



St Mark's CE Primary School

Fire Safety Policy

Policy Statement and Guidelines

Policy Date: Summer 2018

Review Date: Summer 2019

Fire Safety Policy

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1. FIRE SAFETY RESPONSIBILITIES

a. Responsible Person

I Stephanie Bryant confirm that I am the legally responsible person for fire safety for St Mark's Church of England Primary School, Stafford Road, Southampton. I assume responsibility for fire safety as per the Regulatory Reform Fire Safety Order 200.5

I nominate the Head of Operations and the Site Manager as Appointed Competent Persons who will assist in managing the fire safety and risk control measures at the school.

Signed



Date:

May 2018

b. Appointed Competent Persons

I, Head of Operations, confirm that I am an Appointed Competent Person and am responsible for the following elements of St Mark's fire safety policy:

- Ensuring statutory 3rd party maintenance checks are completed in the required time schedules.
 - Emergency Lighting
 - Fire Extinguishers
 - Yearly Fire Risk Assessment
- Delivering fire safety training for staff at least yearly including
 - Safe working practices and general precautions to be taken to avoid a fire
 - Action required in the event of a fire
- Scheduling Fire Drills once per term
- Annual Fire Risk Assessment
- Monitoring weekly and monthly checks
- Providing fire safety information to visitors, contractors and third parties who let parts of the site
- Ensuring Paintpots and other hires are maintained in terms of fire policy
- Keeping the Fire Safety Policy up to date

Signed *Helen Crowhurst*

Date: May 2018

I, the Site Manager confirm that I am an Appointed Competent Person and am responsible for the following elements of St Mark's fire safety policy:

- Weekly checks of the **Fire Alarm** system using a different call point each week on a rotational basis
- Weekly internal fire safety walk to check **exit routes, extinguishers and signage** are unobstructed
- Weekly **external fire safety walk** to ensure clear fire exit routes absence of accumulated combustible materials that might be vulnerable to arson
- Monthly checks of **Fire Door Integrity** including seals, self-closing mechanisms and correct functioning of fire exit door mechanisms.
- Monthly checks of **Fire Extinguishers** to ensure the following
 - Correct location
 - Missing parts
 - Obvious defects
 - Leakage of contents

Signed *Rob Worley*

Date: May 2018

c. Block Fire Marshalls

The Block Fire Marshall plays a crucial role in coordinating the evacuation.

The responsibilities of this Marshall are:-

- To co-ordinate evacuation and ensure all members of staff, students and visitors have been safely evacuated from their respective building as quickly as possible.
- To ensure that any incident in their areal is recorded on the fire drill record
- To complete a sweep of toilets/corridors on their way out of the building.

The duties of this Marshall in an evacuation are:-

1. On activation of the fire alarm, the Marshall if applicable will identify the area and zone from his/her fire control panel zone resulting in the alarm.
2. The Marshall will co-ordinate full evacuation of the block and check toilets on the way out.
3. On arrival at the assembly area, the Marshall will consult with the Headteacher/Head of Operations to confirm:
 - a. The state of evacuation (especially with regard to disabled/wheelchair bound staff/students)
 - b. Location of incident indicated on fire panel
 - c. Any signs of smoke/fire/damage to call points, smoke detectors within the Block Fire Marshall's designated area or within their travel throughout the building.
4. If a Block Fire Marshall reports smoke or fire, the Headteacher/Head of Operations will notify (or give authority to a member of staff to notify) the emergency services. If no smoke or fire is notified by the Block Fire Marshall, Headteacher/Head of Operations will then investigate the cause of the alarm.

2. FIRE EVACUATION STRATEGY

a. Action on discovering a fire

- Sound the fire alarm
- See that no person is in immediate danger and start evacuation of children/staff
- Dial 999 and call the Fire Brigade
- Alert the Block Fire Evacuation Marshalls
- Attempt to fight the fire as long as no personal risk is taken and the pupils are evacuating and you have informed some one
- Evacuate the building as soon as possible

