



Wyton on the Hill Primary School Fire Safety Policy

Aims

It is the overall aim of Wyton on the Hill Primary School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

The Head teacher is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every two years, or when something changes, e.g. a new extension / change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see Appendix A). They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points. It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are maintained and are

available for inspection by any enforcement authority. The Fire Safety Manager will provide a written report each term to the Governing Body.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching or administrative staff as fire wardens one of which will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B).

Raising the alarm

In the event of alarm failure the school bell will be rung continuously in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade. Where the alarm is raised by the school's automatic smoke detection the school office/ secretary will call the fire brigade if a fire is suspected, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The Fire Safety Manager / deputy is responsible for meeting, or ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the evacuation controller is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix D).

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the school:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.

Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.
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Appendix A Wyton on the Hill Primary School Emergency Evacuation Procedure



PLEASE NOTE:

- **ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g. fire, gas leak, bomb alert**
- **Up to date fire routine notices are placed at every exit; designated fire exits are clearly marked**
- **Only attempt to tackle fire extinguishers on small fires if you are trained or confident to do so**
- **In the event of a missing person, report immediately to the Head teacher or person in charge. DO NOT GO BACK INTO THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.**

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / TAs	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 3. Close the doors and windows on leaving 4. Lead all pupils to the designated assembly point via the quickest / safest route and line up 5. Call the register, which the Office Staff will distribute (conduct a head count while registers are being distributed) 6. Notify Fire Safety Manager (Head teacher) immediately of any missing children for a search to be initiated 7. Wait for further instruction
Office Staff	<ol style="list-style-type: none"> 1. Call the Fire and Rescue Service (999), giving name and postcode of location 2. Pick up registers & visitors book 3. Leave the building through the nearest exit 4. Distribute registers to Class Teachers – ensure all classes present 5. Check visitors against visitors book 6. Notify Fire Safety Manager (Head teacher) immediately of any missing children / classes / staff / visitors for a search to be initiated 7. Wait for further instruction
Fire Wardens	<ol style="list-style-type: none"> 1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed 2. Checks on toilet areas should include a check on individual cubicles 3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one 4. Never open a door if you suspect that there may be a fire beyond it
Kitchen Staff	<ol style="list-style-type: none"> 1. Switch off power 2. Evacuate the building through the nearest / most appropriate exit 3. Go to the designated assembly point via the quickest / safest route
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest / most appropriate exit 2. Go to the designated assembly point via the quickest route

DESIGNATED FIRE ASSEMBLY POINTS	
Year F Pupils and Class Teachers (if in classroom)	Evacuation Point 2: Back of school playground onto school field - Year 1 nearest Cambridge Square fence
Years 1-5 Pupils and Class Teachers (if in classrooms)	Evacuation Point 2: Back of school playground onto school field - Year 1 nearest Cambridge Square fence
Year 6 Pupils and Class Teachers (if in classroom)	Evacuation Point 1: Front entrance pedestrian passage way
Pupils and Class Teachers (if in hall)	Evacuation Point 1: Front entrance pedestrian passage way
Office Staff	Evacuation Point 2: School field, next to Year 1
Visitors	Evacuation Point 2: School field, next to Year 1
Fire Wardens	Evacuation Point 2: School field, next to Year 1
Kitchen Staff	Evacuation Point 2: School field, next to Year 1



Fire Safety Manager	<p>Liase with Office Staff and Fire Wardens to establish that everyone is accounted for at assembly points 1 & 2</p> <p>Check that the building is secured from the outside</p> <p>In the event of a missing person, attempt to locate them from outside the building</p> <p>Meet Fire Brigade and appraise them of the situation</p>
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Appendix B

Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person(s) responsible	In case of absence (1)	In case of absence (2)
Fire Safety Manager - Check with class teachers for missing children - Check with Office staff that visitors / contactors are all accounted for - Meet fire brigade - Report any missing children / staff / visitors so that a search may be initiated	Jo Phillips (Head)	Tracey Green (Deputy)	Clare Talbot (AH)
Senior Fire Warden - Report to Fire Safety Manager / Deputy	Sharon Bradley (School Secretary)	Fire Warden 1	Fire Warden 2
Fire Warden 1 - Zone 1: Hall and library areas (including KS1 cupboard and all hall cupboards x3 & curtained area) - Remember to close doors in checked areas - Report to Senior Fire Warden	Sue Best (Learning Mentor)		
Fire Warden 2 - Zone 2: Room 7 classroom, Room 6 classroom, KS2 cloakrooms and four sets of infant & junior toilets - Remember to close doors in checked areas - Report to Senior Fire Warden	Jan Doig (TA) & Sarah Page (TA)		

Fire Warden 3 - Zone 3: Room 5 classroom, Room 4 classroom and art cupboard - Remember to close doors in checked areas - Report to Senior Fire Warden	Carole Saunderson (Care Taker / Site Manager and TA) & Hayley Goodwin (TA)		
Fire Warden 4 - Zone 4: Room 3 classroom, Room 2 classroom, Sky Room, paper cupboard & courtyard - Remember to close doors in checked areas - Report to Senior Fire Warden	Nicky Holyland (TA) / Sarah Page		
Fire Warden 5 - Zone 5: Community Room, KS1 library and Reception Class cloaks & toilets (girls and boys) - Remember to close doors in checked areas - Report to Senior Fire Warden	Dianne York (TA)		
Calling the fire brigade: fire discovered by individual	Person discovering the fire, after breaking glass at nearest alarm point		
Calling the fire brigade: automated fire detection alarm	Sharon Bradley (School Secretary)		
Distributing Class registers	Sharon Bradley (School Secretary)		
Holding & checking visitors / contractors book	Sharon Bradley (School Secretary)		
Meeting the fire brigade	Jo Phillips (Head)	Tracey Green (Deputy)	Clare Talbot (AH)

Appendix C



Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D



Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school, including postcode.

