon arrival at the assembly point. Then call the register, any absentees will immediately be reported to the Head Teacher/Site Manager who will organise a search, **if safe to do so.**

Permission to re-enter the building will only be given by the Head Teacher or Senior Fire Officer.

## WIMBORNE FIRST SCHOOL PLAN

<p>Action on Discovering a Fire</p> <p>The Site Manager to wear Hi Vis Jacket</p>	<p>Raise the attention of others by sounding the fire alarm</p> <p>Evacuate all occupants according to the fire procedure</p> <p>On hearing the fire alarm a member of the office staff to call 999, ask for Fire service stating fire at Wimborne First School, School Lane, Wimborne BH21 1HQ</p> <p>Notify senior manager and give location and details of fire</p> <p>Use firefighting equipment only if necessary to make your escape</p>
<p>What to do if fire alarm sounds</p>	<p>Follow fire procedure and evacuate all occupants to the assembly point</p> <p>Office staff to collect registers, print off the fire reports from Invenry signing in system, mobile phone and evacuation box</p> <p>All areas to be checked for occupants</p> <p>Keep silent to ensure instructions from Senior Managers can be heard</p>
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services will require the following information</p> <p>Are all persons evacuated from the building?</p> <p>Where is the fire? Show site map.</p> <p>What does the fire involve?</p>
<p>Escape routes and fire exit use</p>	<p>Means for escape routes checked daily</p> <p>Doors currently without thumbscrews or quick release handles must be unlocked whilst the building is occupied</p> <p>Staff must be aware of alternative escape routes</p>
<p>Fire fighting equipment use</p>	<p>Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</p>
<p>Responsibilities and duties to assist in case of fire</p>	<p>All persons have a responsibility to ensure the building is evacuated immediately. Safety of occupants is our priority at all times.</p>

## EVACUATION BOX

An evacuation/incident box is kept in the office. This contains Hi Viz Jackets (2), useful emergency numbers, site plans, various relevant policies, staff contact list, asbestos plans and a first aid kit.

Signed .....

Date.....

Name .....

Review Date .....

Position .....

# Appendix 1

## Personal Emergency Evacuation Plans (PEEPs)

### Wimborne First School – Sept 2017 to July 2018

Date : 9<sup>th</sup> October 2017

Review Date : Sept 2018 or as required

The following document will be reviewed after each Fire Drill, and significant changes to the building, or any changes to the needs of any of our staff or pupils.

We currently have no persons attending the building on a regular basis with a physical or mental impairment that requires adjustments to the building or standard fire procedures.

However the following pupils have been given extra considerations due to needs they may have.

A – is very concerned about the bells, and may need to be guided from the building. He has 1:1 support at all times and so this will not be an issue.

B – has 1:2 support in the morning in class and extra teaching out of class in the afternoons. She will be with an adult most of the time. If an extra adult is not available then the adult in charge will take Esther out by the hand and lead her to the Assembly Point.

C – as above

D – has extra support from adults in the morning and will be ok to be lead out by whoever is responsible at that time. In the afternoon the adult in the room will lead her out at the front of the class.

E – may require some firm handling to get him out, but unlikely. Teacher is aware of this and if needs be will carry out the positive handling techniques permitted by DCC.

F – will leave the building ok, and has extra adult support so will be assisted if having a “difficult moment”. Added problem is that he may decide to run away from the Assembly Point. The Assembly Point is large and he is unlikely to run far enough to go out of sight. Also plenty of opportunity to catch up with him if he does run.

Signed .....

Name .....

Date .....

Position .....



## Appendix 2

### IF YOU DISCOVER A FIRE

**IMMEDIATELY** set off fire alarm by breaking the glass at the nearest call point. They are located at every exit.

**ATTACK THE FIRE** with suitable extinguisher, only if safe to do so and you are confident with the use of the Extinguisher.

### IF THE FIRE ALARM SOUNDS

Stop work immediately, and line up at nearest fire exit. On the way out close doors and windows if there is time.

Leave the building in **SILENCE** by the nearest available exit. Report to your allocated assembly point on Redcotts Park by taking the most appropriate route. **NO RUNNING.**

If you have a visitor in the classroom, please escort them to the correct area.

### REMEMBER

DO NOT STOP for personal items.

DO NOT STOP until you have reached your assembly point.

DO NOT RETURN to the building until instructed to do so by the Fire Marshall .

### TO CALL THE FIRE BRIGADE

Lift a receiver and dial 9 followed by 999. Ask the operator for the fire service.

When answered state the fire is at

**Wimborne First School, School Lane, Wimborne. BH21 1HQ**

If you are asked if a fire has been confirmed please state "Our alarms are going off and I am not prepared to re-enter the building to check".

Do not replace the receiver until the details have been repeated back to you.

The fire service will be called by **Site Manager, School Office Team, Head Teacher.**

Your First Aiders are located at the front  
of the school near the office.