



# Yattendon School

## FIRE SAFETY MANAGEMENT

<b>Governor's committee responsible:</b>		FGB / KS	
<b>Date adopted</b>	19/09/2023	<b>Review Date</b>	September 2024
<b>Review period</b>	Annual	<b>Status</b>	Statutory
<b>Based on Surrey model?</b>	tbc	<b>Policy prepared by</b>	LW & NY

### **Fire safety management**

#### **Purpose of Policy:**

- To minimise risk from fire through thorough risk assessments.
- To ensure adequate staff / fire manager training has taken place.
- To produce an emergency plan and put up fire notices.
- To conduct fire drills.
- To check adequacy of fire fighting apparatus and its maintenance.
- To implement recommendations from the Fire Risk Assessment.
- To consult with the LA Fire Risk Assessment officer on matters of fire safety.
- To ensure a signing in and out book is used to record visitors.
- To conduct regular fire safety inspections and record the findings.
- To make frequent informal checks.
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly.
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible.
- Checking that the Building is generally tidy.
- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Rubbish and waste materials are not allowed to accumulate.
- Combustible materials are suitably stored.

### **Fire procedures**

Notices displaying the fire procedures are displayed at each fire alarm call point.

Persons responsible for fire safety:

Overall fire safety	Head Teacher
Fire safety training, induction and revision	Head Teacher / Deputy Head teacher
Fire risk assessments	Head Teacher / SBM
Fire drills	Head Teacher
Updating of log book / recording	Fire Marshall / Premises Manager
Checks on call points	Premises Manager
Checks on emergency lighting	Premises Manager
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Head Teacher / SBM / Premises Manager

### **Fire safety training**

Specific training for Fire marshals including the Head Teacher and Premises Manager will be undertaken at least every three years.

All staff will have internal training annually. 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 e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

### **In addition:**

Fire extinguisher training to be provided every 3 years for all fire marshals.

All agency staff to be given fire procedure information on signing in at the office.

New staff to be taken through the fire safety procedures and evacuation procedures as part of their induction package.

All records of Fire safety training to be recorded in the Fire Safety Log book located in the office.

### **Fire Risk Assessment appraisal**

The SBM and Premises Manager are to maintain an up to date Fire Risk Assessment for the school, including PEEPs for children and staff as necessary. External risk assessments by suitably qualified persons are to be carried out every three years.

All issues that present a fire risk are to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment according to premises health and safety procedures.

### **Evacuation Drills**

The procedure for emergency evacuation is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the main reception area of the school.

Fire drills are executed by the Head Teacher or Premises Manager via this panel.

Evacuation drills are carried out every 4 months, i.e. each school term, together with an annual "Lock Down" emergency drill.

Different times and 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.

### **Staff roles and responsibility in the event of an evacuation alarm**

Action	Person responsible	In case of absence
Using the fire alarm zone indicated on the fire panel, check where the alarm activation has occurred, what the reason is and assess whether any fire can be safely tackled.	Premises Manager	Head Teacher
Evacuation of all staff and children to assembly point in school playground for roll call	Class teachers	Learning Support Assistants
Collection of registers, visitor signing in book, pupil sign out log, Roll Call list (from printer), emergency grab bag, Epi pens & stop watch. Lock safe.	Office Team	Deputy Head Teacher
Sweeping / Checking of " <b>Year 3 corridor</b> " rooms to Staff toilets	Ass'tnt Head (SENCO)	Office Team
Sweeping / Checking of <b>Ground Floor corridor</b> from Staff toilets to Main Cloakroom incl. hall & kitchen	HSLW	Office Team
Sweeping / Checking of <b>First Floor</b> areas (top storey)	SBM	Office Team
Calling the fire brigade	Deputy Head Teacher	SBM
Meeting & briefing the fire brigade	Deputy Head Teacher	SBM

### **Fire Plan On hearing the alarm**

Lower floor classrooms to leave via fire exits in classrooms.

Upper floor classrooms to leave classrooms and proceed down the stairs to exits at the bottom of the staircase.

ICT suite and Library room to proceed down the stairs to exits at the bottom of the staircase.

When children are working in teaching groups away from their registration base they will exit by the route for the class they are with.

If the Head Teacher is teaching a class he will exit with the class.

Children must walk in silence to the nearest exit and then walk in single file to the assembly point on the playground.

Children will line up silently and answer as a register is taken and once the register is taken and all children are accounted for the teacher will raise the register in the air. All teaching staff to make sure they are visible to the Roll Call leader. Missing children must be notified to the Head Teacher and Roll Call leader immediately.

Teachers will ensure that the classroom is empty before leaving and shut all doors – LSA at front of line and teacher at the back.

Everyone on site must leave by the nearest exit.

The office team will take the registers, roll call lists, grab bag, visitor book and pupil sign-out lists ready for roll call by class teachers at the assembly point and pass registers to class teachers. The office team will take out the Epi pens and lock the safe.

Kitchen staff to leave by nearest exit. Catering Manager to take register and in her absence Deputy Catering Manager.

Fire marshals to sweep / check their appropriate area before joining the roll call at the assembly point.

All Fire marshals to take a walkie talkie with them on channel 6.

