

Fire Safety Policy

Reviewed by: Matt Hawley

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Shared with staff:

June 2020

Shared with Governors:

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Review date:

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Introduction

1. The purpose of this policy is to communicate how this school will respond to the requirements placed on it with respect to fire safety legislation and the 'duty of care' responsibilities to all persons working at or visiting the premises.
2. The school is responsible to ensure that there are sufficient arrangements in place for the safety of all staff, pupils, visitors, and building occupants.
3. The school commits to
 - A. Have an up-to-date and regularly reviewed fire risk assessment for the school and all its associated buildings.
 - B. Ensure that reasonable measures for the safe evacuation of able bodied and those persons with disabilities are available in the event of a fire or emergency.
 - C. Provide the necessary resources in terms of finance, personnel and time to ensure there are proper fire precautions in place.
 - D. Ensure all identified persons with responsibilities set out in the evacuation plan shall have suitable and sufficient information, instruction and training with regular updating. All staff and members of the public will be inducted to the school fire precautions procedures upon first joining the school and at regular intervals thereafter.
 - E. Conduct and record regular drills, at least termly, to familiarise all users of the building with the evacuation procedure.
 - F. Ensure regular inspection and testing of all fire precautions is conducted and recorded.
 - G. To promote fire awareness among the pupils.
 - H. To ensure all projects or events consider fire precautions including construction work, after school events and school lettings.
 - I. Suitable and sufficient information and instruction will be provided to any parties to which the premises or part of has been hired out to.
 - J. To have a contingency plan in place covering all foreseeable eventualities in the aftermath of a fire.
 - K. To consult with staff, parents and governors, where relevant, on all fire precaution measures.
4. This policy will be reviewed and updated after a significant change in legislation or best practice and at regular time intervals.

Summoning the Fire Service

The school fire alarm system has a limited heat / smoke detection capability and therefore relies heavily upon individuals who discover a fire to raise the alarm using the call point break glass.

-In the event of the alarm being sounded Matt Hawley (Head of School) will contact the fire authorities by dialling 999 straight away (if safe to do so). In the absence of the Head of School, Sally Dale/Jo Arundell (the admin member of staff on duty) will call the fire service.

-The fire service will be informed of the school's full address: Debden Primary Academy, High Street, Debden, Saffron Walden, CB11 3LE. The fire service will be told of the nature of the fire/ level of emergency, and will also be informed that they will be met at the front of the school.

-Mrs Dale/ Mrs Arundell (admin member of staff on duty) will bring the registers (children and visitors) to the playground.

-A mobile telephone will be taken to the assembly point by Matt Hawley (Head of School) who will meet the fire services at the entrance. Key number 27, granting access around the back of the school via the side gate, should also be brought to the assembly point (this is located in the key box in the front office). In the absence of the Head of School, the mobile phone and key will be brought by the Sally Dale/ Jo Arundell (admin member of staff on duty).

Evacuation of Contractors/ other Visitors

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes and assembly point.
- Be made aware that in the event of the fire alarm sounding they must report to the assembly point and not leave site. Failure to do this could result in them being reported missing and endanger fire-fighters lives.
- Make clear the nature of the work to be carried out (school to consider the possible implications of work on the fire arrangements such as blocking routes, blocking fire exits, hot works etc)
- Sign in, in the visitors' book to acknowledge that they have received induction information.
- Indicate in the book the area to which they will be visiting (where possible) • Sign out on departure.
- In the event of an evacuation the person on reception will take the visitors book with them to the assembly point.

Fire and Evacuation Procedures

-Debden Primary Academy must, above all else, be a safe environment. Therefore, all members of staff must be aware of their nearest exit not only in their classroom but other areas of the school. Fire evacuation notices and evacuation procedures are in place in all areas of the school (see page 3) and all staff should take time to familiarise themselves with these plans:

-The assembly point for an evacuation is the LOWER PLAYGROUND.

Academic Staff and Children

- When the fire alarm sounds, everybody will immediately stop whatever he or she is doing and stand still;
- Silently, the children will line up at the nearest safe and available exit;
- No one should stop to collect any belongings;
- If an adult other than the teacher is present (ie: support staff), they will lead the children out through the nearest or safest exit (fire door);
- The teacher must go last ensuring the classroom/area is empty before they leave;
- From the back, the teacher should issue instructions directing the children to the lower playground where they line up in their designated lines, facing the climbing frame.

