



Fire Safety Policy

Policy Control	
Responsible Person:	John McCaig
Responsible Governor Team:	Resources Team
Approved by Governors:	October 2016
Date due for review:	October 2018

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

Our School Values

Goudhurst and Kilndown Church of England Primary School values

Community • Friendship • Joy • Love • Peace • Trust

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

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Scope/Statement of Governors intent

- To meet our legal obligation under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).
- To ensure the fire safety of people in and around Goudhurst & Kilndown Church of England Primary School, the protection of property, the environment and to minimise disruption in the case of fire.

1. Introduction

Priority is the evacuation of the school building to ensure the safety of all pupils, staff and visitors.

The named 'Responsible Person' for Goudhurst & Kilndown C E School is the Headteacher, who is responsible for the fire safety of all employees, pupils, visitors and contractors. The Headteacher must take reasonable steps to reduce the risk from fire and make sure people can safely escape in the event of a fire.

Risk Assessments will be undertaken to identify and assess workplace fire hazards and suitable control measures will be put in place. Details of these arrangements and any necessary training will be provided to all those who can control the risks.

Considerations to the activities that take place should include all routine and non-routine activities of all; employees, contractors, visitors, members of the public and service users whose undertaking may include maintenance operations, lone working and weekend work.

2. Responsibilities

The Governing Body

- Ensure this policy is reviewed every 2 years(or sooner if there are major changes to the building or procedures) and amendments made where necessary.
- Ensure that Goudhurst & Kilndown C E School meets the requirements in section 5 (Fire Prevention) and that all users of the buildings know what to do in the event of a fire.

- Ensure that all people within the building, including members of the public, pupils, contractors and ancillary staff are safely evacuated in an incident.

Headteacher

- To bring this policy to the attention of all employees (including ancillary staff) and their representatives, contractors (where appropriate), and any other relevant people.
- Responsible for the fire precaution arrangements in the school and will ensure that the emergency evacuation plan is reviewed annually or sooner if the need arises.
- Ensure a Fire Risk assessment is undertaken annually by a competent person.
- Identify persons who may need a personal emergency evacuation plan (PEEP) due to long term or short term immobility, visual impairment etc.
- Ensure appropriate information, instruction and training is provided to employees and temporary staff as part of their building induction.
- Devise safe methods of working and emergency procedures based on the outcome of risk assessments and tell staff about them.
- Take further measures to make sure there is protection if flammable or explosive materials or any dangerous substances are used or stored.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Monitor and maintain the control systems that have been put in place.
- Inform non-employees, such as temporary or contract workers, of the relevant risks to them and the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons who also have premises in the building or on the same site by sharing your risk assessment with them. e.g. nursery
- Provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff), and the employee with clear and relevant information on the risks to them.

- Ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person.
- Inform staff that they have a duty to co-operate to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.
- Create a plan to deal with any emergency and keep a record of your findings.

N.B. The Headteacher may delegate some of these functions to other senior members of staff although the overall responsibility remains with the Headteacher.

Staff (Paid and Voluntary)

- Co-operate with their employer on all health and safety matters.
- To be alert to potential fire hazards and report these immediately to the Headteacher.
- Ensure that good housekeeping practices are followed and maintained.
- To make sure all activities are properly considered and that any non- routine activities are highlighted to the Headteacher and if necessary assist in the preparation of a risk assessment.
- To take reasonable care so as to reduce the risk of injury to themselves and others around them.

3. Enforcement

Fire authorities will be responsible for enforcing all fire-safety legislation in Goudhurst & Kilndown C E School. Fire authorities will continue to look into complaints about fire safety, carry out investigations after fires and may carry out targeted inspections.

If there is a serious risk to life, the fire authority can issue a prohibition notice preventing the premises being used. Enforcement notices can be issued in the event of management failures.

4. Firefighting and emergency equipment.

Goudhurst & Kilndown C E School is responsible for the organising and management of fire safety maintenance, including maintenance of fire protection equipment and ensuring the fire alarm system is serviced annually, including checks on the control panel, bell operation, emergency exit lighting, call points and remote release fire doors.

5. Fire prevention

In order to reduce the risk to people in the event of a fire, Goudhurst & Kilndown C E School annually review the fire risk assessment to identify measures to be taken to reduce the risk of a fire and/or control or restrict the spread of fire and smoke.

