



# **POLICY**

## **Fire Safety Policy and Procedures including EYFS**

SEPTEMBER 2024

Review 2027

**Assunnah Primary School**

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Head Teacher: Hoden Yussuf

## AIMS

It is the overall aim of Assunnah Primary School to minimise the risks to staff and children, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practises.

The School management will fully comply with the Regulatory Reform Fire Safety Order 2005 (RRO) and ensure that a suitable and sufficient fire risk assessment is carried out and recorded.

In complying with the RRO, the school management will check the fire safety and fire precaution with best guidance documents issued by the Communities and Local Government department, (CLG).

The current guidance issued is fire safety document for educational premises. A copy of this guidance document is in the fire safety folder. The fire safety folder is located in the Head teacher's office.

The current Guidance on cladding of the building. (No Cladding of the entire building) any new building work to be monitored for cladding.

## FIRE SAFETY MANAGEMENT

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire warden training has taken place
- To produce an emergency plan and put-up fire notices
- To conduct fire drills at start of each term
- To check adequacy of firefighting apparatus and its maintenance annually
- To implement recommendations from the Fire Risk Assessment
- To consult with the a fire risk assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Logbook is kept up to date and accessible

## PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall fire safety	Site Manager / The School Manager
Fire safety training, induction, and revision	The Head Teacher
Fire risk assessments	Appointed fire risk assessor – Mohamed
Fire drills	Site Manager Mr Mohamed
Updating of logbook / recording	The Head Teacher /admin staff
Checks on call points	Site Manager
Checks on emergency lighting	Site Manager
Fire escapes unobstructed	Site Manager / All Staff
Check all fire detection and protection systems are maintained	Site Manager

## **FIRE SAFETY TRAINING**

Specific training for the schoolteachers and responsible person will be undertaken at least every two years. This training will be up to fire warden standard and will include fire extinguisher training.

All staff will have external refresher fire training annually This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of firefighting equipment e.g. fire extinguishers and fire blankets.
- Location assembly area and procedure for calling the fire service
- Exit routes including alternatives escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources • Assisting visitors and any disabled persons from the building in case of emergency

### **In addition:**

- Fire extinguisher training to be provided for all staff annually
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in fire safety logbook located in the Head teacher's office.

## **FIRE RISK ASSESSMENT REVIEW PERIODS**

*This frequency is up to the Responsible Person but the local authority may wish to see an annual review, the legal requirement is a "periodic" review, which should be no longer than 3 years or following any significant change, which includes to the building or staff particularly those involved in fire safety.*

## **EVACUATION DRILLS**

Each fire alarm call point displays the procedure for emergency evacuation. See emergency plan for location of where call points are situated.

The main alarm indicator panel is situated in the in the passageway near the stairwell.

Fire evacuation drills should be carried out at the start of each term. The evacuation time is set at under 3 ½ minutes.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

## **STAFF ROLES AND RESPONSIBILITY IN THE EVENT OF AN EVACUATION ALARM**

<b>Action</b>	<b>Person responsible</b>	<b>In case of absence</b>
Evacuation of all staff and children.	Teacher/group section leader	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets and fire hold all	Administration Staff	Administration Staff
Checking of toilets (all areas)	Fire warden	Deputy fire warden

Checking rooms	Fire warden	Deputy fire warden
Calling the fire brigade	Administration Staff	Administration Staff
Meeting the fire brigade	Head warden; Headteacher	Next in charge

In general, all staff will assemble at the assembly point, unless the source of the fire makes this impossible.

Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head warden/nominated person. The officer in charge of the first fire engine should be informed of any person not accounted for and their last know location.

## **FIRE DOORS AND EXITS**

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

The Head Teacher / Site Manager will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked weekly as part of the risk assessments.

## **FOLLOW UP TO EVACUATION DRILLS**

Drills must be recorded in the Fire safety logbook located in the head teacher's office. Timing of each evacuation must be recorded accurately. (Guidelines state 2 minutes per storey of a normal risk building), all persons will receive immediate feedback on the success of the evacuation at their assembly point.