b. Action on hearing the alarm

- Children to line up silently and evacuate the building via the nearest exit leaving all belongings behind
- Children who use wheelchairs will be carried if necessary to ensure they evacuate the building as quickly as possible.
- **Please note Year R, 1 and 2 need to be alerted by office staff when the main school is evacuating due to the fire alarm not sending two way signals when alarms are activated**
- Close all windows and doors and switch off all electric, gas and other appliances in the classroom as you leave if possible
- Staff in first floor rooms of the lower school are responsible for checking first floor toilets on the way out
- Fire Marshalls are responsible for checking respective toilets on the way out
- On no account must anyone run or be allowed to return to the building for any reason
- Fire Assembly point is on the school field and the pupils must line up in their classes and year groups as shown in the diagram. Teaching staff and one to ones must line up with their class. Non-teaching staff are to ensure that they have been accounted for and are to stand in a group opposite the pupils.
- Office Staff will distribute class registers which class teachers must use to account for all children (do a head count initially for speed). Peri children or children out on intervention must be accounted for. Any children unaccounted for must be reported to the Headteacher/Head of Operations.
- Office Staff will account for visitors and all staff, including Teachers, LSAs, admin, lunchtime, cleaning and out of school club staff. Any staff unaccounted for must be reported to Headteacher/Head of Operations.
- If a fire or smoke has been reported, the Headteacher/Head of Operations will notify (or give authority to a member of staff to notify) the emergency services using the nearest phone giving the following response
"FIRE IN (BUILDING NAME), (DESCRIBE LOCATION), AT ST MARK'S PRIMARY SCHOOL, STAFFORD ROAD, SOUTHAMPTON, SO15 5TE."

On no account should anyone re-enter the building until authorised by the Headteacher/Head of Operations (if the alarms stops it may be that the fire has caused the alarm to stop)

c. Office Responsibilities in an Evacuation

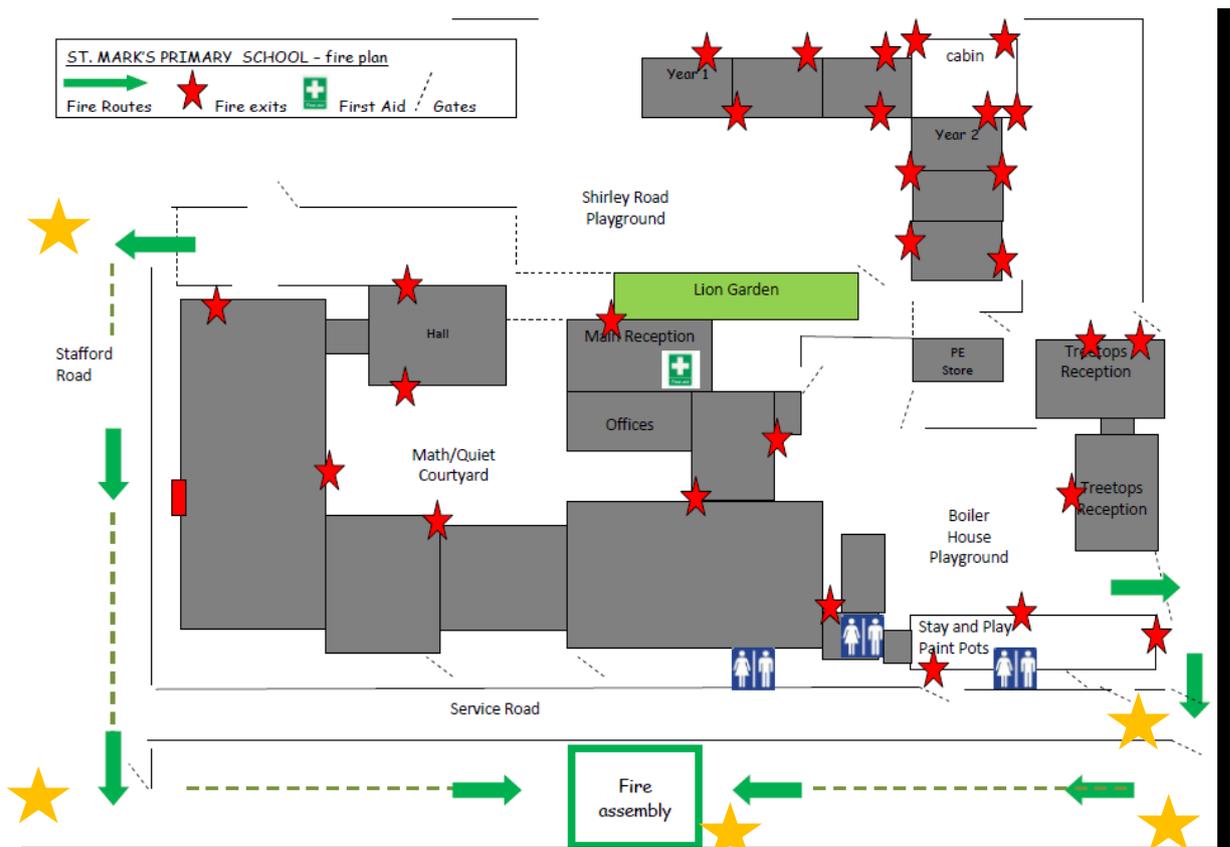
Upon hearing the fire alarm, the office staff are responsible for taking the following to the assembly point:

1. A print out from InVentry Evac (the electronic signing in system)
2. Full class registers
3. Loud hailer for use by Headteacher/Deputy Headteacher
4. Mobile Phone

5. First Aid Kit
6. Emergency School Inhaler & Epipen

d. Fire Evacuation Routes

It is the responsibility of each Teacher/group leader to have a planned evacuation route from their classroom/area. They should communicate this to any LSAs or other adults in the classroom/area. Fire doors/exits and the Evacuation Assembly point are indicated on the map below. (Red marks indicate Fire Exits)



★ Senior/support

Senior non-teaching staff will line the evacuation route along Stafford road in 'hi-vis' vests at points indicated by stars. First member of nominated staff to each point will remain in position and ensure traffic is stopped and all children are following route correctly and safely. **They also need to do this for the return of pupils to class following a drill.**

e. During breaks, lunch times and wet play and extended school

- Staff on duty will agree who is leading and who is "sweeping" from their area, whether it is one of the halls where the children are dining/playing, playgrounds or class rooms.
- On hearing the alarm, duty staff will take the children to the assembly point by the shortest route.

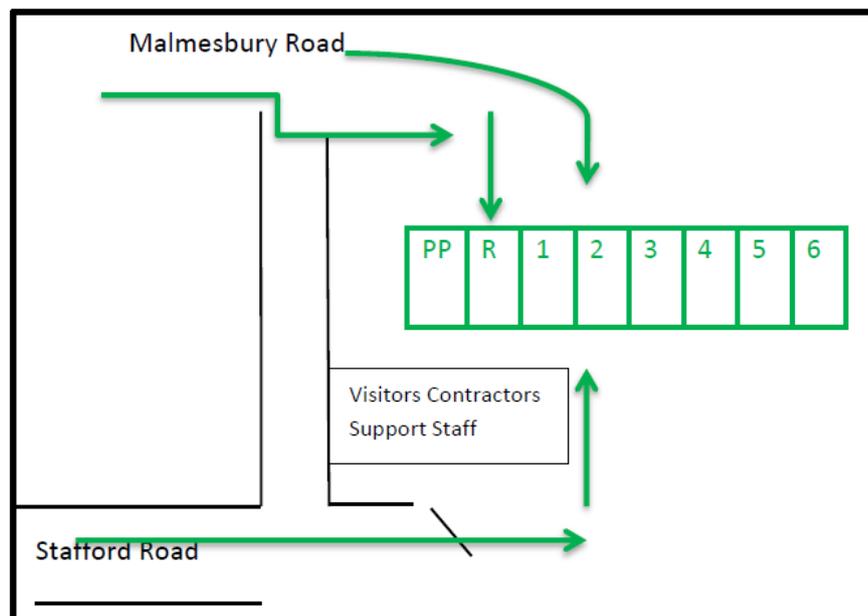
- Staff on duty in the Playgrounds/dining halls /classrooms will ensure on the way out that the toilets are vacated.
- Teachers will make their way to the assembly point to take the registers.
- The Head teacher and Deputy Head teacher will ensure, as far as is reasonably practicable that the rest of the building is vacated.
- Duty staff will report if they have had any challenges resulting in a possible missing child.
- Extended schools and Team spirit must maintain their own registers for the roll call.

f. Fire Evacuation Assembly Point

Recommended criteria for the assembly point including consideration of the following points:

- Sufficient distance from buildings to protect from shattering glass
- Sufficient distance from buildings to protect from fire
- An area where people may be easily dispersed from if it is decided that there is a high risk involved with remaining at the assembly point
- The assembly point should not prevent access of emergency service vehicles
- There should be sufficient access to allow rapid evacuation (i.e. not channelling large amounts of people through small gates)

With this in mind, the Fire Evacuation Assembly point will be on the **Civil Service Field** half way between the two entrances Children must line up in their classes and year groups as per the diagram below:



g. Evacuation/Fire Drills

Planned and unplanned Evacuations/Fire drills will be carried out once per term. One drill per year will be an unplanned and Staff and pupils will not be informed in order that it is as realistic as possible.