This is done by:

- Ensuring staff are trained in fire safety.
- Maintaining a safe, tidy working environment with rubbish bins emptied daily and refuse stored a safe distance from the building.
- Ensuring that fire control points, signs and electrical switches are not obstructed.
- Ensuring all portable appliances are tested annually (PAT) by a trained person.
- Ensuring an Electrical Installation Condition report is undertaken every 5 years (instructed by KCC).
- Ensuring safe handling and storage of hazardous substances, adhering to The Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Keeping notice and display boards tidy and ensuring that they are kept clear of old and unnecessary paper at regular intervals. Display boards should not make up more than 20% of any escape corridor.
- Using fire shutters, in catering areas, where deep fat fryers, gas and electrical equipment are used and fire dampers in ductwork.
- Keeping fire doors shut. Normally if there are fire doors in a wall, then the wall itself will also be fire-resisting and you should not make any holes in it, e.g. for extra doors or pipe ducts, without consulting a competent person.

6. Specific Considerations

Some areas in the school where a fire, explosion or toxic spill is more likely to occur include:

- Kitchen
- Boiler Room
- Staff Room
- Resources Room
- Caretaker Room
- Server Room

7. Fire Alarm

The alarm will be tested every week. The alarm will be initiated from different call points each week to ensure their correct functioning. The caretaker will keep test records which will be filed in the Fire Folder kept in the office. The fire alarms are serviced annually by Amey (KCC).

The aims of the tests are:

- To test the system.
- To test individual call points.
- To ensure the alarm (sounders) covers the whole building.
- To familiarise staff and visitors with the sound of the alarm.
- To ensure that fire doors held open on magnetic catches close adequately.

8. Drills

A minimum of three evacuation drills will be scheduled each school year. There will be changing scenarios / times when a fire drill takes place. Some areas may be blocked and alternative routes will need to be found. A briefing report will be compiled by the Headteacher after each evacuation drill to establish the success of the drill and any amendments that will need to be made.

9. Training

All members of staff including part time staff, agency staff, kitchen staff, volunteers, contractors etc will receive site-specific induction training on arrival. This will cover the relevant parts of this emergency plan such as:

- Fire warning arrangements
- What to do if they discover a fire
- Fire escape routes (including alternative routes)
- Fire assembly points
- Any other information specific to the individual's role
- Fire prevention arrangements / housekeeping

The Head Teacher and the Assistant Headteachers will closely monitor each evacuation highlighting and recording any problems or observations.

Each practice evacuation will be planned so as to include as many building users as possible but will be aimed at including each individual in at least one per year. Debriefing sessions will be held immediately following each practice evacuation. This may include the Headteacher, Assistant Headteachers, SBM, caretaker and others as required.

10. Contractors

- Must provide a permit to work if undertaking hot works.
- Must sign in and out in the visitors' book
- Must be briefed on the fire arrangements and if necessary be shown the fire evacuation routes and assembly point. They must be made aware that in the event of the fire alarm sounding they must report to the assembly point and not leave the site. Failure to do this could result in them being reported missing and endanger fire- fighters lives
- They must ensure that they inform the Headteacher of any work to be carried out (school to consider the possible implications of work on the fire arrangements such as blocking routes, blocking any explosive substances.
- The location of these items must be reported to the fire service in the event of a fire

11. Records

The Headteacher will maintain all fire-related records. The following items will be recorded:

- All training including induction (include date, nature of the training & who attended)
- Dates and times of evacuation drills - changing scenarios so egresses are blocked and alternative routes will need to be found.
- A minimum of three evacuation drills will be scheduled each school year. A briefing report after each evacuation drill to establish the success of the drill and any amendments that will need to be made.
- The Governing Body Resources committee will have confirmation that the fire drills have been undertaken.

12. Alarm Sound

The alarm is a high pitched continuous bell which is easily recognisable.

13. Summoning the Fire service

The school fire alarm system relies heavily upon individuals who discover a fire to raise the alarm using the call point break glass.

