



## *Fire Precaution Policy 2024*



*Approved by:*      *Headteacher / Fire  
Protection Officer*

*Date: September 2024*

*Last reviewed*      *September 2024*  
*on:*

*Next review*      *September 2025*  
*due by:*

## Fire Precaution Policy

This policy has been written by the Regulatory Reform (Fire Safety) Order 2005. It is the risk assessment that underpins the fire safety policy of the school. The school's responsible person is the Head Teacher, who will review the policy annually.

### FIRE RISK

Whilst fully appreciating that all potential fire hazards are crucial, inspecting the school did not reveal any risk of great significance. The conclusion was based on several factors:

- The school is a non-smoking area.
- The school does not use science equipment that might be considered hazardous as part of its curriculum.
- All potential combustible materials, i.e. paint, are kept in an external storeroom.
- The limited space precludes the collection of hazardous materials permanently.
- There are no members of staff or pupils with visual or mental disabilities. No person works/studies in an isolated location.
- There is a formally recorded fire risk assessment on the shared drive.

### FIRE DETECTION

Alarm buttons are to be found in the following places:

- Front door entrance
- Back entrance (kitchen area)
- Downstairs Lab
- Library
- Infant cloakroom exit
- Computer room
- External cabins

### FIRE ALARM PROCEDURES

On hearing the alarm (a continuous ring), everybody should leave the building quietly, in a single file, and orderly. [The exit should be by way of a set route via the nearest exit.] All persons should walk carefully and steadily, avoiding all running and pushing. Nobody should collect personal belongings.

- Headteacher's office to exit through the front door
- Office to exit through the rear door/Fire Window Exit
- Computer room exit through external fire escape on the top floor
- Geography room exit via the classroom door, through the computer room, then the external fire escape on the top floor
- Library, Year 4, and Year 5 exit down the main staircase and through the front door.
- 3K and 3L exit through the front door.
- Music room, Reading Room, and laboratory to exit through boys' cloakroom.
- Art room to exit through infant cloakroom.
- Hall to exit through the fire door at the rear of the hall.
- Dining area to exit through the rear door. In the first half term, the steps will not be in use. All children must exit through the front door.
- Reception to exit through the fire door at the back of the classroom.
- Year 1 and Year 2 to exit via the classroom door.
- Year 6 to exit via the classroom door.
- Photocopy room to exit down the main staircase and through the front door.

When descending the main staircase, all junior children must be told to go down the stairs on the right.

On opening up daily, the boys' cloakroom door and door from the art room are always opened. In line with fire regulations, this keeps all access from fire doors open.

All doors are marked and signposted. Emergency lighting is in operation. All classes are to assemble at the front left of the building from Reception to year 6 in order. Registers would be brought to the assembly point by the office manager.

The responsibility of ringing the fire brigade will be the head teacher or in their absence the deputy head or directors.

All doors and windows should be closed by adults as they leave the building unless it would be dangerous or timely to do so. The kitchen staff should close all kitchen windows when leaving each day.

The head and senior teachers would then check the premises in the agreed manner.

In the event of a fire:

- All teachers, where possible, will check their classrooms and ensure all pupils are out of the classroom.
- All form teachers will ensure that their classes are alphabetically ordered and will take the register.
- Mrs McIntee will register both year 5 classes until Mr Connor has finished the sweep of the building.
- When Mrs Busby is offsite, the person dismissing them from school at the end of the day will ensure the form is alphabetically ordered and take the register.

Other areas are to be checked in the agreed manner. With particular attention to:

### Computer Room and Geography Room

The teacher in the geography room will ensure these areas are clear.

If no teacher is in the geography room, the teacher in the computer room will ensure the area is clear.

### First/Middle Floor

The teacher in Mr Cunningham's will ensure the middle floor is clear.

If no teacher is in Mr Cunningham's classroom, the teacher in Mrs McIntee's classroom will ensure the middle floor is clear.

### Ground Floor & Basement (including a music room, art room, cloakrooms, and toilets)

Mr Mike Connor will check these areas.

On the odd occasion where Mr Connor is off-site; Mrs Vayro will check these areas.

- If necessary, all would be evacuated from school premises by the back gate onto Hale Road.

### EMPLOYEE INSTRUCTION ON FIRE EVACUATION

The evacuation instructions for each room are located on the wall near the door of each room.

### FIRE FIGHTING EQUIPMENT

- Fire extinguishers are positioned in locations recommended on previous visits:
  - front entrance
  - kitchen area, plus towel

- first-floor corridor
- computer area
- main hall
- mobile classroom
- art room
- Outside geography room
- Outside science room
- Reception
- Fire doors have been fitted where requested. The intention is to prevent the spread of smoke and fire and should be kept closed at all times.
- Fire extinguishers must be used by trained, competent and confident persons only when safe.

