

HARESTOCK PRIMARY SCHOOL

SCHOOL POLICY

FIRE MANAGEMENT PLAN

Updated: Sept 2018 –change of names due to staff changes;

Date to review: Autumn 2019

1 Policy statement

The Governors understand and accept the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

2 Management

The Head teacher acting on behalf of the Governors is the “Responsible Manager”¹ for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future. Some of the role is delegated to the Caretaker in the name of Fire Safety Coordinator.

3 Site fire safety specification

The workplace has a total of 1 building (and 6 sheds and a waste bin area) put to school use and presented as follows: 1 main building, a modular double classroom building on the edge of the school fields until Summer 2019, 4 sheds on the infant playground, 2 sheds on the edge of the field and a waste bin area in the staff car park.

The main building has an electrical fire alarm with manual call points around the school and the double modular building has an electrical fire alarm with 3 manual call points.

Emergency lighting is in place for escape routes used from the school hall (where an Entertainments Licence applies) during the hours of darkness. Emergency lighting exists for four exit routes from the school hall.

20 fire extinguishers of various types are strategically located throughout the school. Fire extinguishers are not located in the double modular building.

NB: The location of the above facilities are listed in the fire extinguisher section of the manual

4 Risk Assessment

The Fire Safety Coordinator² will carry out the necessary fire risk assessments. This will be monitored by The Premises committee and reviewed when changes occur or every 12 months, whichever is sooner. The risk assessment will be kept in the fire manual for audit by authorised inspectors.

¹ As defined in relevant legislation

² Who will have attended Hampshire Learning Centre’s Fire Coordinator’s Course

5 Emergency Plan

An emergency plan will be produced by the Head teacher indicating the pre-determined arrangements for facilitating safe evacuation of anyone in the premises, this will be reviewed when changes occur or every 12 months which ever is sooner. This process will be monitored by the governing body and the plan will be kept in the fire manual for audit by authorised inspectors.

Fire Policy Statement

Harestock Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Caretaker will be responsible for:

Checking all fire doors are free from obstructions and slip/trip hazards.

Checking all escape routes are clear.

Checking all fire doors can be opened quickly and easily.

Checking all fire resisting doors close properly.

Checking no fire resisting doors are wedged or propped open.

General housekeeping standards are adequate.

Building generally tidy.

Rubbish and waste materials are not being allowed to accumulate.

There is no storage, especially combustible materials, in unsuitable locations.

Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, Jackie Sankey, or in her absence the Caretaker, Sean Ryan. The Resources committee hold the Health and Safety Governor Representative remit.

Responsibilities:

Checking all areas: Headteacher - overall supervision.

Fire warden role – see separate timetable

Junior classrooms and Junior toilets – Celia Bailey

Infant toilets and classrooms – Anne Marklew

Staff toilets, staff room, Medical Room and office area, hall and library and spare classroom off the hall – Sue Batsford

Vicky Pearce / Karen Barker and Wendy Francis are fire wardens and will be available for absence cover when necessary.

Other duties to be carried out – see separate timetable

Phoning fire service and unlock gates for fire brigade access – Debbie Forrester

Registers and visitors book – Alex Green

Other office staff will be available for absence cover when necessary.

All staff have copies of evacuation procedures. These are also kept in the policies and procedures file and on the H&S board.

Copies of fire evacuation plans are posted on the internal walls of classrooms and the school office.

The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Headteacher, Caretaker (and a governor from the Resources committee, when possible) each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Caretaker on behalf of the Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

Evacuation Procedures

The overall aim is to save lives; evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk silently, in single file, to the assembly points on the field.

Children will line up.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

The children line up in a line facing away from the school, facing the houses at the bottom of the field. Staff face the school in front of the children.

Admin Officer will call the fire brigade and unlock main gate.

The nominated fire wardens check their designated areas and ensure the rooms are empty.

The Senior admin assistant will issue registers and check signing in book.

Class teachers roll call (**head count**) their class at the assembly point and cross reference with who is registered for that session. There should be no calling out of everyone's name. Inform senior admin assistant if all present or not and return register.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place, report to the school office.

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the field.

Children will line on the field in their class, facing away from the school.

Everyone on site, children and adults, must leave by the nearest exit.

Fire wardens and admin staff complete procedures as per the previous section

Staff with the help of the Supervisory Assistants will carry out roll call (head count) at the assembly point as per the previous section.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

6 Fire Safety Training

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by Head teacher and records kept regarding who gave the training, the subjects covered and who attended. The Programme and Records will be kept in the relevant section of the fire manual for audit by authorised inspectors.

7 Fire Drills

The Head teacher will arrange for a **monitored** fire evacuation drill to take place every term, if possible. The outcomes from these drills will be made known to staff together with any consequential action that may be necessary via the staffroom notice board. Records of when drills occur, the findings and necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors. These arrangements will be monitored by the Responsible Person

8 Fire Precautions.

All fire resisting doors will be maintained self closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons they will not be left un-attended.

Fire escape routes will be maintained, clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to facilitate exit without the use of a key, pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used

The storage of flammable materials will be in accordance with H&S Guidance and when used only the minimum necessary will be freely available for that use.

9 Maintenance arrangements

The fire alarm will be tested weekly by the Caretaker and serviced³ by competent contractors managed by PBR and monitored by site staff. These arrangements will be monitored by the Head teacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors

The escape lighting will be tested monthly by the Caretaker and serviced by competent contractors⁴ managed by PBR and monitored by the Head teacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.

The fire-fighting equipment will be checked monthly by the caretaker and serviced by competent contractor annually. This will be monitored by the Head teacher and reviewed every 12 months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.

The caretaker will check fire-resisting doors and final exits are checked quarterly to ensure they are in good order and working correctly. This will be monitored by the Head teacher and any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors.

10 Monitoring and Review

Management will operate a system of information exchange at all times. This will be in a demonstrable format and will include:

Details of repairs/replacements to fire equipment and fire related building defects;

The reporting and decision process up & down the management chain; and

Appropriate records maintained.

11 Records

All current records will be kept in the Fire Safety Manual and be available for audit by authorised inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	J. Sankey Head teacher	Date: Oct 2018
Signed:	L. Gregory Chair of Governors	Date: Oct 2018

³ In accordance with BS 5839

⁴ In accordance with BS 4266