- In the event of the alarm being sounded the office is to be notified and will contact the fire authorities by dialing 999 straight away (if safe to do so).
- The office will inform the fire authorities that a fire alarm has been sounded at Goudhurst & Kilndown C E School, Beaman Close – TN17 1DZ and that evacuation is in progress.
- Once the fire authorities are happy with the information this person is to evacuate.
- A mobile telephone will be taken to the assembly point and the Headteacher/Assistant Headteacher will call 999 with any update, including confirmation of the fire and type and location of fire. They will meet the fire services at the entrance.
- A copy of these instructions will be prominently displayed in reception by the telephone.
- In the event of a confirmed false alarm you should report this immediately to the Headteacher.

14. Actions on discovering a fire (all occupants)

Fire action notices are prominently displayed at key points throughout the building.

Actions to be taken by person(s) who discovers a fire:

- Raise the alarm by alerting those near by **(Shouting Fire,Fire,Fire) and operating the nearest break glass alarm call point.**
- Leave the building by the nearest safe exit, walking in silence.

- If possible close windows and doors as each room is evacuated.
- Report to the assembly point located on the school playground.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told that it is safe to do so.
- The person who discovered the fire should brief the Fire Marshal at the assembly point.
- A member of staff should only attempt to fight a fire if they are trained to use the extinguishers and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.

15. Actions on hearing the fire alarm (all occupants)

- Leave the building by the nearest safe exit, walking in silence.
- If possible close windows and doors as each room is evacuated.
- Report to the assembly point located on the school playground.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told that it is safe to do so

Assembly Point:

Once clear from the building all personnel are to assemble on the playground. The fire marshal will indicate an alternative area if the assembly point is unsafe, i.e. Chequers Field

Roles and Responsibilities in the event of a fire:

The Headteacher

Headteacher / Most Senior Member of Staff on Duty will assume role of Fire Marshall.

- In the event that a member of staff with a specific role in an evacuation is absent the Headteacher shall nominate a suitable replacement.
- In the event of the fire alarm sounding the Headteacher or Assistant Headteacher will take responsibility for ensuring the safe evacuation of all children, staff and visitors.
- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status including ensuring that the emergency services have been summoned.
- Call 999 to provide an update confirming type and location of fire, or advising of false alarm.
- You will be notified by teachers of anyone that is missing: pupils, staff and visitors.
- Meet the fire brigade upon their arrival and report the evacuation status.
- In the event of a person or persons being reported as being still in the building alert the fire authorities immediately.
- **YOU MUST NOT RE-ENTER THE BUILDING** to search for any missing people but they should be reported to the attending Fire Brigade / Police.

The Office is responsible for:

- Phoning the emergency services.
- Upon hearing the alarm, if it is safe to do so, go to the alarm panel and identify the location of the call point activated.
- Taking out the Fire folder containing site maps etc.

- Taking the Register Box containing the signing in books: staff, visitors, all registers and late arrivals;
- Bringing out school keys and a mobile phone.
- Bringing out any special medical equipment for children with Complex Medical Needs (e.g. Oxygen Tank)
- Instruct any visitors under your control to evacuate to the assembly point and report to the Fire Marshal, where they will be signed in. They must not leave the site until instructed to do so by the Fire Marshal or senior staff on duty at the time. Failure to do this could result in them being reported missing and endanger fire-fighters lives
- Leave the building by the nearest exit. Priority upon arrival at the assembly point is to distribute the registers as quickly as possible advising all teachers to inform the Fire Marshal of status.
- Sign in all visitors and teachers

Fire Wardens are responsible for:

- Wearing their high visibility jacket (if safe to collect)
- Sweeping their designated area promptly;
 1. Fire Warden 1 – (Year 1 Teacher/Assistant Headteacher) – check toilets in EYFS and corridor in infant wing.
 2. Fire Warden 2 – (Year 2 Teacher) – check KS1 Toilets.
 3. Fire Warden 3 – (Year 4 Teacher/Assistant Headteacher) – check Ks2 Girls toilets and corridor in Junior wing.
 4. Fire Warden 4 – (Year 6 TA) – check KS2 Boys Toilets
 5. Fire Warden 5 – (Headteacher) – check Hall and Admin/Staff areas.

Ensuring all doors are shut once area swept.

