



# **Riseley Church of England Primary School**

## **Fire Safety Management Plan**

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

<b>Author/Responsible Officer</b>	<b>Leigh Pointon (Executive Headteacher)</b>
<b>Board to be ratified</b>	<b>Full Governing Body</b>
<b>Approved by</b>	<b>Catherine Veitch &amp; Richard Carter</b>
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## **Policy**

It is Riseley Church of England Primary School's responsibility to ensure that all pupils, employees, contractors and visitors are protected from the risks of fire. With this aim appropriate fire prevention/precaution measures have been taken and appropriate evacuation procedures have been developed, implemented and will be periodically tested. All employees will be provided with sufficient fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice.

The main legislation which is relevant to this subject is the **Regulatory Reform (Fire Safety) Order**

The **Responsible Person** for Riseley Church of England Primary School is the Executive Headteacher **Leigh Pointon**

The **Incident Controller (Fire Safety Officer)** will be the Executive Headteacher or, in his absence, the Office Manager.

## **Procedures / Guidance**

All employees have a legal duty of care for themselves, their colleagues and other persons who may be affected by any act or omission of an employee of Riseley Church of England Primary School. All employees must comply with the requirements of the Regulatory Reform (Fire Safety) Order, The Health and Safety at Work Act and associated regulations.

All employees must ensure that they are familiar with an alternative means of escape in case of fire i.e. by walking the routes from the area in which they are employed and be aware of the location of the emergency assembly point. At Riseley, the assembly point is the school field along the fence furthest from the school building.

If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** use the nearest available fire exit
- **DO NOT** stop to collect personal belongings
- **DO** close the door behind you
- **DO NOT** waste time by switching off equipment (unless told to do so)

Any employees not at their usual place of work on hearing the fire alarm must leave the building and go to the nearest assembly point. On no account must they return to their usual area of work.

## **Fire Safety**

Fire safety is everyone's responsibility. All employees, contractors and visitors are expected to follow established safety procedures to ensure the safe use of tools, machinery and equipment and the safe use, storage and disposal of flammable, hazardous and combustible materials.

### **General Fire Safety Precautions**

Fire doors must be kept closed at all times to maintain compartmentalisation of the buildings and to prevent the spread of smoke and heat. Fire doors must never be wedged open. Automatic fire doors must not be obstructed (where installed).

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Objects left in an escape route and corridor pose serious obstacles during an emergency evacuation and for emergency services personnel.

Flammable/Hazardous materials/substances must be stored, used and disposed of in accordance with statutory requirements and safe working practices.

All fire-fighting equipment must be kept free from obstruction and be readily available for use.

Fire extinguishers should **never** be used as door stops.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire-fighting equipment must be reported immediately to the **Executive Headteacher or School Business Manager**.

Do not place heat sources close to combustible materials i.e. paper, cardboard, oil contaminated rags, clothing etc. Keep combustible materials away from electrical equipment i.e. allow air vents to become obstructed. Spillage of flammable liquids/substances must be contained and removed appropriately.

### **Fire Safety Systems and Equipment**

**The Executive Headteacher** will ensure the following is being implemented and recorded:

- The fire alarm is sounded weekly from an alarm point in rotation and recorded in the fire safety logbook

- Fire extinguishers are maintained by a suitable qualified person (annual programme)
- Fire detection and alarm systems are maintained by a suitable qualified person (6 monthly programme)

## **Electrical systems and equipment**

**The Executive Headteacher** should ensure that all fixed electrical systems, items of machinery, movable and portable equipment are subject to periodic inspection and testing. Test labels must not be obscured or removed, any item not displaying a test label should be reported to the **Executive Headteacher or School Business Manager**.

The fire service will be met on arrival and directed/escorted by a member of Office staff to the building of alarm to liaise with the Incident Controller.

**The Executive Headteacher** will ensure that all contractors provide evidence of electrical safety with regard to any machinery, portable tools and equipment that they intend to use whilst on site.

Damaged or malfunctioning electrical equipment must be taken out of use immediately and reported to the **Executive Headteacher or School Business Manager**. Equipment should be repaired (by a suitable qualified person) or replaced.

