



SOUTH DARLEY C of E PRIMARY SCHOOL

FIRE SAFETY MANAGEMENT POLICY

Person/Committee responsible for reviewing/updating this plan	Premises, Health & Safety
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Person/Committee responsible for reviewing/updating this plan	Headteacher
Policy Number	PN383
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Date of Review	Governors Meeting Reference Number	Approved by name	Comments
22.01.18	PHSSC22012018.7.	P Siddall	
20.06.22	RSC20062022	R Barton	
16.10.23	RSC16102023.7.2	R Barton	

Introduction

All establishments need to manage the risk of fire. To this end South Darley CE Primary School has designated the Headteacher as the senior person responsible for fire safety. The Headteacher will have received relevant training such as the Children and Younger Adults Department Fire Safety Management course.

South Darley CE Primary School has carried out a risk assessment to specifically assess the potential fire risks within the workplace. This risk assessment consists of 2 parts; a technical fire risk assessment carried out by Property Division which relates to the building fabric and an operational fire risk assessment. The operational fire risk assessment relates to how the building is used and the day fire risk, and has been completed by the Headteacher.

This operational assessment identifies hazards which have a potential to cause a fire, any likely combustible and ignition sources in the work environment and the type of work being carried out there. Having identified the hazards, South Darley CE Primary School has then assessed the likelihood of a fire occurring, the subsequent severity of the damage that may occur and any action required to reduce the risk.

In compiling the operational assessment South Darley CE Primary School has given consideration to the provision of:-

- Fire fighting and detection equipment
- Emergency routes and exits
- Maintenance of the workplace and safety devices
- Emergency evacuation procedures and subsequent health and safety arrangements
- Information to employees
- Co-operation and co-ordination between management and employees • Co-operation and co-ordination of persons working in joint/host premises
- Appropriate training.

Management Guidelines

General Precautions

As the manager in charge of an establishment/workplace the Headteacher will act as the “responsible person” on behalf of the Council for that establishment/workplace.

As the responsible person the Headteacher will have a duty to ensure that general fire precautions are in place to ensure the safety of employees, service users, visitors and other relevant persons who use the premises or are in the vicinity of the premises.

The general fire precautions include duties to:

- reduce the risk of fire on the premises.
- Reduce the risk of fire spreading
- Ensure that means of escape are available at all times
- Provide means of detecting, warning and fighting fire
- Provide emergency evacuation procedures
- Provide information instruction and training
- Co-operate and co-ordinate fire safety in your premises

Fire Risk Assessment

The Headteacher also have a responsibility to ensure that a suitable and sufficient operational Fire Risk Assessment is undertaken in order to identify persons who are exposed to the risk of fire, the potential fire hazards and that appropriate control measures are in place.

The Fire Risk Assessment must be reviewed whenever it is considered no longer valid, i.e. where there have been significant changes to the structure of the building/workplace or there have been significant changes in operations or work activities within the establishment.

The assessment will be reviewed on at least an annual basis to ensure it is still valid.

The operational Fire Risk Assessment is divided into four parts. As the manager of the establishment and 'responsible person' it is the Headteachers responsibility to ensure the operational Fire Risk Assessment is complete and associated documentation is kept up to date.

When completing the operational Fire Risk Assessment South Darley CE Primary School will consider the following control measures, in relation to the size and number of users in our building

Fire Fighting Equipment/Fire Detection & Warning Devices

South Darley CE Primary School will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms. Fire fighting/detection equipment will be checked annually by a competent person. In addition, equipment will be visually checked monthly to ensure that it has not been tampered with (the plastic tag should still be in place on extinguishers) or relocated.

South Darley CE Primary School will use a fire alarm system to alert the persons in the building in the event of an emergency. The school has an automatic system, consisting of a number of call points (break glass) connected to sounders throughout the building. It contains additional features such as heat/smoke detectors which will cause the alarm to sound without the need for anyone to activate it.

Testing and Inspection

South Darley CE Primary School will undertake testing of the fire alarm system on a weekly basis and the tests should be recorded. The system will be operated from different call points which are numbered in rotation.

Fire Evacuation Procedures

South Darley CE Primary School will ensure that all pupils, staff and visitors have an adequate means of escape in the event of an emergency/fire. Fire exits are clearly marked and in the event of danger, South Darley CE Primary School intends to ensure that occupants evacuate the workplace quickly and as safely as possible and aims to ensure that the building will be cleared within 2 ½ minutes. This means the last person leaving the building not the roll call.

Procedures will be put in place to evacuate people who cannot leave the building quickly unaided and South Darley CE Primary School will consider developing a Personal Emergency Evacuation Procedures for such persons which detail formally the arrangements to be followed.

South Darley CE Primary School will ensure that:

- emergency routes and exits lead as directly as possible to a place of safety;
- the number, distribution and dimensions of emergency routes and exits are adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present there at any one time;
- emergency doors open in the direction of escape where possible;
- emergency doors are not locked or fastened such that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- emergency routes and exits are indicated by signs; and
- emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.
- the route will be sufficiently wide and of sufficiently short distance, to allow rapid and safe evacuation.
- there are alternative routes leading in different directions
- the route will lead directly to open air via a protected route and will not be to an enclosed area with no exit
- the distance between workstation and the nearest fire exit will be minimised
- the escape route is adequately signposted and easy to follow

Fire action notices are to be displayed throughout the premises informing occupants of the action to be taken in the event of a fire.

Evacuation drills are undertaken at least three times per year (every other term). Records are kept of the drills.

South Darley CE Primary School WILL NOT call the fire and rescue service for the purpose of a drill – it is an offence.

In any drill, a check will be made to ensure that all persons have evacuated the premises. This will be achieved by operating a roll call which should include visitors to the establishment.

Record Keeping

There are a number of records which must be kept regarding fire in accordance with the legislation and South Darley CE Primary School undertakes to accurately keep these records.

These include:

- Fire Risk Assessments
- Fire drill details
- Fire instruction/training of staff
- Fire extinguisher maintenance/test details
- Fire warning devices/maintenance test details
- Emergency lighting maintenance details
- Self closing door mechanism maintenance/test details

Employee Guidelines

It is the responsibility of individual employees to take reasonable care for their safety and of other persons who may be affected by their acts or omissions.

In relation to fire safety it is important that all employees co-operate with the Headteacher in all general fire precautions provided for individual's safety and the safety of others in accordance with current legislation.

In particular employees should ensure that they are familiar with the following:

- Fire hazards applicable to the workplace
- The action to be taken on hearing the fire alarm
- Raising the alarm, the location and operation of alarm points
- The correct method of calling the Fire and Rescue Service
- The location and use of fire fighting equipment
- Knowledge of escape routes
- Appreciation of the importance of fire doors (and not wedging them open) and of the need to close all doors at the time of fire.

Fire Action Notice

On Discovering a Fire

1. Activate the alarm.
2. Dial 999 to call the Fire Services
3. The Fire Brigade to be contacted by the Headteacher
4. If safe to do so, tackle the fire using the equipment provided.
(Do not endanger yourself or others in doing so.)

On Hearing the Alarm

5. Leave the building by the nearest available exit.
6. Close all doors behind you.
7. Report to your designated assembly point, which is the bottom corner of the playground near the road and in front of the fencing.

Do not stop to collect personal belongs.

Do not use lifts.

Do not re-enter the building for any reasons unless authorised to do so by the Fire Officer.