



**Goldsmith  
Primary Academy**

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## **Fire Safety Policy**

**Reviewed:** September 2024

**Next Review:** January 2025

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## 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:

<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.
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)

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE
- This could be a fire, gas leak, other emergency situation detailed in the emergency situation policy
- 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 & Teaching Assistants	1	Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest exit
	2	Immediately evacuate the building taking all children in your charge through the nearest 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, distributed by office staff (conduct head counts whilst registers are being distributed)
	6	Fire Wardens hand over Zone Markers to the Fire Safety Manager confirming evacuation of that area.
	7	Notify the Fire Safety Manager immediately of any missing children or staff
	8	Wait for further instruction
Office Staff	1	Print off 'Fire Evacuation Report' from 'Sign-in App'
	2	Print off 'Todays Register Report' off 'ARBOR'
	3	Pick up master copies of class registers in 'Evacuation Grab Bag'
	4	Pick up visitor signing in folder (if a parent event is happening)
	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 staff against staff 'Sign-In App' register
	9	Notify the Fire Safety Manager (Headteacher) immediately of any missing persons
	10	Wait for further instruction
Fire Wardens	1	Upon hearing the alarm, check the areas you move through them, 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 towards exits
	4	Never open a door if you suspect there may be a fire behind it
	5	Zone Clear? 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 alongside shipping container.

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 (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 Assistant Headteacher 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)
<b>Fire Safety Manager</b> -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	M Wakeman	S Sidhu	S Khan
<b>Fire Warden 1 (Senior)</b> <b>Zone 1 - North Year 4 and 5</b> - 5b, 5a 4b, 4a, Student Services Office, Sensory Room, SSSC and Girls' Toilets. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	S Middleton	C Malli	L Franks
<b>Fire Warden 2</b> <b>Zone 2 - North Library Area</b> - Girls' and Boys' Toilets, Library, Art and Music Room and North Staff Room. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	J Twells	R Beech	H Thorpe  (H Bridgman collect class on way past)
<b>Fire Warden 3</b> <b>Zone 3 - North Year 6 Corridor</b> - 6a, 6b, 6c, Learning Hub, Board Room, Kitchen and WC, Boys' Toilets, HR Office, North Leadership Office, Female WC, Attendance and Family Support Office, Accessible WC and North Hall (incl Stage). -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	S Taylor Janes	L Warner	J Lewis
<b>Fire Warden 4</b> <b>Zone 4 - Canteen Entire Building</b> - School Kitchen and sub-rooms and Dining Hall -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	S Mullet	L Wilkes	M Wilkes
<b>Fire Warden 5</b> <b>Zone 5 - South Year R and 1</b> - Y1 Toilets, TPR, Reception Toilets, Ra, Rb, 1a and 1b. -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	R Leonard	S Jones	J Webster
<b>Fire Warden 6</b> <b>Zone 6 - South Year 2 and 3 corridor</b> - Phonics Nook, South Hall, Accessible WC, SEND and Inclusion Office, South Learning Hub, Female WC, Digital Meeting Room, 2a, 2b, 2c, 3a, 3b, Girls' Toilets, Boys' Toilets, Kitchen and South Staff Room -Make way to assembly point via the nearest appropriate exit -Report to the Fire Safety Manager.	S Ayres	L Stanton	R Wilding
<b>Fire Warden 7</b> <b>Zone 7:</b> -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.	H Plant	L Attwood	K Wilton
<b>Lunchtime Staff</b> 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 SignIN and Arbor Reports and distribute to Teachers at assembly point.	L Attwood	H Plant	L Warner
Take register for staff, visitors and Contractors	L Attwood	H Plant	L Warner
Meeting the Fire Brigade	S Sidhu	J Twells	S Khan
Goldilocks/Canteen Gates	C Malli	S Middleton	S Ayres
South Building Car Park Gate	S Khan	S Sidhu	J 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 (4) M Milner  
 Hilton S (2) S Brant  
 Corey T (6) A Gindhay  
 Mccartney A (Phoenix Room) Amy B  
 Mikey M (Phoenix Room) Amy B  
 Harvey-Jai K (Phoenix Room) Bethany G  
 Keegan S (Phoenix Room) Bethany G  
 Zainab Mehrose R (Rec) S Jones / R Waldron  
 Mason D-N (Rec) S Jones/ R Shephard  
 Musa A (Nursery) H Westley

## 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.