



Barnabas Oley School

Fire Safety Policy

Version: 1.6

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Approved: A Pett (FGP Chair)

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Revision History

Version	Author	Summary	Review Date	Next Review
1.0	Mrs Smith	First version	Nov 2012	Nov 2013
1.1	Mrs Smith	Review no updates required	Jan 2014	Jan 2015
1.2	F&GP	Minor amendments to A.1	Jan 2015	Jan 2016
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1 Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. 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.

2 Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety committee – usually appointed governors and the Headteacher. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation.
- Review the evacuation plan and instructions for each room.
- 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 students or visitors to the building.

3 Staff Training

Every member of staff and any students will receive instructions in fire precaution during their induction into school. All members of staff receive regular fire safety awareness training and receive refresher training as and when necessary.

4 Visitors and trainees

A Code of Conduct leaflet with fire and evacuation procedures will be given to visitors and trainees. Visitors and trainees will be instructed at the beginning of their attendance. When there is training out of hours, the person responsible for locking/unlocking will hand over procedures for first aid and fire evacuation. There is a fire safety instruction sheet in the staff room and main office. All classes have instructions displayed on where the nearest evacuation meeting point is and evacuation routes are pointed out.

5 Disabled Evacuation

Risk assessments will be carried out on all disabled people to ensure safe evacuation and a Personal Evacuation Plan drawn up.

6 Fire Drills

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

7 Testing of Fire Alarm System

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

8 Emergency Lighting

The emergency lighting will be tested each week by the caretaker and recorded in the logbook.

9 Emergency Exits

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

10 General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The staff room door will be unlocked by the caretaker every morning.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors.
- Displays where possible will not be 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.
- All electrical items, plugs and cables are checked each year in PAT testing.
- The fire blanket will always accompany the cooker.

11 Smoking

Smoking is prohibited in or around the school.

Appendices

A. Advice On The Procedure In The Event Of A Fire

A.1. Responsible Individuals

There are appointed individuals who have responsibility for checking that their area is clear of people:

Teaching Assistant – checks that their class area is clear of personnel. Class Teacher leads all children over to the muster point.

Headteacher– checks with class teachers that all areas have been evacuated (in her absence this duty will fall to the Deputy Head)

Administration Officer – checks that all office areas and entrance hall are clear and then office staff exit with dinner registers, visitors book and signing out book and asthma inhalers through office side door.(in her absence this duty will fall to the next member of Office staff)

A.2. Discovering a fire

If you discover a fire operate the nearest fire alarm call point by breaking the glass. This will automatically set off the alarm. Alert an office staff member who will then dial through to the fire brigade.

Headteacher to check location of fire call.

If you hear the fire alarm, evacuate the premises immediately through the nearest fire exit as detailed in the evacuation procedure for the school.

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.

A.3. On hearing fire alarm

Close all doors and windows if possible.

Proceed to your assembly point and, if possible, take the class register with you. Office staff will take the lunchtime registers, visitors book for any in school, and signing out book.

A.4. After the event

Do not re-enter the building until advised to do so by the senior fire service officer or by the Headteacher/Deputy Head if it is a fire practise.

If the fire has been extinguished by school 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 children back into their classrooms for a final head count and explanation of what has happened before they re-engage in lessons.

A.5. Know

Your means of escape, primary and secondary along with your Assembly Point

The nearest fire alarm point

The nearest fire appliance and how it should be used

B. Safe Evacuation Procedures

B.1. Assembly Points

Main playground facing the Village green. Holly playground for Maple and Holly Class. Car park alongside the wall for classes/groups using the ICT suite.

B.2. Classrooms

All children are escorted from the building. One member of staff does this; the other checks all areas of the class, takes out the register and closes windows and doors if possible. Staff lead their children out through the nearest fire exit. For Holly and Maple Class children this is usually into Holly playground. For all other classes this will be to the main playground.

T.A.'s take responsibility for their own children who may have additional needs. (see Personal Evacuation procedures)

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 if at all possible. If any route is cut off for exit, all will exit by the nearest door and wait safely with their adult outside.

B.3. Lunchtimes

All children leave the school hall via the nearest fire exit and assemble on the main school playground using their class stars for lining up. Children playing on the field or playground will walk to their class lining up stars. Lunchtime supervisors will count and then register each class.

B.4. Playground

Staff outside will tell all children to walk to their class lining up stars. Children are expected to line up in an orderly manner in silence. Staff to count children present and then call the register. Staff to raise register to indicate that all pupils are present.

B.5. Other areas

Staff, children or visitors using all other areas will exit by the nearest door into the Playground.

B.6. ICT Suite

If classes or groups are using this room they will evacuate into the car park through the fire exit and assemble next to the wall. A count and register will be called.

The Headteacher will check with class teachers that all areas of the school have been evacuated before leaving themselves.

All staff with registers will report to the Headteacher or senior teacher that the roll call is complete.