A member of staff at random will be asked to set off the alarm by operating the nearest alarm call point using the test key. This will indicate the level of knowledge regarding the location of the nearest call point.

The Responsible person and Appointed Competent Persons will review the drill and evaluate the following points:

- Speed of evacuation
- Safety of evacuation – did everyone reach the assembly point safely and remain there
- Any issues with certain escape routes (e.g. difficulties with the opening of fire exit doors)
- communication difficulties with regard to the roll call and establishing that everyone is accounted for
- The roles of specified people, e.g. Block Fire Evacuation Officers
- Inappropriate actions, e.g. stopping to collect personal items, running, windows and doors not being closed.
- Any staff training required

Scheduled Evacuation/Fire drills will be recorded in the Fire Log Folder.

3. FIRE SAFETY TRAINING

a. Staff Training – induction

For all new employees and temporary workers, the fire emergency procedures must be provided on the first day of starting work. This should be included within the 'staff induction' and cover the following points:

- A physical walk around to show the escape routes
- The location of the assembly point
- The importance of good housekeeping and their responsibility for ensuring fire exits are kept clear at all times
- How to call the emergency services (including the correct address including the school postcode – St Mark's CE Primary School, Stafford Road, Southampton, SO15 5TE)
- Introduction to the Block Fire Evacuation Marshalls for the area

b. Staff Training – Ongoing

As a minimum all staff should receive training about:

- The School's Emergency/Evacuation Plan
- The importance of fire doors and other basic fire-prevention measures
- Where relevant, the appropriate use of firefighting equipment
- The importance of reporting to the assembly area
- Exit routes and the operation of exit devices, including physically walking these routes
- To ensure that staff know what they have to do to safeguard themselves and others on the premises
- Where and when staff are expected to assist

All course attendance and training will be recorded

c. Visitor training/briefing

All visitors must be accompanied by a member of staff at all times. If they are not to be accompanied, then they must be walked around the areas to be worked in and shown the emergency exits and advised where the Evacuation Assembly point is.

All visitors are required to read and accept the fire information when they complete the electronic signing in on arrival at site.

4. FIRE PRECAUTIONS

a. Fire Risk Assessment

A 5 yearly Fire Risk Assessment will be carried out by a third party assessor from a registered fire safety company. The most recent risk assessment was completed in June 2017 by Churches Fire with an update for changed areas April 2015. This will generate a Fire Risk Action Plan. The Risk Assessment will be reviewed internally on an annual basis for the following 4 years with a competent person who has attended the Council Fire Risk Assessment course completing a risk assessment and revising the action plan as appropriate. Therefore, the next external Fire Risk Assessment is due **June 2022**.

If there are major changes to the school which will require major changes to the Fire Risk Assessment, then the third party assessor should carry out a new assessment.

b. Fire Risk Action Plan

The Fire Risk Action Plan generated from the Fire Risk Assessment will be rolled out by the Head of Operations. Actions may be delegated to other staff members. Actions will be completed within the time period advised by the third party assessor unless there is good reason not to do so. In this situation, justification will be provided on the action plan.

c. Internal Weekly Checks

Internal Weekly checks will be completed and logged in the Fire Log Folder.

These include:

- Weekly External Walk - checking for clear fire exits and combustible materials that present an arson risk
- Weekly Internal Walk – checking exit routes are clear and extinguishers and signage are present and in working order
- Fire Alarm Check
- Any staff member noticing concerns about fire safety equipment must notify the Head of Operations or Site Manager immediately.

d. Internal Monthly Checks

Internal monthly checks will be completed and logged in the Fire Log Folder.

These include:

- Location and mechanism of extinguishers
- Self-closing fire door mechanisms
- Fire door seals
- Fire door opening mechanisms

e. Statutory External Checks

These will be completed within the statutory requirements and managed via the Info-Exchange service provided by Capita. These checks include the following:

- Emergency Lighting
- Firefighting Equipment
- Fire Alarms
- Smoke Detectors