

ST WYSTAN'S SCHOOL

FIRE SAFETY POLICY AND PROCEDURES

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Wystan's School and Nursery are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Headteacher is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention 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 acquired.

EMERGENCY EVACUATION NOTICE

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

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point in the Lower Playground.
3. Do not take anything with you, and do not allow the pupils to take anything. Shut doors behind you if possible.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. All registers will be taken to the assembly point as well as the Visitor's signing in register and the Authorised Absence register.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is missing immediately to the School Fire Safety Manager who will inform the Fire Brigade.
On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures during their first week at St Wystan's School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer training, including the basic use of fire extinguishers, to all staff every three years. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.15am and 4pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located outside Year 6 classroom. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

The alarm system is monitored so that if an alarm does sound during a time when the school is empty, the Fire Service will attend unless told otherwise. The monitoring company contact the Headteacher and failing that the Bursar on the sound of an alarm.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to escort them to the assembly point. The teacher will ensure that the name of the disabled person and his or her carer are passed to the School Fire Safety Manager as soon as he or she reaches the assembly point. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Fire Safety Manager. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

Staff regularly complete a Fire Safety Training online and also training on the use of Fire Extinguishers.

FIRE PRACTICES

We attempt to hold one fire practice every half term at St Wystan's School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St Wystan's School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located outside the Year 6 classroom and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Headteacher, Maintenance Man or pre-school care staff are responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Maintenance Man, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the School Office
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed next to the Fire Alarm panel

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place. Staff should not be using any electrical equipment brought in from home unless it has been tested and displays the appropriate labels.
- Records of all tests are kept in the School Office.
- All computers, projectors, printers and electronic whiteboards should be switched off every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the School Office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the School Office.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the school community, including school staff and Governors.

This document is freely available to the entire school community.

It will be reviewed on an annual basis.