



Manadon Primary School

Fire Safety Policy & Management Plan

Date 1/2/2021 - updated Feb 2022 - updated January 2024

1. INTRODUCTION

This Fire Safety Policy and Management Plan reflects the importance the School and its Governing Body attaches to the safety of its staff, pupils, members of the public and other persons affected by its activities or its premises in relation to fire safety. The School acknowledges and accepts its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974 and will comply with all relevant safety legislation and standards. The School will make and give effect to such arrangements as are considered appropriate and necessary for the effective planning, organisation, control, monitoring and review of all measures put in place to ensure adequate fire safety exists within all buildings on the school site.

2. OBJECTIVES

Through the Fire Risk Assessment process, to:

- Minimise the potential for fire to occur.
- Reduce incidences of fire.
- Safeguard all persons on School premises from death or injury in the event of a fire.

The School will:

- Provide adequate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use.
- Provide adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order, the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all firefighting equipment.
- Provide appropriate instruction and training for all persons including contractors and other visitors, on the actions to be taken in the event of a fire and to enable them to safeguard themselves and other persons on the premises.
- Monitor the effectiveness of the measures in place and review this Policy and Plan at least annually, following an incident and building alteration or refurbishment.
- Make the Policy and Plan available to all staff taking into account the relevant and specific needs of the individual.

3. RESPONSIBILITIES

The Responsible Person and Incident Officer nominated for the School is the Headteacher. Responsibility for carrying out the routine fire precaution checks has been delegated to the

Caretaker. In the absence of the Headteacher, the Deputy Headteacher takes on the role of Incident Officer. The School has 17 trained Fire Marshals to cover the following areas:

Responsible Person and Incident Officer –Hayley Gilbride, Headteacher

Incident Officer in Absence of Head Teacher – Vanesa Chidgey, Deputy Headteacher

Routine Fire Checks – Adrian Bailey, Caretaker.

Manadon Primary School Register of Fire Marshall Certificates

Employee Name	Date of Certificate
Sheila Friend	24/06/2021
Donna Bailey	24/06/2021
Deborah Godfrey	24/06/2021
Viv Harris	24/06/2021
Astra Stanton	24/06/2021
Charlene Lumsden	24/06/2021
Leonie Waldron	16/09/2021
Julie Richards	24/06/2021
Christina Taylor	24/06/2021
Kirsty Voden	24/01/2023
Sara Orchard	16/09/2021
Helen Hooper	24/02/2023

The Responsible Person is to ensure that:

- The Fire Risk Assessment is undertaken, documented and appropriately reviewed at least annually or if there are any changes affecting fire safety in the interim.
- All staff and children are made aware of fire procedures in September, April and June.
- All staff members receive relevant and suitable fire safety training to ensure that fire safety is maintained at the school.
- All visiting staff, contractors and visitors receive clear directions regarding evacuation and safety procedures.
- A fire evacuation drill takes place at least thrice yearly and that this is recorded, and any remedial action is taken that may be required.
- Contracts with maintenance companies are maintained and that the fire log book is available at all times.
- Annual checks are made of all fire fighting equipment by appointed contractors.
- Regular premises inspections are carried out.
- The Governing Body are informed of all issues arising from a fire risk assessment and receive an annual report on actions taken as a result of this policy.

The Caretaker is to ensure that:

- The regular testing of call points, escape lighting, exit points and self closing door mechanisms takes place according to the schedule of checks in Section 8 of the Site Control Log Book.
- Any failures in these systems are reported to the Responsible Person.

The Incident Officer is to:

- Perform a Supervisory/Managing role in any fire situation.
- To ensure that the Fire and Rescue Service is called if necessary.
- To liaise with the Fire and Rescue Service on arrival.

Fire Marshals are to:

- Co-operate with and take instructions from the Incident Officer.
- Check the premises to ensure that everyone has left.
- Where safe to do so, search the premises to ascertain the reason for the alarm and decide on whether it is a false alarm; if, where the fire is small enough and that it is known how it started, that it is safe to fight; or whether the situation requires Fire and Rescue Service intervention.
- Where competent, use Fire-fighting equipment when safe to do so to extinguish the fire.
- Where Fire and Rescue Service intervention is required, report back to the Incident Officer immediately or telephone the Fire and Rescue Service direct.

All Staff/adults in the school:

All staff members have a responsibility for fire safety. Active fire prevention should form part of everyone's general day to day work activity. All persons are required to be vigilant and ensure that fire safety precautions are maintained and to:

- Ensure the safety of the children and to evacuate the building.
- Ensure that escape routes are kept clear.
- Ensure that escape doors are free of obstruction and easy to open without the need for a key.
- Ensure that fire extinguishers are kept unobstructed.

Under no circumstances should a member of staff re-enter a burning building to fight a fire.

All staff members are required to comply with fire instructions and training that has been provided.

