

# ***Fire Safety Policy and Risk Assessment Introduction***



## ***Introduction***

***Tow Law Millennium Primary School is a single story brick traditional construction building. Set in its own grounds, access is via Wear Street. Internally, there are two offices, a staffroom, hall and kitchen, four walk-in storage cupboards, practical area, library, five teaching classrooms plus our Sunbeam room (nursery break out space). A plan is attached which details the location of CP's (core points, HD's (heat detectors), SD's (smoke detectors) and exit routes.***

## **Fire Safety Duties –**

The following persons have fire safety responsibility within the school –

- |                        |  |
|------------------------|--|
| <b>Headteacher</b>     | - will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. In her absence, one of the trained fire Marshalls will carry out these duties and the TA assigned to that class will lead the children out. |
| <b>Fire Marshalls</b>  | - Lisa Jackson, Helen Dobson and Nicola Mawson trained as part of role as SMT  |
| <b>Caretaker</b>       | - will during the course of his duties ensure that fire safety measures are in place.  |
| <b>Teachers</b>        | - will take charge of pupils to ensure their class evacuates the building in an emergency.<br>- will actively ensure that the means of escape in their classroom is never obstructed or blocked.   |
| <b>All other staff</b> | - will co-operate in the emergency procedures in event of a fire.  |

## **Employees**

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

## **Non-Employees**

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises. Non-employees will always sign in using Inventory and this will be checked in the event of a fire to ensure all visitors have been evacuated safely.

## **Details of the Schools Emergency Plan**

### How people will be warned if there is a fire

The fire alarm is a fully electronic system and will sound as a loud, continuous tone. Our fire strategy details we have detection throughout the school with sounders to alert.

There are numerous escape routes and our policy is to not allow a build up of rubbish blocking any of the exit routes. Please see attached plan for location of core points (break glass detectors), exit routes and emergency lighting is throughout the building.

What staff should do if they discover a fire?

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Headteacher as soon as possible after ensuring pupils in their care have evacuated to a place of safety.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should **not** stop to collect personal belongings on their way out.
- **Under no circumstances** should anyone attempt to re-enter the building until told to do so by the Headteacher or Fire Marshall in charge.

What pupils or visitors should do if they discover a fire?

- Pupils should inform the nearest adult of the location of the fire and leave the building by the next exit.
- Visitors should exit the building by the nearest exit and activate the 'break glass' point as they leave the premises. They should inform a member of staff of the location of the fire and pass on any information they might have that could be of assistance to the emergency services.

How the evacuation of the premises should be carried out

- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves, ie the last person out of an area should be an adult.
- **Staff should close the door behind them on leaving the room.**
- Staff and pupils should move quickly and quietly but do not run.
- The member of staff in charge of the class will take the laminated fire registers out with the children.
- A member of the office staff will print a register and take it out to the assembly points.
- A member of the office staff will take the walkie talkie to the assembly points located out the front of the building by the fence adjacent to the drive.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points out the front of the building by the fence adjacent to the drive.

Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the fire register.
- Roll calls of staff and visitors against the registers using Inventory.
- The Headteacher or in her absence Second in charge are assigned to check toilets and other common areas are evacuated. In the event that they are not on the premises, the Fire Marshall in charge will assume this responsibility and the next senior teacher will ensure a member of staff takes their register.

Where people should assemble after leaving the premises

- |                   |         |   |   |
|-------------------|---------|---|---|
| • Assembly points | Class 4 | } | Front of building by fence<br>Class points clearly labelled |
|                   | Class 3 | } |   |
|                   | Class 2 | } |   |
|                   | Class 1 | } |   |

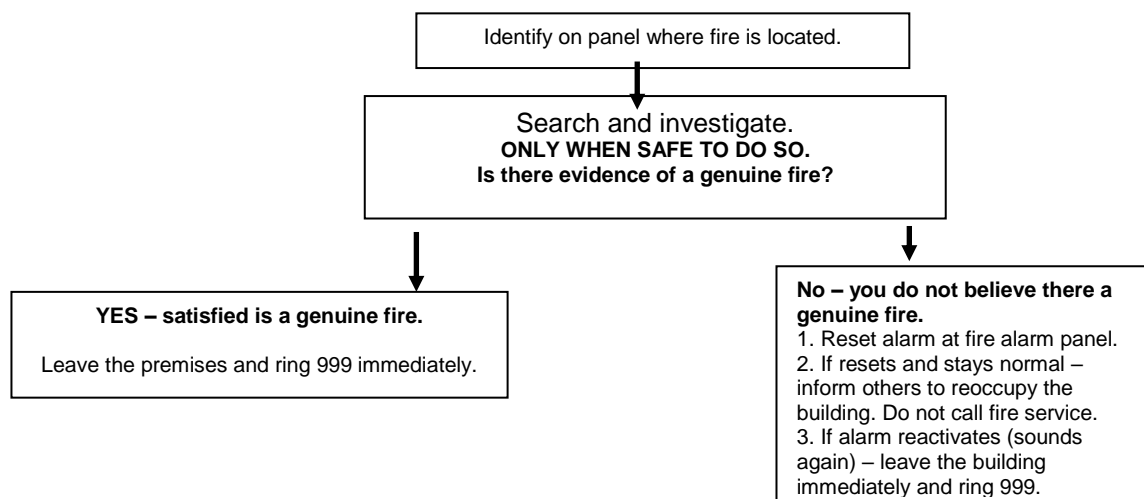
Identification of key escape routes & how they are accessed to escape to a place of safety

