



**Goldsmith
Primary Academy**

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Fire Safety Policy

Reviewed: January 2024

Next Review: September 2024

Goldsmith Primary Academy

FIRE SAFETY POLICY

Aims

It is the overall aim of Goldsmith Primary Academy to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

The Headteacher is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters in school. He will coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire notices are kept up to date and that fire safety equipment is maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every two years, or when something changes, e.g. a new extension/change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see Appendix A). They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure. Children with specific needs will have a Personal Emergency Evacuation Plan. These will be kept in classes as well as in the school Risk Assessment File.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and school fire procedure, including training in the practical use of fire extinguishers. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points. It is the responsibility for the Fire Safety Manager to ensure this instruction is given in accordance with the checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are maintained by the site manager and are available for inspection by any enforcement authority.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract and administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call points each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating.

Records

The following records will be kept by the school:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Notices

All fire exit routes will be clearly signed with directional arrows.

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching or administrative staff as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B). **It is the Fire Wardens responsibility to inform their deputies if they are off site and not able to fulfil their duty.**

Appointment and Duties of PEEPs

The school will assign a member of staff to oversee the safe evacuation of any pupils who need support to evacuate the building in an emergency. **It is the PEEPs responsibility to inform their superiors if they are off site and not able to fulfil their duty.**

Raising the alarm

In the event of alarm failure the school bell will be rung continuously in order to raise the alarm.

Calling the Fire Brigade

The Fire Brigade are automatically notified of an alarm through our Redcare Line. But school contacts will be phoned by EMCS to confirm the fire.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for meeting or ensuring the one member of staff is available to meet the fire brigade on arrival. On arrival the fire brigade will be given as much information as possible and directed to the entrance areas for each building where the alarm panels are located.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the evacuation controller is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (Appendix D).

Review

These procedures will be presented to all staff annually and any new staff who arrive during the school year.

The resources committee of the Local Advisory Board will review this policy annually.

EMERGENCY EVACUATION PROCEDURE (Appendix A)

Please Note:

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g. fire, gas leak, bomb alert
- Up to date fire routine notices are placed at every exit: designated fire exits are clearly marked
- Only attempt to tackle fire extinguishers on small fires if you are trained and confident to do so
- Leave the building immediately out the nearest fire exit and leave all belongings behind.
- In the event of a missing person, report immediately to the Head teacher or person in charge.
- DO NOT GO BACK IN THE BUILDING until the Fire Safety Manager or Fire Officer has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS		
Role	Action/Responsibility	
Class Teachers/TAs	1	Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest/most appropriate exit.
	2	Immediately evacuate the building taking all children in your charge through the nearest/most appropriate exit.
	3	Close the doors and windows on leaving.
	4	Lead all pupils to the designated assembly point via the quickest/safest route and line up.
	5	Call the register, which the office staff will distribute (conduct a head count whilst registers are being distributed).
	6	Fire Wardens hand over Zone Markers to the Fire Safety Manager (Head teacher) to indicate they have checked their designated zones and they are clear.
	7	Notify the Fire Safety Manager (Head teacher) immediately of any missing children or staff.
	8	Wait for further instruction.
Office Staff	1	Print off "Fire Evacuation Report" off 'Inventory'.
	2	Print off "Todays Register Report" off 'SIMS'.
	3	Pick up master copies of class registers in Fire Evacuation folder.
	4	Pick up visitor signing in folder.
	5	Leave the building through the nearest exit.
	6	Distribute registers to Class Teachers – ensure all classes are present.
	7	Check visitors against visitors sheet.
	8	Check late pupils have made their way to class.
	9	Check staff against staff Inventory register.
	10	Notify the Fire Safety Manager (Head teacher) immediately of any missing children/classes/staff/visitors.
	11	Wait for further instruction.
Fire Wardens	1	Upon hearing the alarm, thoroughly check the areas you move through, ensuring all fire doors are closed.
	2	Checks on toilet areas should include a check on individual cubicles.
	3	If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be <u>ushered to an exit</u> – not just pointed in the general direction of one.
	4	Never open a door if you suspect there may be a fire behind it.
	5	Once the zone is checked and cleared pick up the zone marker to give to the fire safety manager at the assembly point.
Kitchen Staff	1	Switch off power and gas.
	2	Evacuate the building through the nearest/most appropriate exit.
	3	Go to the designated assembly point via the quickest/safest route.
Visitors	1	Evacuate the building through the nearest/appropriate exit.
	2	Go to the designated assembly point via the quickest route.

Designated Fire Assembly Points

Assembly Point: South playground.

All children, staff and visitors should make their way immediately to Assembly Point.

