

# Discovery Primary Academy

## Fire Safety Policy



### Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

### Fire risk assessments

Employers are responsible for ensuring appropriate fire precautions, include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- arrangements for any necessary contacts with external emergency services
- provision of adequate emergency escape facilities

They should identify any person especially at risk in a case of fire, eg a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises should be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

### Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire

A strategy should also include:

- planning for the actions to be taken in the event of fire:
  - training of staff, including any specially delegated function
  - provision of instruction to pupils
  - display of appropriate fire instruction notices
  - control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, eg process, storage, gas, electricity, contractors on site, vandalism
- check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
- monitoring the effectiveness of precautions, eg analysis of evacuation drills, annual review by checklist

### **Issue of general fire notice**

The issue of general fire notices to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

### **Staff training**

Every member of staff will receive instruction in fire precautions during induction.

After the initial instruction, all members of staff will receive at least half an hour of verbal instruction at least once every 12 months.

### **Control of risks: training of staff and instruction of pupils**

#### **Employees**

- The training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruction and training for all will include the following points.
  - action to be taken upon discovering a fire
  - action to be taken on hearing the fire alarm
  - method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
  - correct method of calling the fire service
  - location of fire equipment
  - knowledge of escape routes
  - evacuation method for the building, location of assembly point and method of accounting for persons
- appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

#### **Pupils**

Pupils should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm

#### **Fire drills**

Fire drills will be carried out at least once every term. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked

as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the Site Log Book located in the main office.

### **Testing of fire alarm systems**

The fire alarm system will be tested weekly by the premises staff. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year.

### **Emergency lighting**

The emergency lighting is to be monthly by with support from the Manager. The log book will be completed indicating any defects and these will be brought to the attention of the school Business Manager.

### **Emergency exits**

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

### **Fire alarms**

Breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

### **Fire-fighting equipment**

#### **Fire instruction notices**

Printed notices should be conspicuously displayed at strategic points around the building stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

### **Fire prevention checks**

Regular fire prevention checks should be carried out.

Checks are to include the following.

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off and, where possible, unplugged.
- It is recommended that convector heaters are not used in school. All other electric fires must be regularly tested and maintained.

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to the premises being vacated.

The following precautions are to be observed.

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.

- All parts of the school are to be inspected by the premises staff at the end of the day. to ensure that computers have been closed down and television sets have been disconnected and that all doors are closed.

### **Housekeeping**

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials are subject to spontaneous ignition. Such items should be removed to on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

### **Smoking**

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

### **Refuse and rubbish**

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.

### **Flammable materials**

Flammable materials not near any form of heating.

### **Electrical appliances**

When using electrical appliances, the following rules should be observed.

- They are to be switched off and unplugged when not in use.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used.
- Electrical faults are to be reported immediately to the school office.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.

### **Paint solvents**

Paints and solvents suitably marked a be segregated in stores. Paint and solvents should be disposed of correctly.

### **Grass and undergrowth**

Grass and undergrowth is to be kept cut well back from buildings.

### **Kitchens**

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in kitchens is of paramount importance.

Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

### **Disabled persons**

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level that may need to be crossed.

### **Vandalism and damage limitation**

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors will close when the fire alarm is activated. Other doors should be closed by the last person leaving a room.

### **Curtains, furnishings, art displays and decorations**

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.

### **Storage**

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

### **Electricity**

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, get it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by a suitably qualified .

## **Fire doors**

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit
- the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

At weekends and evenings, all doors should be left in the closed position to reduce smoke and heat damage.

## **Contractors**

Building contractors bring many ignition sources to the school. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

The school business manager should be made aware when hot cutting work is to take place for both the safety of the pupils and the school.

## **School grounds**

Access for emergency vehicles must be kept clear at all times. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

## **Fire routine**

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below:

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service
- special needs of cleaners, disabled, etc.

## **Advice on the procedure in the event of fire**

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialling 999.

After the event, follow the procedure described below:

Do not re-enter the premises until advised to do so by the senior fire service officer present.

- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the headteacher.
- The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

### **Fire records**

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained:

- persons with special responsibilities
- fire alarm call point locations and checks
- weekly fire alarm tests
- inspection of internal and external fire doors
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection
- fire-fighting equipment routine monthly checks
- fire drills
- fire-fighting equipment tests and maintenance by contractors

### **Publication of fire instructions**

These instructions are to be held by all staff.

All new arrivals are to have fire instructions brought to their attention.

The classroom fire notice is to be displayed in each classroom.

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## Appendix 1

### Responsible Person to Check Locations:

<b>All Classrooms</b>	<b>Last Person to Leave to check ensure everyone has left the room</b>
<b>Toilets – Year 1</b>	<b>T.A. from Purple Classroom</b>
<b>Toilets – Year 2</b>	<b>T.A. from Yellow Classroom</b>
<b>Family Room</b>	<b>T.A. from Blue Classroom</b>
<b>Foundation Toilets</b>	<b>T.A. from Lilac Classroom</b>
<b>Disabled Toilet in Foundation Corridor</b>	<b>T.A. from Pink Classroom</b>
<b>Toilets – Year 5</b>	<b>Adult from the Library</b>
<b>Toilets – Year 3</b>	<b>T.A. from Room 8</b>
<b>Toilets – Year 4</b>	<b>T.A. from Group Area</b>
<b>Year 5 Girls Cloakroom</b>	<b>T.A. from Room 4</b>
<b>Toilets – Year 6</b>	<b>T.A. from Room 3</b>
<b>Key Stage 1 Hall Key Stage 2 Hall</b>	<b>Last Person to leave to check ensure everyone has left the room</b>