Teachers / Student Teachers / Teaching Assistants responsibility is to:

- On hearing the alarms collect the register if in the classroom.
- Close doors and windows if time permits
- Ensure everyone remains together and leaves in a quiet orderly fashion evacuated by the safest and quickest route using the nearest exits to the assembly point on the playground.
- If however this area is unsafe, evacuate to a different area (Chequer Field) or other designated area by the Fire Commander (Headteacher or Assistant Headteachers)
- Once at the assembly point conduct a roll call and raise hand to indicate roll call complete and all pupils accounted for
- Inform Headteacher immediately of any child unaccounted for.

16. Evacuation during lunch time.

In the event of the building requiring evacuation during lunch,

- On hearing the fire alarm the Headteacher/most senior member of staff on site will assume the duties as set out in the normal evacuation procedures.
- Staff on duty at lunch time will ring the bell and escort the children calmly to the Assembly point
- Teachers and Office staff will assume the duties as set out in the normal evacuation procedures.
- All staff and children must evacuate all buildings and follow normal evacuation procedures.

17. Evacuation at 3.15pm

- The teachers are responsible for taking their classes on to the meeting point and the normal evacuation procedures will be followed.
- Any parents in the playgrounds will be directed to the Assembly Point by the senior members of staff present.

18. Evacuation of disabled staff and pupils

Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact the Headteacher if they have concerns that the persons in question will have difficulty in evacuating the building. The Headteacher will develop a personal emergency evacuation plan (PEEP) for the person in question.

A copy of these plans will be available in the school register and in the Fire Folder.

19. Re- entering the building

The Headteacher / Senior Staff on duty will inform the staff, pupils and visitors when they can re-enter the building. This will be after consultation with the fire service / police.

20. Special events

Special events such as parent teacher evenings, Christmas concerts, PTA events e.g. summer fetes will be risk assessed on an individual basis and suitable arrangements put in place. Copies of which will be kept in the evacuation bag

21. Lettings

All perspective hirers of the facility will be given a copy of the fire policy and will sign within the terms of the agreement to maintain fire safety for the duration of the letting.

Appendix 1 – Site Specific Information

Fire Extinguishers are located as follows:

Boiler Room – 9 Litre Foam

Main Entrance – 9 Litre Water + 2KG CO2

Hall –

Corridor by EYFS/KS1 9 Litre Foam + 2KG CO2

Kitchen – 9 Litre Foam + 2 KG CO2 + Fire Blanket

Corridor Opposite Library – 9 litre Foam + 2KG CO2

Corridor Opposite Year 5 – 9 Litre Foam + 2KG CO2

EYFS Classroom – 9 Litre Foam

Year 1 Classroom – 9 Litre Foam

Year 2 Classroom – 9 Litre Foam

Sunshine Room – 9 Litre Foam

Year 3 Classroom – 9 Litre foam

Year 4 Classroom – 9 Litre Foam

Year 5 Classroom – 9 Litre Foam

Year 6 Classroom – 9 Litre Foam

Music Room – 2KG CO2

Fire Alarm Call Points are sited in/by:

Main Entrance Door

Inner Entrance Double Doors

Kitchen by Exit Door

KS1 Corridor Fire Exit Door

Opposite Library

KS2 Corridor Fire Exit Door

Music Room

Hall – by door to corridor and by Fire Exit door

Boiler Room

Fire Bells are situated:

In all 7 Classrooms

Headteacher Office

Main School Office

Corridor by Hall

Corridor by Office

Staffroom

Kitchen

Hall (3)

JJ Room

Corridor by KS1 Classes

Corridor by KS2 Classes

Library

- The Emergency fire control panel can be found inside the reception area on the wall.
- Smoke and heat detectors are linked directly to the fire alarm system and can be found in the following locations:
 - ❖ Main Entrance
 - ❖ Inner Entrance Hall by doors to hall
 - ❖ Corridor by Year 1 Class
 - ❖ Corridor by Year 3 (2)
 - ❖ Corridor by Year 5
 - ❖ Corridor by School Office
 - ❖ Kitchen
- Emergency light units are over every main fire exit door – KS1 Corridor, KS2 Corridor, Hall and Main Entrance.

- Electricity mains switch is located in the caretakers room, with further DB in Resources Room and School Kitchen
- Water main stop cock is located in the Boiler Room
- There is no mains Gas Supply to the School
- Especially Hazardous substances including gas canisters are not stored on the premises. Painting and maintenance materials are predominantly stored in the Caretaker Room with a small amount of paint in the loft.