

FIRE POLICY

1.0 INTRODUCTION

1.1 This Fire policy provides the detailed procedures to be followed at all times to ensure the safety of all pupils, staff and visitors and to minimise the development and spread of fire within the school building or to prevent it spreading between rooms.

1.2 Head Teacher is responsible for ensuring strict adherence to this policy document, whilst all staff are responsible for ensuring they fully understand the details of the procedures and the local arrangements and plans.

2.0 GENERAL PRINCIPLES

2.1 The following general principles apply:

All staff must familiarise themselves with the Fire Policy from their first working day following induction.

All Staff are given Fire Instructions appropriate to their role and responsibility as part of their induction. These instructions are reissued on an annual basis.

Fire Drills will be carried out every term.

Staff must ensure they are aware of all fire exits, understand how to activate the fire alarms and know the designated Assembly Points.

In areas where it is deemed necessary the school will appoint members of staff to be trained in the use of fire extinguishers.

Staff must be able to account for all pupils, staff and visitors in their area.

All fire exits must be kept clear of all obstacles at all times.

Fire doors must never be kept wedged opened or obstructed in any way or at any time.

All staff must ensure they are aware of the procedure to contact the Fire Brigade.

3.0 MAINTENANCE, TESTING AND INSPECTION

3.1 Fire safety measures and equipment are to be maintained in working order. These include:

Fixtures and fittings such as fire doors, corridors, fire detection and alarms systems.

Fire fighting equipment, emergency lighting, notices and signs.

3.2 Regular checks, periodic servicing and maintenance will be carried out with a full record of work carried out. This will be done by approved contractors.

4.0 FIRE PROTECTION AND PREVENTION

4.1 To ensure that appropriate measures are taken to meet the risks from fire, St. Mary's school must carry out and keep records of the following:

Carry out fire risk assessments of the workplace, which consider all pupils and employees and others especially at risk, ie disabled persons, who may be affected by a fire in the workplace.

To complete and fully comply with the requirements of the school's own fire risk assessment and the control measures contained within that document.

Provide adequate fire fighting facilities which are clearly defined, free of obstructions, numbered and listed on a register, checked monthly and serviced annually.

4.2 Fire alarms must be audible in all areas of the school and take account of any noise or operating machinery, and the following carried out:

Ensure that weekly fire alarm test, using a different call point each time, are carried out.

Check auto detectors at least annually.

Routinely test emergency lighting.

Display written fire action procedures and notices.

Store flammable chemicals in suitable stores with appropriate ventilation.

Make available and display appropriate emergency fire plans in all relevant locations with requirements implemented.

Keep records of tests carried out on call points and emergency lighting.

5.0 FIRE INSTRUCTIONS

5.1 Basic fire instructions are shown below. Copies are to be found in prominent positions around the school. These are in addition to the standard Fire Notices located at various key points in all buildings, and are intended as an aide memoire for staff.

| FIRE INSTRUCTIONS | |
|-------------------|--|
| 1. | On sounding the alarm (Break glass on Alarm System) OR on hearing the alarm |
| 2. | Do not assume it is a false alarm |
| 3. | The staff person nearest the telephone is to call the fire brigade on 999. DO NOT WAIT FOR PERMISSION |
| 4. | Evacuate all pupils, staff and visitors by the nearest safe route, to the fire assembly point (Yard or Field) |
| 5. | Account for all persons in your area |
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| 6. | Detail missing person(s) to the first Fire Officer on scene |
| 7. | Safety is paramount, do not put yourself or others at risk and follow procedures |

6.0 PROCEDURE TO BE FOLLOWED

6.1 Discovery of Fire

6.1.1 Whoever discovers or suspects a fire must immediately activate the nearest fire alarm.

6.1.2. The staff person nearest the telephone is to call the Fire Brigade on **999**.

6.1.3. Teachers must evacuate all pupils in a calm and orderly manner to the field. This is to be done along with visitors and other staff by the nearest fire exit, proceeding as quickly and safely as possible. Remember to guide pupils and visitors to the right location.

6.1.4. To bring the attendance registers is firstly the responsibility of the Head teacher/Admin officer.

6.1.5. The teachers must then account for all pupils and provide details of missing persons to the Head teacher/person in charge of the incident.

6.1.6 The person who has details of the fire location and nature must give that information to the Head teacher / person in charge of the incident

6.1.7 All staff must follow the instructions given by the Head teacher / person in charge of the incident

6.1.8 On evacuation of an area staff should, if it is safe to do so, close all windows and doors behind them.

6.1.9 Only staff trained in the use of fire extinguishers should attempt to tackle a fire.

6.2 Sounding of the Fire Alarm

6.2.1 Upon hearing the fire alarm staff should not assume it is a false alarm but should assemble all pupils and visitors they are responsible for and prepare for a possible evacuation.

6.2.2 If the location of the fire is undetermined or if staff has no information on what has activated the alarm, they should evacuate immediately and proceed quickly and safely to the nominated fire assembly point.

6.2.3 The location of the fire would normally be shown on the main fire panel. A member of staff should have the role of establishing the location of the fire and contact the fire brigade. Other staff should make evacuation a priority.

