

FIRE POLICY



Sacred Heart RC Primary School
Cecil Road, Paignton, Devon

We,
the children, teachers, parents and governors
of Sacred Heart RC Primary School
are dedicated to recognising and developing
each person's potential
in a secure and loving community.



Premises and H & S Meeting

21st January 2016

FIRE SAFETY

GENERAL POLICY STATEMENT

Where it is reasonably practicable, all steps shall be taken by Sacred Heart School to prevent, or minimize the probability of, all causes of fire.

The School acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinized to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire fighting equipment will take place regularly.

To this end all employees will be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees should report any concerns they have about fire hazards, etc. to a responsible person, so that the Trust can take the appropriate measures to eliminate the problem.

The person responsible for the implementation of this policy is the Head Teacher.

1. Introduction and Scope

This document describes the School's policy, management organization, and arrangements for ensuring that all of the School buildings and service activities, are managed in accordance with its legal requirements.

This policy applies to all persons working for or on behalf of the School and all persons working within Trust buildings, such as Contractors and Voluntary workers.

2. Fire Safety Policy

The objective of this policy is to protect the School's children, staff, visitors and others who may be on the premises, from the effects of smoke and fire from whatever cause.

3. Individual Responsibilities

Head Teacher

The Head Teacher is responsible directly to the Governors Board for ensuring that the School fulfils its obligations in relation to fire safety.

In exercising that responsibility the Head Teacher is empowered to delegate certain responsibilities to a nominated director.

Head Teacher

Written fire procedures are prepared for each of the School's premises.

Arrangements are in place for all staff to receive training appropriate to their responsibilities under respective fire procedures.

Arrangements for fire safety are reviewed on a regular basis to ensure compliance with current legislation.

Competent persons are appointed to advice on fire safety and to monitor the appointment of a Nominated Officer (Fire) to manage fire safety at premises within the School.

Head Teacher

Advising on fire safety measures and current and future regulations.

Preparing training programmes for staff and, in liaison with a Nominated Officer (Fire) arranging the organization of fire drills and evacuation procedures in line with statutory requirements.

Liaising with the appropriate Fire Authority and other statutory bodies on fire safety matters.

Keeping necessary records of incidents relating to fire safety.

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Monitoring and reviewing the fire safety systems within the School on behalf of the Governors.

Updating and reviewing the school's Fire Risk Assessment document.

Nominated Officers (Fire) and Deputies

The Head Teacher (or deputy in his/her absence) has overall responsibility for the evacuation of the school in the event of a fire. A nominated member of staff will be appointed for sections of the school:

- Foundation/ICT/Year 6 and Year 5 – Nichola Day
- Years 1 to 4 – Diana Smith (admin in Diana's absence)

It is the responsibility of the Head Teacher to:

- Arrange to prepare and bring to the attention of all staff, written fire procedures and the evacuation strategy for each of the School's premises.
- Make suitable arrangements for the co-ordination and the direction of staff in a fire emergency.
- Ensure that reports are prepared in the case of all fires – including false alarms – and to ensure that major incidents are notified to the proper authorities.
- Monitor and review the day-to-day maintenance of fire safety, including compliance with current legislation, regulations etc.
- Ensure that the requirements for staff training and fire drills are met.
- The Deputy Head Teacher will be appointed to deputise in the event of the absence of the Head Teacher. The Appointed Officer will be responsible for the following during a fire emergency situation:-

Act as a co-coordinator at the scene of the fire, prior to the attendance of the Fire Brigade.

Take appropriate emergency action prior to the attendance of the Fire Brigade.

Where necessary, ensure there are sufficient persons to care for evacuated persons, and prevent them from re-entering the building.

Liaise with the Senior Fire Brigade Officer and act upon his instructions.

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FIRE SAFETY PROCEDURES

4. Duties and Responsibilities of Staff

Staff have duties and responsibilities in respect of fire safety. Teachers are responsible for ensuring that fire safety policies and particular instructions are brought to the attention of all staff within their class and observed by them. New staff should be made familiar with the fire procedure and the fire precautions provisions within their work area when they attend for initial duty. They should make provisions such that every member of staff can participate in fire safety training and drills.

Staff should be encouraged to report to manager's instances where properly Agreed fire safety procedures are not being implemented or observed, i.e. anything affecting the integrity of escape routes and fire compartments, continued use of faulty equipment etc.

All staff have a responsibility to ensure they are familiar with the fire routine, Location of fire alarm operating points, and fire fighting equipment and how to use them.

Be aware and alert at all times to the danger of fire and do everything Possible to reduce the risk.