### TRAINING FOR STAFF

All staff are aware of the fire procedure of the school and are reminded of the procedure each September.

In brief:

- All members must be aware of the fire bell's ring.
- All members must be aware of the nearest exit point and exit route for all areas of the school.
- All members must be aware of alarm buttons and how to activate them.
- The priority is to evacuate all pupils and ensure the premises are free of all pupils and personnel.
- Termly fire drills are to be treated with utmost seriousness and responsibility.
- It is important that all doors and exit routes are kept clear.
- It is the sole responsibility of the head or deputy head to summon the fire brigade.
- All visitors know the fire procedures in the visitor's book and on display in the entrance hall.
- Staff training is carried out annually, and all staff know the fire procedures. All visitors are aware of the fire procedures when signing into the school.
- Annual training was held on the following dates.  
All members attended, and full instructions on fire procedure and fire evacuation drills were given.

1<sup>st</sup> September 2024 (internal)

31<sup>st</sup> August 2023 (internal)

31<sup>st</sup> Aug 2022 (Compliance Education)

## MAINTENANCE OF TESTING OF FIRE SAFETY EQUIPMENT

- Smoke detection checked on the contract.
- Emergency lighting checked on the contract.
- Fire alarm system regularly checked on contract.
- Fire extinguishers checked on contract.
- Kitchen equipment checked on contract.
- Central heating checked at least annually.
- Clear emergency routes are signed.

All contract work is carried out by Vulcan Fire

Regularly, there is a review of procedures. All aspects of the fire safety policy are regularly checked; a number formally noted, e.g. fire drill. Several less formal checks, including freedom of exits and location of fire extinguishers. All are recorded online. All recommendations which are suggested will be implemented by Mike Connor.

## SAFETY OF STAFF AND ANYONE ELSE LEGALLY ON THE SCHOOL PREMISES.

All staff are fully aware of the fire alarm procedures. All visitors know the fire alarm procedures when signing in to the visitor book.

## FIRE EVACUATION DRILL

Fire evacuation drills take place termly, they are logged on the shared drive.

## RISK ASSESSMENT

Risk assessment is carried out at regular intervals by Compliance Education and formally recorded.

### Fire Marshal Duties

- 1: Checking your EMERGENCY EXITS. They should be free from obstruction at all times, inside and out, and able to be opened.
- 2: Checking your FIRE EXTINGUISHERS. Are they in the right position, have they been serviced, and are they indicated by signs?
- 3: Checking your FIRE DOORS weekly. Are they in good working order and are they being kept closed?
- 4: Checking your 'BREAK GLASS CALL POINTS'. These are the devices fixed to the wall where you can manually sound the fire alarm by breaking the glass. They should always be visible and indicated by signs.
- 5: Checking your EMERGENCY LIGHTING every month. All the lights should be in working order and if they aren't, an electrician or fire safety company should be contacted.
- 6: Testing your FIRE ALARM weekly. We've all experienced the weekly fire alarm test, what we might not have known is it's often a fire marshal's duty to carry it out.

**7:** Checking your FIRE SAFETY SIGNS. Are the right signs in the right places and happily and securely stuck?

**8:** Checking your GENERAL HOUSEKEEPING. Are combustible materials stored away from sources of heat? And are exit routes kept clear and free of clutter?

**9:** Checking your SMOKING AREAS where applicable.

**10:** Controlling your HAZARDOUS MATERIALS. Are flammable liquids and other dangerous substances stored correctly?

**11:** Carrying out NEW STAFF SAFETY INDUCTIONS. Did you know that all new starters must have fire safety awareness training, and all staff should have an annual refresher?

**12:** Making sure electrical devices are PAT TESTED. Faulty electrical devices are one of the most common causes of workplaces fires.

**13:** Organising termly FIRE DRILLS. Your team should know how to exit the building in case of fire and the evacuation procedure should be assessed to make sure it works.

**14:** Managing all PAPERWORK AND THE LOGBOOK. Legislation requires that all fire safety activities are accurately documented.

**15:** Owning your FIRE RISK ASSESSMENT. Alongside your 'Responsible Person', your Fire Marshals can help deliver the recommendations in your Fire Risk Assessment.

### FIRE PRECAUTION CHECK LIST

All points below should be carried out by an appointed person and recorded in the Fire Precaution Logbook.

Daily - Ongoing	Check exit doors and emergency routes are free from obstruction
Weekly	Test fire alarm via different alarm call points
Weekly	Ensure automatic doors release correctly and fire door mechanisms are functioning
Monthly	Check smoke/fire detectors are free from damage.
Ongoing	Ensure fire extinguishers are in correct location and that their tamper device have not been disturbed
Ongoing	Check fire signs are in situ
Termly	Fire drill/evacuation
Six Monthly	Check battery systems for emergency lighting
Annual	Check: hose reels, fire extinguishers, fire blankets, (this is carried out by service engineers)