

Fire Safety Policy and Action Plan

Aims

It is the overall aim of Chacewater 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

Chris Gould is appointed as the fire officer for the school and will have overall responsibility to coordinate fire safety matters at the school. He will liaise with Interserve who are responsible for implementation of fire safety measures at Chacewater School, ensure that staff and pupil training takes place and monitor the standard of fire precautions. Interserve will also ensure that a fire evacuation drill is undertaken early in each term and that fire action notices are kept up to date as well as ensuring systems are tested and maintained with records in 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 procedure. 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. Staff will be required to undergo training as and when required to meet the needs of the school.

Fire Training and Evacuation Drills

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, exits and assembly points. Up to date records should be available for review.

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 through Interserve. Up to date records should be available for review

Meeting the Fire Service

A responsible person will meet the fire service on arrival to brief them on the situation.

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 school is consulted and appropriate control measures including arrangements for evacuation and calling the fire service are put in place as outlined in the letting agreement.

Notices

All fire exit routes will be signed clearly to identify emergency procedures and assembly points.

Recording

Recording the results of the fire evacuation drills and the fire log is carried out by Interserve.

Fire Action Plan

- If you discover a fire, SOUND THE ALARM. (do not rely on it to happen automatically)
- On hearing the alarm, staff should ensure all persons evacuate the building by the nearest available, safe exit and proceed to the Assembly point.
- Staff should do a final sweep of their responsible area prior to leaving to ensure all persons have evacuated.
- Doors should be closed on the way out and register bags taken with staff ensuring that laminated register is up to date
- If leaving the building to the front staff should lead children to the dedicated assembly point which is located in the rear playground

- All pupils should be checked against the names in the register once assembled in the playground. It is the responsibility of the Senior member of staff to ensure all persons are accounted for.
- The secretary or the teacher in charge will contact the Fire Service to confirm a fire has been discovered and bring registers, visitor's book, mobile phone to the assembly point in the playground.
- If the alarm has sounded and no fire has been reported, then the Senior Teacher will report to the fire panel to identify which zone has activated and investigate the affected area. If there is any evidence or concern then the procedure to contact the fire service above should be followed. If there is no evidence of a fire, then Interserve should be called immediately to reset the panel. Following an assessment of the affected area being clear and no evidence or concern of fire then the Senior Teacher will silence the fire alarm system and await the arrival of Interserve to reset. At this point staff and children can be brought back into the building.
- The event should then be recorded in the appropriate log book
- The Senior member of staff will liaise with all staff to review events as best practice.

Escape Routes

ESCAPE ROUTES MUST BE KEPT UNOBSRUCTED AT ALL TIMES.

Good Practice

- Fire drills are carried out once every term at different times of day and results recorded in the fire safety file.
 - Mr Buckingham the school caretaker is responsible for ensuring all door wedges are removed at the end of the day. Teachers must remove these as they leave the building in the event of a fire. The headteacher will inform lettings for the school that they must remove door wedges.