6.2.4 Staff should not be required to enter a building under evacuation conditions. Any staff required to carry out a search must:

- Already be in the building
- Not have other duties (e.g. escorting pupils and visitors to safety)
- Only sweep areas that they pass on the way to their nearest exit (to achieve this more than one member of staff may be required to sweep different areas).

- 6.2.5 The Head teacher / person in charge of the incident must check that everyone – staff, pupils, contractors and visitors, are accounted for.
- 6.2.6 The Head teacher / person in charge of the incident will note the nature of the alarm, location of alarms activated, any fire details, and any people not accounted for, and update other staff as appropriate to ensure clarity of communications.
- 6.2.7 The Head teacher / person in charge of the incident must be informed as and when people previously missing are located.
- 6.2.8 The Head teacher / person in charge of the incident will instruct their staff, pupils and visitors about the location and nature of the alarm.
- 6.2.9 No alarm is to be switched off or reset until clear instructions from the Head teacher/ person in charge of the incident.
- 6.2.10 No one is to return to areas of work unless they are given the all clear to do so by the Head teacher / person in charge of the incident.

7.0 CALLING THE FIRE BRIGADE

- 7.1 Use any phone with a direct dialling facility. Dial 999 and request the Fire Service.
- 7.2 Give the Fire Service the following information:
- Address
 - Telephone No
 - Type of Facility
 - Location of building where the fire alarm has been activated
 - The nature and extent of the fire and any danger to people
 - Your name and designation
- 7.3 Remember to request an estimated time of arrival.

8.0 MISSING PERSON

- 8.1 If it is thought that someone is missing, establish their name, and when and where they were last seen.
- 8.2 The Teachers in charge of their area, must inform the Head teacher / person in charge of the incident immediately of any person who is missing, giving their name, age, last known location and any special circumstances eg whether they are disabled, deaf, or if they exhibit challenging behaviour, etc.
- 8.3 No one is to re-enter a building which is on fire to locate the missing person. See 6.2.4
- 8.4 The Head teacher/ person in charge of the incident must inform the first Fire Officer on the scene as soon as they arrive of any persons who are unaccounted for giving

them the name, age and last known location of the missing person(s), and any special circumstances.

- 8.5 If the missing person is located in an unsafe area, and staff can see/talk to the person, they should offer reassurance and do whatever they can to assist the person to a place of safety, provided it is safe to do so.
- 8.6 The missing person should have been found using the sweep system described in 6.2.4. This could possibly be a situation where the missing person is in a toilet.
- 8.7 If the person is likely to require medical treatment, then an ambulance should be called and first aid and oxygen available for when they are brought out of the building/area. Treatment must only be initiated in a place of safety, and instructions from the Fire Officer or teacher in charge must be followed.

9.0 PERSONS REFUSING TO BE EVACUATED

- 9.1 If a person refuses to be evacuated then staff should evacuate all other personnel and try to leave the person in as safe a place as possible.
- 9.2 If the person cannot be removed after completing the evacuation of all other personnel then staff should note their location and immediately inform the Head teacher.
- 9.3 On evacuating a building or area all doors must be left closed, but unlocked.
- 9.4 Staff should not stay with the person who is refusing to be evacuated if there is any danger to the staff member's personal safety. Staff should inform the Head teacher immediately.
- 9.5 The Head teacher must inform the first Fire Officer on the scene as soon as they arrive of any persons who are unaccounted for giving them the name, age and location of the individual, and any special circumstances.
- 9.6 Attempts to persuade the person to evacuate must only be carried out if there is no risk to staff or others present. Staff should offer reassurance from a place of safety.
- 9.7 If the person is likely to require medical treatment, then an ambulance should be called and first aid be available for when they are brought out of the building/area. Treatment must only be initiated in a place of safety, and instructions from the Fire Officer or Head teacher must be followed.

10.0 TACKLING FIRES

- 10.1 Staff should only attempt to tackle the fire if:
 - There is no danger to themselves or others.
 - They have the correct equipment to tackle the fire.
 - They are confident that they know how to use the equipment correctly.
 - The fire looks easy to get under control, for example in a waste bin.
 - They can see the fire is small.
 - They are confident in doing so.
 - Only if they have been trained to do so.

10.2 Staff are not required to tackle any fire and if they have any doubt they should not do so and await the fire service.

11.0 RETURN TO NORMAL

11.1 The Fire Officer in charge of the incident will advise the Head teacher that the incident has ended.

11.2 The Head teacher will ensure that all staff are advised of the situation, and inform them of what steps should be taken next, which may include a full and normal return to all facilities, restricted return, or re-deployment to alternative locations.

11.3 Fire alarms must be reset once the Head teacher has liaised with the Fire Officer in charge of the incident and it is safe to do so.

11.4 The Head teacher will advise staff as to whether a formal de-brief will be required, and whether statements etc. should be prepared and collated.

12.0 POLICY REVIEW

12.1 This policy will be subject to a general review on or before the review date shown on the front cover. This policy will also be reviewed as frequently as is needed in order to meet changes in operational practice, or to meet legislative or statutory requirements

Signed..... **Mrs J Sutherland**
(Head teacher)

Signed..... **Mrs R Howlett**
(Chair of Governors)

Date