4. SPECIAL ARRANGEMENTS

Any child or member of staff who may have difficulty evacuating the school due to restricted mobility, or other disability under the Equality Act 2010, will have a Personal Emergency Evacuation Plan (PEEP) completed and put in place to ensure an effective escape.

A general PEEP (or GEEP) exists for any visitors who may be on site during school events and a nominated fire marshal will look after the requirements of any visitors.

5. STAFF TRAINING IN FIRE SAFETY FIGHTING

All training for Fire Safety is repeated periodically and when there are changes that need to be brought to the attention of staff. It will be carried out during working hours and a record of any training delivered or received maintained in Section 18 of the Site Control Logbook.

Responsible Person

The Responsible Person will receive suitable and sufficient training to ensure that they are competent to carry out any of the preventative and protective measures identified above under Responsibilities.

Those with additional Fire Safety responsibilities

All Staff members with additional responsibilities are to be provided with more comprehensive training to ensure that they are competent to undertake those duties. Although dependant on the level of responsibilities, for Fire Marshals, this training may include:

- How to search safely and recognise areas that are unsafe to enter.
- The difficulties some people, eg. The disabled, may have in escaping and special arrangements in place.
- The theoretical and practical use of fire-fighting equipment.
- Fire safety/prevention.
- Fire fighting procedures.

Staff members

Staff members will receive training as follows:

- Induction training on fire procedures at the start of their employment.
- Fire awareness training at least annually to enable them to safeguard themselves and other persons on the premises.

Pupils

All pupils are to be informed of what to do in the event of a fire, escape routes and the location of assembly points.

Visitors and Contractors

All visitors, contractors and others working on site are to be informed of what to do in the event of a fire, escape routes and the location of the assembly points.

6. PROCEDURES

Fire Drills

Fire drills will be carried out thrice yearly, e.g. January, May and September at differing times during the working day. All fire drills will be detailed and recorded in Section 8.0 of the Site Control Logbook, including time taken to evacuate the School and associated buildings. All class teachers are responsible for evacuating their class to the designated assembly point.

Assembly Point(s)

The designated assembly points for the school are:

1: The Middle Playground.

2: The Field

The Office Staff will take any registers that have been returned to the main office, along with the visitors' books to enable a full head count to be undertaken.

All staff with registers will report to the Incident Controller that the roll call is complete, or if any persons have not been accounted for.

Safe Evacuation Procedure

All emergency evacuation procedures will be tested and monitored during the regular emergency drills. These will also allow teaching, non-teaching staff, parents, contractors, visitor and pupils to become familiar with the exit routes and doors, which may not be used during normal activity.

The procedure is to be covered in detail in the induction of new staff including an informal walk through all areas of the school to highlight key points and areas.

Staff should be made aware of the procedures, which are necessary to ensure that all class members are escorted to a predetermined assembly area.

- During class times, one of the teaching staff (Teacher or TA) is to escort the children from the building and report to the designated assembly point. The other one (Teacher or TA) should check all areas of the classroom (if required), take out the register and close windows and doors, if possible and safe to do so.
- If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible.
- During lunchtime, MTAs will escort the children to the nominated assembly area, with one nominated to check the area, close windows and doors if safe to do so.
- Teaching Staff are **not** to proceed through the school to collect their children from the dining area but are to evacuate the building by the nearest exit and proceed directly to the Assembly Point.
- During playtime, all staff members are to leave the building by the nearest exit and proceed to the assembly point, assisting the Playground Staff with the children as required.
- Where staff may be required to carry children or lift them into wheelchairs, nominated persons should assist.
- The Head/Deputy Head or Business Manager should notify the relevant emergency services.
- On leaving the building the Office Staff will collect attendance registers to enable a head count to take place once staff and children have been evacuated from the building.
- Also, the Office Staff will collect the Visitors' Book and other Signing-in Books to enable a separate head count to take place of any parent helpers and other visitors to the building who may be allocated to a specific year group or be working onsite (Contractors etc.).
- They will also collect the Emergency Grab-Bag or Red Box containing an up to date listing of contact details to enable staff to contact parents should the emergency escalate.
- The Incident Controller will be responsible for collating the completeness, or otherwise, of the separate head counts and communicating this to the emergency services on arrival.

Practice emergency drills will be called by the Head/PiC who may or may not inform staff members of their intended action. Emergency drills will be carried out at different times of the day, so all pupils are aware of the different exit routes from different parts of the school.

On practicing emergency drills the Alarm Company and Emergency Services are to be notified in advance by a nominated key holder. The aim is to complete a full and safe evacuation, including accounting for all persons within the guide time of 4 minutes.