Admin Team

- The Admin Assistant (Mrs Arundell/Mrs Dale) will check the front area of the school (including the staff room and meeting room) before assembling in the playground (not before completing the below tasks):
- They will bring the signing in list and class registers onto the playground so that the presence of the children can be checked.
- In the absence of the Head of School, the admin team will also take on the responsibilities of the Head of School (listed below).

Head of School/ Reception Classroom Assistant.

1. If the fire alarm sounds, the Head of School will contact the emergency services. The fire service will be informed of the school's full address: Debden Primary Academy, High Street, Debden, Saffron Walden, CB11 3LE. The fire service will be told of the nature of the fire/ level of emergency, and will also be informed that they will be met at the front of the school. The Head of School will then sweep through the communal spaces (e.g. corridors, toilets) in the main school building. They will bring a mobile phone and key number 27 (located in the key box in the front office) to the assembly point.
2. The teaching assistant from Reception Class will check the Reception outdoor area and toilets before proceeding to the assembly point.

Kitchen Staff

- All kitchen staff will leave by the nearest or safest exit and assemble in the playground.
- The Kitchen Supervisor will check that the catering assistant and midday assistant are in attendance.

Outside of School Hours

- Should there be a fire outside of school hours when there are clubs/ groups taking place (and when the school staff/ management are not on the site) the club/group leader is responsible for the roles carried out by the Head of School (see above).
- The lower playground would remain as the fire assembly point.

Precautions

- The fire service will come into school and deliver a fire safety session to children on an annual basis.
- Leading staff will be appropriately fire-trained on an annual basis

- All fire fighting equipment will be tested regularly (within the required dates – see the fire risk assessment for more details).
- Teaching staff are responsible for keeping the fire exits within their classrooms (and on their routes to the assembly point) clear at all times.
- All children should be taught that the lower playground is the evacuation point in the event of a fire.
- All children should be taught to go straight to the lower playground if they find themselves unaccompanied in the building e.g. if they are in the toilet.
- Staff should notify the office if they leave the school building during lunchtimes so they can be accounted for in the case of a fire.
- Debden Primary Academy is a non-smoking site. There is no smoking on site, at any time, in any location.
- The Head of School will perform a daily Health and Safety check during a walkaround of the school building. Checking fire safety measures will be an important part of these checks.
- The Health and Safety assistant (the kitchen assistant) will also perform a weekly health and safety check, a part of which will include the checking of fire safety precautions.

Fire Drills

- Fire drills will take place at least once every term (3 times per academic year).
- The building should be evacuated in less than 2.5 minutes.
- A record will be kept in the Fire Log book.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Ensure the alarm is raised BEFORE attempting to tackle a fire.

At no time, until the 'All Clear' is given by the Head of School should anyone re-enter the buildings. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Below is the fire procedures poster, to be displayed in all classrooms around the school.



DEBDEN PRIMARY ACADEMY FIRE PROCEDURES

The fire assembly point is the **LOWER PLAYGROUND**

Sounding the Alarm

Anyone, pupil or staff, discovering a fire should activate the fire alarm. Younger pupils should be taught to inform the nearest teacher.

All staff should know the location of the fire alarm and evacuation points and how to sound the alarm (see plan and fire drill)

Evacuating

1. When the alarm sounds, staff/voluntary helpers in charge of classes or groups of pupils should instruct pupils which exit to use. Pupils should leave quietly and in an orderly manner through the nearest exit to the playground nearest to where they are working.
2. Teachers and classroom assistants should lead their children out of the building.
3. The head of school (or senior teacher, in the absence of the head of school) will sweep the main building to check that everyone has evacuated. They will close doors and windows, then proceed to assembly points. The teaching assistant from Reception Class will check the Reception outdoor areas and toilets before proceeding to the assembly point. The office staff will check the front area of the school and the upstairs staff areas.
4. Calling the Fire and Rescue Service. 999 should be dialled to call the fire and rescue service immediately for all fires.

5. Assembling

The assembly point is the lower playground. All classes will assemble here. Children working in parts of the school other than their normal classroom should be escorted after leaving by the nearest exit to this playground. Each class should line up separately, facing the climbing frame.

6. Registering

The office staff will bring out the registers for each class, alongside the visitor book. Class teachers should count pupils to identify those missing. A roll call should then be carried out.

At no time, until the 'All Clear' is given by the Head of School should anyone re-enter the buildings. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.