#### If the school has to be evacuated during lunchtime/playtime.

If the children are in the hall, then all must silently walk through the exits in the hall.

If the children are playing on the playground then they must silently walk in a single file and line up in class register order.

If the children are playing on the field, all must silently walk to the fire assembly point on the playground.

If the children are attending lunch club the supervising member of staff will ensure all children leave via exits in the classroom and then walk in single file to the assembly point on the playground. The supervising member of staff will ensure that the classroom is empty before leaving and shut all doors.

All checks must be made by staff in the building as detailed above.

If registers are not available in the office, the office staff will take class lists in the emergency bag to distribute to the teachers for checking.

#### **Fire Doors and exits**

All fire doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are clearly signed.

#### **Follow up to evacuation drills**

Drills are recorded in the Fire Safety Log Book. Timing of each evacuation is recorded accurately. (*Guidelines state 2 ½ minutes per storey of a normal risk building*). All persons will receive immediate feedback on the success of the evacuation at their assembly point. As part of

Health and Safety monitoring, the Governor responsible checks the Fire Safety Log Book and the evacuation schedule as part of their termly Health & Safety walks.

### **Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Weekly – Premises Manager and Fire Warden	Test key operation of different call points each week in rotation
Fire alarm panel & detection system service	Annually Detect FS / Churches Fire	Annual service of system as recommended by engineer.
All external and internal doors	Daily – Premises Manager  Bi-Annually- Contractors	Confirmation that doors open and that they aren't obstructed. Adjustments made if necessary.
Emergency lighting	Premises manager to test monthly; Six monthly service & annual drain down test: – Detect / Churches fire	Operation of test switch or circuit breaker.
Fire extinguishers, fire blankets	Weekly: Premises Manager Annually: Fire Risk UK	Check that seals are intact, equipment has not been removed or tampered

Records for these tests are kept in the Fire Safety Log Book

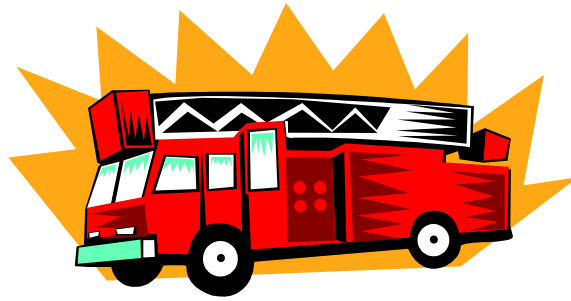
### **Disabled pupils/ members of staff**

The SBM is responsible for ensuring that all persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be 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 fire and rescue service.

### **Fire Plan**

In accordance with the fire procedure, a fire plan has been devised and copies are given to all staff on induction. A site plan is located in each classroom and learning area which shows the location of fire exits, call points and extinguishers.

## Appendix 1



### Fire Procedure at Yattendon School

In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed.

The signal for the fire will be the continuous ringing of the fire bell.

The signal will be given by the person who discovers the fire.

Alarm call points are situated in each room.

The Deputy Head Teacher will be responsible for summoning the Fire or other necessary services.

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

The office team will be responsible for taking the registers, roll call list, and visitor's book, signing out book, Epi pens and grab bag to the assembly point. The office team will lock the safe.

Fire Wardens will ensure that the main buildings are empty and Fire Doors closed.

The Deputy Head Teacher will take responsibility for taking a means of communicating (mobile phone).

In general all staff will meet at the assembly point, unless the source of the fire makes this impossible when an alternative assembly point will be set by the Head teacher or Deputy Head Teacher.

Class teachers will immediately do a head count and then call the register. Absentees will immediately be reported to the Head Teacher and roll call leader who will organise a search. Any staff re-entering the building for a search must first be logged by the Roll Call leader and if possible, supplied with means of communication (such as a walkie-talkie or mobile phone).

Permission to re-enter the building will be given by the head fire warden.

## YATTENDON SCHOOL FIRE PLAN

Action on discovering a fire	<p>Raise the attention of others by sounding the fire alarm.          Evacuate all occupants according to fire procedure.          On hearing the unscheduled alarm, Deputy Head Teacher or next in charge to call 999, ask for Fire service stating fire at Yattendon School.          Notify Head Teacher as soon as possible and give precise details about fire.          Use fire-fighting equipment only if necessary to make your escape.</p>
What to do if the fire alarm sounds	<p>Follow fire procedure and evacuate all occupants to the assembly point.          Office team to collect registers, roll call data, grab bag, signing in/out books and Epi pens. Office Team to close the safe.          Ensure all windows and doors are closed.          All areas to be swept / checked for occupants if safe to do so.          Keep silent to ensure instructions from class teachers &amp; the Head Teacher can be heard.</p>
Liaison with Emergency Services	<p>On arrival the emergency services will require the following information:          Where is the fire located? – give site map          What does the fire involve?          Are all persons evacuated from the building?</p>
Escape routes and fire exit use	<p>Means for escape routes are checked daily.          Staff must be aware of alternative routes.</p>
Fire fighting equipment use	<p>Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</p>
Responsibilities and duties to assist in case of fire	<p>All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times.          Once evacuation complete fire procedure to be put into place.</p>

I have read the information in the Yattendon School Fire Safety Policy.

Signed: ..... Date:.....

Print Name: .....