### **Whenever possible (or practical) turn off electrical equipment:**

- When it is no longer needed for use
- When the area/office is unmanned
- At the end of the working day

## **Fire Safety Procedures**

### **Any person suspecting or discovering a fire shall:**

1. Raise the alarm by operating the nearest fire alarm call point (red box)
2. The School Reception staff will in turn call the emergency services
3. If circumstances dictate and the risk to individual safety has been assessed attack the fire using the correct type of fire extinguisher. ***If in doubt, get out, and stay out.***
4. If circumstances dictate, leave the premises by the nearest fire exit route
5. Depending on final exit point from the building proceed to the relevant school assembly point on the MUGA.
6. The class teachers will carry out a roll call to indicate any missing pupil(s) and report back to Incident Controller.

7. Office staff will carry out a roll call to indicate any missing visitors/contractors and report back to Incident Controller.
8. The Executive Headteacher or Deputy Headteacher will carry out a roll call to indicate any missing staff. Any missing person(s) should be notified to the Incident Controller and the Fire Brigade Officer immediately.

**Any person hearing a continuously sounding fire alarm shall:**

1. Leave the building by the nearest available fire exit route
2. Go directly to the nearest assembly point and await further instructions
3. Never re-enter the premises until instructed to do so by an authorised person (Fire Brigade officer or Executive Headteacher)
4. Never re-enter a building whilst the alarm is still sounding.
5. Follow all instructions given in an emergency evacuation. Any breaches of these procedures will be considered serious and may be dealt with under the school's disciplinary procedure.

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# Riseley Church of England Primary School

## FIRE DRILL & EMERGENCY PLAN

### CONTINUOUS RINGING OF ALARM BELLS IS THE SIGNAL LEAVE THE BUILDING

#### Pupils

- Remain silent and calm
- Your class teacher will lead you out of the building
- Remain quiet while the headcount and register is called
- If you are out of class or it is break time leave the building by the nearest exit and join your class on the assembly point on the MUGA.
- DO NOT go to collect your coat or other belongings
- If your route is blocked by smoke find another exit, remember do not panic
- Line up in your class in designated line up areas

#### Teaching Staff

- Remind your class to be quiet and calm
- To avoid congestion pupils must be moved out **swiftly** and pupils already outside must give way to pupils leaving the building.
- Close doors as you leave
- Take the class to the assembly point by the safest fire exit door (external doors)
- If the alarm rings during a break time, make your own way directly to the assembly point.
- Line up your class and carry out a headcount of the class, before you check the register.
- Call the register then raise their hand clearly to show all are present and correct
- Report any missing pupils to Office staff/Headteacher as quickly as possible.

#### Office Staff

Receptionist/Office Manager to take out:

- Registers
- Visitors signing in folder
- Staff signing in/out book
- Pupil signing in/out book
- Taking out Emergency Evacuation Bag

Other member of office staff to sweep office area.

## **In the event of fire alarm activation the Office Manager will:**

Go to the fire panel for where alarm is sounding.

Go to Zone to check if real fire

If false alarm reset

If fire is found site agent will only tackle a small fire and if safe to do so.

Call the fire Brigade if a fire and wait at front to direct Fire brigade to fire

The Office Manager will keep the Incident controller informed whether false alarm or real fire.

## **Fire Wardens**

All nominated fire wardens after checking their area report into the incident controller (Leigh Pointon or Sam Sharp)

## **All visitors**

To leave by the nearest exit and report at the fire assembly point

All staff need to be aware of the nearest fire exit route from their classroom.

## **IN THE EVENT OF A FIRE DURING LUNCHTIME**

The following will be actioned:

### **The midday supervisors will:**

- Conduct children to the field assembly area
- Send runners to alert staff and pupils involved with extracurricular activities on the school field or MUGA

### **If alarm occurs during a wet break**

The midday supervisors will:

- Clear children from the classrooms and help conduct the rest of the children to the field assembly area

### **Available teaching staff will:**

- Assist in clearing the buildings where they are
- Check the registers of the assembled classes

**Any member of staff leaving the premise during the lunch hour or indeed at any time during the day should ensure that they have signed out.**