### **The fire assembly point**

## **EVACUATION PROCEDURE**

### INSTRUCTIONS FOR PUPILS

On hearing the Fire Alarm:

- Listen to the following instructions from your teacher.
- Leave the room in an orderly manner via the nearest exit.
- Follow the fire exit route shown on the evacuation map.
- Do not run, push or panic. Walk quickly and silently to the assembly point directed by the teacher to the school playground
- Be mindful and respectful of public and do not speak to anyone other than school staff.
- Line up in your class group in register order.

## **MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS**

Professional consultants maintain fire extinguishers, fire alarm systems and emergency lighting. Staff will also carry out the routine tests on the systems and precautions as follows:

**A plan of where fire extinguishers are located, and their specific use can be found in the fire safety folder.**

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and leave for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered

Records for these tests are kept in the Fire safety logbook located in the office.

### **PAT TESTING**

The site manager will ensure that all PAT testing is conducted regularly, and certificates are recorded in the **"Fire Log Book"** Folder.

### **STORAGE OF FLAMMABLES AND CHEMICALS**

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to. All items will be stored away in a flame proof COSSH cupboard.

### **DISABLED PUPILS/ MEMBERS OF STAFF**

Any persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

### **FIRE PLAN**

In accordance with the fire procedure, a fire plan has been devised. **See the fire folder.**

It will be revisited annually according to legal requirements.

## Primary School and Nursery

### Fire Procedure

**In the event of a fire, staff must take responsibility for the safety of the children and themselves. To this end, the procedure below should be followed.**

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The person who discovers the fire will actuate a fire alarm call point and don the hi- visibility jacket.
- c) Alarm call points are situated in each room.
- d) The classroom teacher will be responsible for summoning the Fire or other necessary services and inform the main school of an emergency.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) The office administrator will be responsible for taking the registers to the assembly point.
- g) Fire wardens will ensure that the main buildings are empty.
- h) The office administrator will take responsibility for taking a means of communicating (mobile phone).
- i) In general, all staff will meet at the assembly point, unless the source of the fire makes this impossible. In adverse weather conditions, the main school can be used as a safe area for assembly.
- j) The senior teacher will immediately do a head count and then call the register. Absentees will immediately be reported to the senior fire warden who will organize a search, if safe to do so.
- k) Permission to re-enter the building will only be given by the head fire warden.

## Assunnah SCHOOL AND EYFS FIRE PLAN

<b>Action on discovering a fire</b>  <b>The Fire wardens to don the hi-visibility jackets.</b>	<ul style="list-style-type: none"><li>• Raise the attention of others by sounding the fire alarm.</li><li>• Evacuate all occupants according to fire procedure.</li><li>• On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at Assunnah Primary school and Nursery</li><li>• Notify a senior manager as soon as possible and give precise details about fire.</li><li>• Use fire-fighting equipment <b>ONLY</b> if necessary, to make your escape.</li></ul>
<b>What to do if the fire alarm sounds</b>	<ul style="list-style-type: none"><li>• Follow fire procedure and evacuate all occupants to the assembly point.</li><li>• Admin staff to collect registers, signing in book and mobile phone.</li><li>• All areas to be checked for occupants.</li><li>• Keep silent to ensure instructions from Head warden can be heard.</li></ul>
<b>Liaison with Emergency Services</b>	On arrival the emergency services will require the following information: <ul style="list-style-type: none"><li>• Where is the fire located? – give site map.</li><li>• What does the fire involve?</li><li>• Are all persons evacuated from the building?</li></ul>
<b>Escape routes and fire exit use</b>	<ul style="list-style-type: none"><li>• Means for escape routes are checked daily.</li><li>• Staff must be aware of alternative escape routes.</li></ul>
<b>Fire fighting equipment use</b>	<ul style="list-style-type: none"><li>• Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.</li></ul>
<b>Responsibilities and duties to assist in case of fire</b>	<ul style="list-style-type: none"><li>• All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.</li></ul>

### FIRE SAFETY EQUIPMENT

A fire hold all will be located in the OFFICE downstairs containing: Hi visibility jackets, torches, spare batteries, register, whistles, and useful emergency telephone numbers.