Staff working in areas not manned 24 hours per day should take extra care Before leaving premises. Unplug all non-essential electrical equipment, make Sure all doors are closed.

Do not allow combustible waste to accumulate, keep it to a minimum, Remove it daily.

Be aware of fire doors; do not allow them to be propped open at any time.

Be aware of disabled persons within your working environment and their Needs should a fire occur.

5. Fire Reporting Procedures

5.1 In the event of fire, the action of staff will be in accordance with the fire procedure formulated for the premises.

5.2 The Fire Brigade must be notified of all fire incidents by raising the alarm in The approved manner.

5.3 All fires and false alarms of fire incidents will be reported by the line Manager to the Incident Control Officer for the premises.

5.4 Fire involving death or serious injury must also be reported to the Health & Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR).

6. Arson, Prevent and Control

Risk Management

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School premises, particularly external and internal located storage areas, are vulnerable to arson attacks from intruders, persons with disturbed patterns of behaviour, employees and others who may enter sites, including contractors. Stores may be targets for thefts and fires to be started to conceal the theft.

6.2 The arsonist is assisted by the following factors:-

- Site accessibility, often spanning 24 hours.
- The dispersed nature of some sites
- The multiplicity of points of access to and from buildings
- The ever changing nature of the Schools population, staff and visitors
- Easy opportunities for theft and pilfering and the accessibility of combustible materials and flammable liquids
- Bad housekeeping measures such as poor management of waste collection, storage and disposal

The activities of arsonists can be limited by:-

- Alertness of staff to persons acting suspiciously
- The regular removal of combustible waste to designated storage and disposal areas

7. Good Housekeeping

Attention to "good housekeeping" practices can reduce the likelihood of fire. Some of the particular practices which should be observed are:

Avoidance of the use of highly flammable materials and liquids wherever Practicable.

Orderly methods of stacking in stores where linen, paper or plastic packaging Is used, to reduce the risk of fire spread and to assist fire fighting.

Storage of equipment and packages in designated areas only "not" in plant Rooms, services voids and shaft, corridors or lobbies.

Regular checks to ensure that storage is "never" permitted on an escape Route, near a fire exit or fire fighting equipment.

Positively discouraging the drying of items over heaters having radiant heat Sources, which can lead to dangerously high temperatures and possible ignition.

Regular checks for the accumulation of rubbish in "out-of-sight" spaces such As lift wells, behind radiators, basements, dead-end corridors etc. Waste and Authorized storage must be dealt with promptly.

Correct storage of cleaning rags and materials in non-combustible containers

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After use.

When leaving places of work, checking for possible causes of fire, for
Example electrical equipment left on or plugged in (over 20% of fires start
In electrical equipment), gas appliances and other heating sources left on.

Removal of un-fused multiple point adapters found in socket outlets by
Estates department staff, and warning staff generally about their use.

7.10 Prohibition of unauthorized adjustment or repair to electrical equipment, and
no use of official, unofficial or private electrical equipment until it has been
checked and approved by the appropriate technical staff. Technical staff
must undertake the connection of 13 amp plugs.

8. Electrical Equipment

Electrical equipment accounts for a significant proportion of fire incidents in health
Care premises. To minimize the potential risk of fire the following should always
Observe:

- Unless it is designed to be permanently connected to the mains supply, electrical equipment should be switched off and preferably, isolated when not in use or when it is unattended, especially overnight.
- No attempt should be made by non-competent persons to carry out any unauthorized adjustment, modification or repair to equipment or wiring.
- No official or private electrical appliance should be used until it has been checked and approved by a competent person.
- Any suspect electrical equipment or electrical wiring must be withdrawn from service immediately and reported to the person responsible for electrical maintenance in the Estates Department.

9. Fire Hazards During Alteration Work

Premises undergoing alteration, extension, repair or maintenance are
Particularly vulnerable to fire. Some items which need careful consideration
are:

- Structural fire and smoke barriers such as walls, doors, ceilings etc. may be incomplete or temporarily removed and alternative safeguards.
- Accumulation of flammable waste such as packing materials and wood shavings.
- Storage and use of combustible building materials, which may constitute a temporary high fire, load in an unsuitable area.
- Potentially dangerous processes such as hot cutting and welding techniques and the use of flammable adhesives. Hot works must not be carried out without the issue of Hot Work Permit.
- Obstruction of escape routes by materials and equipment.
- The external storage of combustible waste or materials in such a position as can hazard the building.

- The temporary disablement of fire alarm and detection systems and the obstruction of fire fighting equipment.

The School's Incident Control Officer should be kept advised of work being Undertaken, particularly if external contractors are involved, and will investigate any specific concerns addressed.