In the case of emergency the Assembly Point is the designated area for all children, staff and visitors. When assembled here, staff will conduct a head count. Administration staff bring out the pupil, staff and visitor registers, late reports, and any visitor signing in sheets and names will be cross-referenced to ensure no one is missing.

Fire Wardens will hand over Zone Markers to the Fire Safety Manager (Head teacher/Acting Headteacher) to indicate whether a zone has been checked and cleared. If for safety reasons a zone has not been completely checked and cleared the Fire Warden must leave the zone marker and inform the Fire Safety Manager immediately.

If we are for any reason unable to gain access to Assembly Point it is highly likely there will be a full site evacuation. If that scenario arises Fire Wardens having checked their zones should make their way to the safest assembly point in the first instance with their zone markers.

All staff, children and visitors should make their way to our emergency evacuation centre which is:

Edgar Stammers Primary Academy (UWMAT)

Headteacher - Laura McGee

Postcode - WS3 1RQ

Telephone Number - 01922 471 390

The Deputy Head will remain at site if safe to meet the Fire Brigade, the Fire Safety Manager will take charge at the emergency evacuation centre.

Appendix B

Roles and Responsibilities in case of Emergency Evacuation

Role/responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Fire Safety Manager -Check with class teachers for missing children -Check with office staff that visitors/contractors are all accounted for -Meet the fire brigade -Report any missing children/staff/visitors so that a search can be initiated	Max Wakeman	Susan Sidhu (if Not in Class)	Jennie Twells (if Not in Class)
Fire Warden 1 (Senior) Zone 1: -Check Year 5 and 4 classrooms, offices and girls toilets -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Sharon Middleton	Richard Baker	Chantalle Malli
Fire Warden 2 Zone 2: -Check annex area, staff room, library, toilets, corridor, offices, North hall and staff toilets. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Hannah Plant	Sal Khan	Nina Thomas
Fire Warden 3 Zone 3: -Check Year 5 and 6 corridor and EHT office, community rooms, boy's toilets and kitchen. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Laura Warner	Louise Franks	Lisa Attwood
Fire Warden 4 Zone 4: -Check the dining room and kitchen. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Suzy Mullet	Louise Wilkes	Melissa Wilkes
Fire Warden 5 Zone 5: -Check Reception and Y1 classroom, Y1 and reception corridor and toilets. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Rachel Leonard	Samantha Jones	Rachel Beech
Fire Warden 6 Zone 6: -Check Phonics Nook, Resource rooms, AHT/SENDco office, Staff toilets, South Hall, DMRoom, Year 2 and 3 classrooms, Y2 and 3 corridors and Year 2 and 3 Toilets. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Sally Taylor-Janes	Joe McGrady	Emma Morgan
Fire Warden 7 Zone 7: -Check Nursery and Goldilocks Units, adjoining toilets, main office, resource room, family room, kitchen and disabled toilet.. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	Kelly Wilton	Angela Smith	Julie Lewis
Lunchtime Staff All lunchtime staff must ensure children move to the relevant assembly point in an orderly fashion. Children should be lined up in classes in their usual places initially and then walked quietly via the safest route. Children in the dining hall must exit through the gate onto the car park and then round to Assembly Point 1. Fire wardens (see above) allocated to zones will check the internal areas if safe to do so.			

Fire discovered by individual – break glass	Person discovering the fire		
Print off pupil, staff and visitors Inventory and SIMs Reports and distribute to Teachers at assembly point.	Lisa Attwood	Hannah Plant	Laura Warner
Take register for staff, visitors and Contractors	Lisa Attwood	Hannah Plant	Laura Warner
Meeting the Fire Brigade	Max Wakeman	Susan Sidhu	Jennie Twells
Goldilocks/Canteen Gates	Richard Baker	Sharon Middleton	Sarah Ayres
South Building Car Park Gate	Max Wakeman	Susan Sidhu	Jennie Twells

Site Manager will do a site walk after fire drills to ensure the site is secure before returning to the building

PEEPs

Connie-Rae T (2) Laura W/Emma F
 Hilton S (1) Liberty L-T
 Corey T (5) Alicia G/Louise F
 McCartney A (Phoenix Room) Liam S
 Mikey M (Phoenix Room) Liam S
 Haiden K (Phoenix Room) Amy B
 Hayder A (Phoenix Room) Jade C
 Harvey-Jai K (Phoenix Room) Jade C
 Zainab Mehrose R (Nursery) Jacquie G
 Mason D-N (nursery) Jess B
 Musa A (Goldilocks) Nicki J

Appendix C

Checklist for First Day Fire Safety Instruction

Take the new starter through the safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.
Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which the member of staff is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates.
Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any *persons for whom the hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the *hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started. Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school, including postcode.