Premises Inspections

Premises inspections should be carried out as required in accordance with Section 8 of the Site Control Log to ensure that:

- Firefighting equipment is in-date and maintained.
- Fire signage and notices are correct
- Fire detection systems are in place and fully maintained/tested.
- Fire Escape routes are clear, not obstructed and exit doors can be opened easily
- Fire Alarm systems are in place and fully maintained/tested.
- Emergency Lighting is in place and fully maintained/tested.
- Faults and defects are identified, logged and actioned.

Contractors, Hot Work and Work on the Electrical and Fire Systems

All Contractors working on the premises are to be assessed to ensure that they are competent to carry out the work safely. All work on the premises carried out by Contractors should be carried out in compliance with the School's Rules for Contractors.

- Hot work can only be done under a Hot Work Permit, completed by the Contractor, identifying the actions required to ensure that reasonable safety procedures are maintained.
- All works involving the fixed electrical system can only be done under an Electrical Permit to Work, completed by the Contractor, identifying the actions required to ensure that reasonable safety procedures are maintained.
- When work is carried out on the fire systems on the premises, the responsible person and contractor must co-operate and co-ordinate the activities to ensure that fire safety is maintained. Any changes must be communicated to all staff so that they are aware of what is required.

Records

The following records are to be maintained by the Responsible Person:

- A suitable and sufficient, in date fire risk assessment.
- A current plan of the premises.
- Up to date Fire Log sheets and maintenance records.
- Training and instruction records.

Signature

Chair of Governors

Annexes: A. Basic Fire Rules

Appendix: The Regulatory Reform (Fire Safety) Order 2005

Signature

Head Teacher

BASIC FIRE RULES

Fire Prevention

There are a number of basic fire safety rules for schools, many of which are no more than general good housekeeping.

- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area or disposed of.
- Corridors, stairways, entrances and emergency exits should be kept clear at ALL times.
- Classroom displays and work displayed in corridors should be set up with care and kept to a sensible minimum. Ensure no Fire Safety equipment such as extinguishers, signs or emergency lighting is hidden from view or access obstructed.
- Decorations are a fire risk if they are hung near to heat sources or light fittings.
- Waste paper bins should be made of metal or other non-combustible materials. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- Stock rooms for stationery and other combustible materials should be securely locked.
- The boiler room is to be kept clean and tidy, with the door locked at all times.
- Electrical equipment must be used properly and kept in a safe working order. Electrical sockets should never be over-loaded, and wiring must be checked regularly. All electrical appliances, equipment, sockets and sources are to be regularly checked and tested as laid down in the Site Control Logbook.
- When using an electrical appliance, it is the user's responsibility to make sure the appliance has no obvious visible or operating defect that could cause it to be a Fire Safety or Health risk.
- Clothing and costumes that may be used for school plays and shows can be highly flammable. They should never be placed or stored close to a heat source, (e.g. floodlights, radiators or stage lighting).
- DO NOT wedge open Fire doors. Fire doors are to remain closed and not to be wedged or held open unless using a self-closing door stop compliant with safety standards.
- All emergency exits and escape routes are to be kept clear and free from obstruction at all times, including external areas and pathways leading away from the building.
- Report defects. Ensure all defects are reported correctly. Label defective electrical equipment and remove to a safe place if possible.

Discovering a fire

- Evacuate the room and close all doors and windows. Do not attempt to remove equipment or personal belongings.
- DO NOT attempt to use a Fire Extinguisher. Only trained staff or Fire Marshals should attempt to extinguish the fire.
- Alert nearby colleagues by calling 'FIRE! FIRE!'
- Operate the nearest fire alarm call point by breaking the glass.
- Call the Fire Brigade by dialling 999.
- Leave the school building and make your way to the designated assembly point.

On Hearing Fire Alarm

- If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
- Close all doors and windows on leaving your room or classroom.
- Proceed to your designated assembly point and take the register.
- Report to Fire Marshal and/or PIC that the register has been taken and whether all pupils and persons have been accounted for.
- Office team to take out all signing in books, and walkie talkies to each, to liaise with the other assembly point.

After the Event

- Do not re-enter the building until advised to do so by the Senior Fire Service Officer, PIC or Fire Marshal.
- If the fire has been extinguished by a trained member of school staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working condition before re-occupying.
- Follow instruction from the PIC or a Fire Marshal.

Know

- Your means of escape, primary and secondary (see route map). These are displayed around the school in main corridors, escape routes and adjacent to Fire Alarm Call- points.
- The nearest fire alarm call- point.
- Your assembly point.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The following extract from the Fire Risk Assessment for Educational Premises highlights the following statutory responsibilities for schools.

If you are the responsible person you must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons.' It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs, and children, and must include consideration of any dangerous substance liable to be on the premises.

There are some other fire safety duties you need to comply with:

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You must**, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- **You must** inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find, and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises which contain more than one workplace, **you are also responsible** for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- **You must** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.

- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- **You must** ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- **Your employees must** co-operate with you to ensure the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.