10. Hot Works Permit

10.1 Serious fires frequently occur during maintenance and construction operations where work is taking place on either machinery or plant or building fabric. Most of them are the result of carelessness or ineffective supervision during operations requiring the use of open flames or the local application of heat.

10.2 The most common practiced are:

- Gas or electric welding and cutting
- Blow lamps and blow torches
- Grinding wheels and cutting discs
- Bitumen tar boilers

10.3 On School's property, hot techniques of the type described above are Not to be carried out without the prior issue of a Hot Work Permit.

10.4 The permit lays down specific conditions to be observed and is only valid for The duration of the operation for which it is issued.

11. Storage and Use of Flammables

11.1 Flammable liquids give off vapour, which, under certain conditions, can Ignite or explode. Aerosol spray may contain a flammable product or expellant and if the spray comes into contact with an ignition source a flame thrower effect can result.

11.2 Many fires are caused by the misuse, or careless use of such substances And care is needed in their handling and storage

11.3 Large stocks of flammable materials, including cleaning materials, foam Plastics and rubber should be held in designated storage areas. Only sufficient quantities for daily use should be kept within the workplace.

11.4 Flammable liquids should be kept in securely capped containers and not left Standing in direct sunlight or where they may be knocked over.

11.5 When using flammable liquids or aerosols, care is to be exercised to ensure That the liquid or spray cannot come into contact with flame equipment, hot surfaces or other ignition sources.

RESPONSIBLE STAFF MEMBERS AND PROCEDURES DURING A FIRE EVACUATION

- Mrs Helen Brown, as head, is the first Nominated Incident Control Officer. This role involves the co-ordination of the safe evacuation of the building. Persons can only re-enter the building when the Incident Control Officer gives permission.
- In the absence of the Head, the next in charge will take the role of Nominated Incident Control Officer.
- Nichola Day will manage the evacuation of the Nursery/Reception/ICT and classes 5/6, acting as Fire Warden
- Diana Smith will manage the evacuation of classes 1 to 4, acting as Fire Warden.
- The administration staff will be responsible for taking the pupil registers, staff registers and the visitor book out to the playground, where role calls will be taken.
- Each class will line up in the playground, where each class teacher will take their own class register
- Administration staff will inform teachers of any pupils who may have arrived in school late or have gone home in school hours.
- When the school is deemed safe again by the Incident Control Officer, all staff, pupils and visitors can re-enter the school.
- In the event of a real fire, a report will be completed on the success of the evacuation.
- In the event of a fire drill, the Fire Precautions Log Book will be completed. Staff will also be able to log their views and suggestions for further drills on the form placed in the staff room immediately after the drill

APPENDIX A

TESTING AND REVIEWING

- Fire Alarms tested weekly. One alarm point activated each week and the test logged.
- Emergency lighting tested by qualified persons as per contract
- Fire extinguishers tested annually by fire company. Inspected visually each week, for obvious damage.
- Fire Risk Assessments completed annually during the Autumn Term by an Independent Fire Risk Assessor
- Fire Risk Assessments are kept for each room in the school
- All electrical appliances are tested annually by an approved electrical company

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APPENDIX B

SCHOOL EVACUATION PROCEDURES

In the event of a fire the following procedures are followed:

- ❖ The Fire Alarm activated and the Fire Brigade called
- ❖ All classes to evacuate the school immediately
- ❖ If there are 2 members of staff in the classroom, one should front the evacuation and the other be the last to leave the classroom.
- ❖ The girls' and disabled toilets will be checked by a member of the administration team
- ❖ The boys' toilets and ICT suite will be checked by a member of staff from year 5 or 6
- ❖ At lunchtime it is the responsibility of the Meal Time Assistants' to check the toilets used by the children.
- ❖ All classes to line up in class order in the playground. Each class to line up as a line of boys' and a line of girls'.
- ❖ A member of the administration team to distribute class registers.
- ❖ A member of administration to have the signing in registers for staff and visitors
- ❖ No one to re-enter the building until the all clear has been given by the Incident Control Officer.

APPENDIX C

RECORD OF FIRE APPLIANCE TESTING

	Equipment to be Tested	Testing Frequency	Testing Due
1.	Safety Lighting System	6 monthly	Completed 17.02.2016
2.	Fire Alarm System	6 monthly	Completed 17.02.2016
3.	Fire Equipment	Annually	Completed Nov 2015
4.	PAT Testing	2 yearly	Completed 11.11.15

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FIRE POLICY

Agreed at the Governors meeting on

Head Teacher:

Date:

Governor:

Date:

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