



## **Ombersley Endowed First School**

### **Fire Policy and Procedures**

#### **Introduction**

At Ombersley Endowed First School, the Governors take fire safety responsibilities seriously and therefore have formulated a policy to assist in compliance with the legal obligations to pupils, staff and visitors under the Regulatory Reform (Fire Safety) Order 2005.

This policy, known (together with the accompanying procedures) as the Fire Policy, is a constituent part of the overall School Health and Safety policy and is kept under review by the Governors and the Senior Management Team.

#### **General Policy Statement**

It is the policy of Ombersley Endowed First School:

- To provide a safe place of work where fire safety risks are minimised
- To produce appropriate fire procedures and risk assessments, and to review them periodically
- That staff receive suitable training and instruction regarding fire procedures
- That, in the event of a fire, the safety of pupils, staff and other people takes precedence over that of buildings and property
- To appoint a School Fire Safety Officer to co-ordinate all fire safety activities
- To promulgate the Fire Policy and procedures to the entire school community.

#### **Responsibilities of the School Fire Safety Officer**

The School Fire Safety Officer will ensure that:

- The Fire Policy is promulgated to the entire school community
- Fire alarms are tested regularly and records kept of all tests and faults
- Everyone in the school, including visitors and contractors, is given clear written instructions on where they are to go in the event of a fire
- Records are kept of the fire induction training given to new staff and pupils
- Procedures for emergency evacuation are tested regularly and lessons absorbed
- Fire risk assessment measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are purchased
- All necessary school records and correspondence is electronically backed up daily and the records removed from the premises nightly
- Fire escape routes are kept clear

- The Fire Location Plan is kept up-to-date, and a copy kept by the fire control panel.

### **General Responsibilities of Ombersley Endowed First School staff**

All employees have a legal responsibility to take reasonable steps to ensure they do not place themselves or others in their care at risk of harm, and to co-operate with the employer to ensure compliance with legislation. In order to achieve this they should:

- Understand and comply with the Fire Policy
- Know what action to take on discovering a fire or hearing a fire alarm
- Know the evacuation procedure and assembly location
- Be familiar with the different types of fire extinguishers located in the school and how to use them
- Keep fire doors closed to prevent the spread of fire, heat and smoke
- Report any instances of increased risk to the School Fire Safety Officer

### **Communication**

Staff will be kept informed of any changes made to the fire safety procedures and the risk assessments.

Visitors will be briefed by office staff when signing in on the sound of the fire alarm, evacuation procedure and location of the Assembly Point and should not be left alone by the class teacher, if in their class unless they are made aware of and are familiar with all escape routes.

All new staff, teaching and non-teaching, and all new pupils are given a briefing on the School's emergency evacuation procedures on their day at the School. They are shown where the emergency exits, escape routes and Assembly Points are located. They are shown the fire action notices displayed on the walls of all rooms and corridors so that they know what they look like and where they should go if the fire alarm sounds.

### **Management of Fire Safety**

In order to maintain high standards of fire safety the following will be undertaken:

- A Fire Risk Assessment. This will be reviewed at intervals not exceeding 36 months or more frequently if there are changes that impact on its effectiveness; ie alterations to the premises or new work processes. The latest risk assessment was undertaken by Property Services, Worcestershire County Council on 14 December 2010.
- Practice fire evacuations are held once every half term, at various times of the day and week.
- Staff will periodically be provided with fire safety awareness training and practical fire extinguisher familiarisation training.

- The installed fire alarm system will be regularly serviced as will other safety systems; ie emergency lighting and fire extinguishers to ensure correct operation. Records will be kept of all such servicing.
- Staff should report to the School Fire Safety Officer missing or defective equipment or occurrences of increased risk or any matter of concern.

## **Fire Evacuation Notice**

All new staff and pupils, all contractors and visitors are shown the following:

- If you discover a fire, break the glass in the nearest fire call point to set off the alarm
- Leave the building by the nearest exit, and move to the Assembly Point. The Assembly Point is located in the **front playground or on the field by the Tennis Court car park**
- **Do not stop for personal belongings**
- If you are responsible for a class, ensure all pupils and any visitors leave quietly with you. There should be **NO TALKING, NO RUNNING AND NO GOING BACK**
- Shut all windows and doors, if possible as you leave
- Any disabled member of staff, pupil or visitor is to be given such assistance as deemed necessary in order to safely evacuate the building and move to the Assembly Point
- **ON NO ACCOUNT SHOULD ANYONE RETURN TO ANY BUILDING UNTIL PERMISSION HAS BEEN GIVEN BY THE FIRE SERVICE**

## **Calling the Fire Service**

The Fire Service is to be called from the nearest phone as soon as it has been established that:

- The alarm was not false
- The fire has not been put out

## **Responsibilities of staff in the event of a fire**

Teaching staff will:

- Conduct their pupils safely out of the building to the Assembly Point in silence and in an orderly fashion, along with their registers
- At the Assembly Point, conduct a roll-call and report to the Headteacher; the name of anyone not accounted for, together with a probable location
- Remain at the Assembly Point with pupils until the all-clear is given

The School Administrator will summon the Fire Service.

The School Administrator will take the visitors book to the Assembly Point.

The Headteacher will complete the Fire Location Plan to indicate where the fire is. The Headteacher will meet and liaise with the Fire Service on their arrival and give them the Fire Location Plan.

The Headteacher will inform the Fire Service of the name and probable location of anyone not accounted for.

## **Fire Prevention Measures**

The following prevention measures are in place at Ombersley Endowed First School:

- There are at least two escape routes from each building – the main school and the Tree House
- Fire notices and evacuation signs are displayed in every room or corridor
- Fire extinguishers and smoke/heat detectors are located in accordance with recommendations from Hereford and Worcester Fire Rescue Service. They can be manually activated by breaking a glass (plastic) panel and are automatically activated when there is a smoke/heat build-up
- All passages and rooms used as corridors and emergency exits are illuminated by emergency lighting
- The fire alarm control panel for the both buildings is located in the library area.
- Fire escape routes are kept clear at all times
- Fire alarms and smoke/heat detectors are tested regularly by Fire Safe Services. A weekly test of call points is recorded and any faults found are recorded and kept in the School Administrator's office. The fire doors and hinges are also checked weekly and a record is kept in the School Administrator's office. Annual servicing of the fire extinguishers is made by Chubb.

## **Electrical Safety**

- Annual PAT testing takes place in November and records are kept in the School Administrator's office
- All computers, screens, projectors and photocopier should be switched off at night
- The electric shut off switch is located in the stock cupboard to the rear of Year 3 (Chestnut Class). **This area should be KEPT CLEAR AT ALL TIMES**

## **Rubbish Materials**

All rubbish should be removed from the school at the end of the day and collected in Council bins which are situated away from the school building.

No excess or combustible rubbish should be stored in the cleaners store cupboard

Date: June 2018

Review date: Summer 2021

Mrs Caroline Moore

Headteacher

