

# CALSHOT PRIMARY SCHOOL

## Fire Safety Policy



'At Calshot we aim to provide the highest quality of learning and care for ALL children in a safe and enjoyable environment, nurturing personal values, in partnership with parents, carers and the wider community. We expect everyone in our school to strive to achieve their full potential.'

## **1 Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

## **2 Objectives**

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

## **3 Guidance**

3.1 The School has in place procedures for:-

- carrying out fire risk assessments;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems;
- responsibilities of personnel.

3.2 All Fire Marshalls have the responsibility of ensuring that procedures for the buildings are implemented. This would include highlighting any high risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:-

- bringing fire evacuation procedures to the attention of all employees, contractors and visitors, etc.
- Fire Marshalls provide "safety assistance" in the event of a fire.

## **4 Fire Risk Assessment**

4.1 The School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with the Headteacher, Deputy Headteacher and SBM.

4.2 The fire risk assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available from the SBM office and employees' attention brought to any hazards found in the assessment by fire officers.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **5 Fire Detection**

The School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## **6 Fire Alarm**

6.1 The School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Schools Premises Manager and the CK Manager for the relevant buildings. The alarm will be activated using a different activator point each week, where this is practicable and recorded in the fire logbook.

6.3 The fire alarm system will be serviced annually by a competent contractor.

6.4 Records of these tests and servicing are maintained by the relevant Managers.

## 7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

## 8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

8.2 Records of testing and servicing of emergency lights will be maintained by the Schools Premises Manager and the CK Manager for the relevant buildings.

8.3 Testing of system will be carried out by a competent contractor on a regular basis.

## 9 Emergency Procedures

9.1 Written emergency procedures are provided at the exits. These written instructions will include procedures in the event of a fire/emergency.

9.2 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed.

9.3 The means of escape will be regularly inspected by the Fire Marshalls to ensure they are kept clear of obstructions and tripping hazards, although this is also the shared responsibility of all staff.

9.4 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by H&S Advisor when notified.

9.5 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Fire Marshall. All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring.

## SUMMONING THE FIRE BRIGADE:

### 9.6 Unplanned Fire Alarm Activation

- If the Fire Alarm is activated the SPM assists in evacuating the building using the nearest exit and heads to Designated Assembly point. The SPM will account for any other GTFM staff and GTFM Contractors on site. The SPM will liaise with the School's Fire Marshall to receive updates as to whether the school deem the alarm to be false or real.

If the SPM or School employee passes Fire Alarm Panel whilst evacuating the building and it is safe to do so, SPM or School employee will read the panel.

- The SPM will meet with the Fire brigade to direct them to the Fire Alarm Panel. The Alarm Receiving centre (ARC) will attempt to contact the school to confirm fire, if the Alarm Receiving Centre is unable to contact the school the ARC will inform the Fire Brigade of no response, this will not ensure the Fire Brigade attend as a **subsequent second** or more calls will be required to confirm their attendance is required on site.
- The School will call the Fire brigade if there is any doubt as to why the alarm was activated to request their attendance. The Fire Brigade will only attend if **2 or more** calls are received from anyone be it a school member of staff, GTFM employee or contractor or member of the public etc.

- If the alarm activation is known to be a false alarm, school will inform the SPM they are confident it was a false alarm and request the alarm is silenced and reset so the occupants can go back into the building. If the school are aware it is a false alarm when the ARC call, School will inform the ARC and inform the SPM's at the same time so the Alarm can be silenced as soon as possible. If there is any doubt whatsoever as to the reason why the fire alarm was activated the Fire brigade should be called and full evacuation should be undertaken.
- The SPM, School employees, pupils, contractors, members of the public will not re-enter school unless Fire Brigade or School Responsible person deem it safe to re-enter.
- GTFM do record all Fire Alarm activations and keep records which the school has sight of to agree the information contained therein and signs a copy, GTFM are happy to provide a copy for the school should it be required and a summary of the drill will be shared with the Full Governing Body through the Headteacher's annual termly report.

### 9.7 Planned Fire Alarm Activation

#### **Fire Drills are undertaken termly.**

- The SPM records all Fire Alarm Activations whether planned or not, and will ensure the school Fire Marshall has sight of the form and signs to agree the information contained therein, GTFM are happy to provide a copy for the school should it be required. As it is a GTFM document it will be GTFM completing the form and it is not to be amended by any other party, nor requested by any other party to do so.
- The SPM will evacuate with the school as per an unplanned evacuation. The school Fire Marshall once everyone is accounted for will contact the SPM to request the fire alarm is silenced so that everyone can re-enter the building.

## 10 Fire Training

On arrival at Calshot Primary School all staff will undergo an induction of their workplace in regards to fire risks within their building and the site in general.

### 10.1 Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes;
- action to take in the event of an incident occurring.

### 10.2 Pupils will be informed of exits and escape routes.

### 10.3 Fire Marshalls may be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures
- how to spot fire hazards.

### 10.4 Visitors and contractors:-

- on arrival at the School will be made aware of the procedures and assembly points in the event of an evacuation;
- for events with large numbers of attendees, such as open days or concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

## 11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the H&S Advisor and Site Manager will:-

- 11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- 11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 11.4 Consult regularly with Senior Leaders;
- 11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 11.6 Pay close attention to the activities of contractors as appropriate.

## **12 Fire Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the Health and Safety Advisor and fire logs by the SPM. Maintenance and record keeping of fire systems will be the responsibility of Galliford Try for the main school and the electrical contractor for the before and after school building.

Recommended review period: Annual

Review by: H&S Governors

Date approved: 22<sup>nd</sup> June 2017