- Classes 1 & 2 - exit the building via the main pupil entrance through practical area. If blocked, via the window.
- Classes 3 & 4 - exit via the shared porch area or if blocked via the KS2 pupil entrance
- Kitchen - via the exit at the back of the kitchen, left and straight into the playground.
- Hall - via the main entrance or hall fire doors.

## **Procedure for calling emergency services**

On hearing the alarm **the building will be evaluated as described above**. At the same time the designated person (Head Teacher/Fire Marshall in charge) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.



### Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave fire fighting to the Fire Service.

Type	Use
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment apparatus could expose the operator to the risk of electric shock.</b> Do not use on flammable liquids.
Dry Powder	Flammable liquids, electrical fires.
Carbon Dioxide (CO <sub>2</sub> )	Electrical fires and small fires involving flammable liquids.
Foam	Flammable liquids and combustible materials.
Fire Blanket	Deep fat fryers and frying pans, etc.

- Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

### The duties and identity of staff that have specific responsibilities if there is a fire

- Admin staff - telephone the fire service and take pupil and adult registers, walkie talkie and Grab Bag to the assembly point and notify Headteacher of any unaccounted for children, staff or visitors.
- Kitchen staff - turn off cooking appliances before leaving kitchen.
- Teachers - ensure registers taken and notify Headteacher of any unaccounted for children.
- Headteacher - ensure school fully evacuated.
- Fire Marshalls - Liaise via walkie talkies with the Headteacher or Key Stage Lead to ensure school fully evacuated. Lead the evacuation in absence of Headteacher

### Arrangements for evacuation of people especially at risk

- Visitors invited to the school will be requested to inform the school of any special requirements before they arrive and any person with mobility difficulties will have a written personal emergency plan explaining who will assist them and how the evacuation will take place.

Any appliances or power supplies that have to be isolated if there is a fire

- Kitchen - gas isolation valves in kitchen located on the wall between the stock cupboard and door to rear porch.

Specific arrangements for high risk areas

- If open when the alarm sounds, the caretaker's storage cupboards will be shut by the member of staff using the materials.

Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order, staff will be informed of the need to verbally alert neighbouring classrooms in the event of a fire.
- In the event of the place of assembly being unavailable the school will use the school field. At the farthest point away from the school and adjacent to Wear Street.

How rescue services will be called and who is responsible for this

- A member of the office staff will call the Fire Service from a mobile or house adjacent to the school.
- Before 8.30 am and after 3.30 pm, this becomes the responsibility of the caretaker.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The Headteacher or Senior teacher will liaise with the emergency services on their arrival. They will meet them at the main entrance and ensure that the route across the yard to the main building is unobstructed.

What training employees need and the arrangements for ensuring that this training is given

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- The staff will be given information on the type of fire extinguisher to use in different circumstances and instruction on how to use the fire fighting equipment.
- Fire fighting equipment training will comprise of:-
  - Which extinguisher to use
  - The location of the nearest appliance to relevant workplace
  - Information on how to operate the extinguishers
  - Instruction to keep themselves between the fire and the exit.
- Specific training is given to the Caretaker/cleaner relating to lone working.
- All staff have been informed about what the fire alarm sounds like, how they should marshal the pupils, the main escape routes, fire exits and assembly points. They should not attempt to fight the fire unless it presents a risk to life.

Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time, the school will alert parents to collect pupils.
- Alternative accommodation, if required, will be the Community Centre.
- All guidance for this eventuality is located in the BCP (Business Continuity Plan)

Liaison between building owners, employers, residents and rescue services

- Emergency premises assistance can be obtained from –

Property Helpdesk – 03000267890 – quoting premises number 3245  
Health & Safety Team- 03000265781  
Emergency Plan drawn up by Mrs L Jackson

Date - Summer 2023

Review Period - Annually