



*Mission Statement: To love, to learn with God in our hearts*

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## **Aims**

It is the overall aim of St John Evangelist Primary School to minimise the risks to the school community and staff which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

## **Overall Responsibility for Fire Safety Matters**

The Fire Safety Manager for the school, Nick Matthias, will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

## **The School Fire Procedure**

Notices displaying the school fire procedures are displayed in each classroom and at each fire alarm call point (see appendix A) and are of the standard form.

## **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

## **Fire Training and Evacuation Drills**

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers. Specific training will be organised for fire safety managers, both on appointment and at least every two years by the school. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix B.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. Updated information will be kept to identify any person especially at risk in case of fire e.g. a person who has a disability.

The fire safety manager will report to the Headteacher each term on fire safety matters, which she will include in her termly report to the Governing Body.

### **Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Termly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Daily	Check that doors are opening freely and that emergency exit fittings are operating correctly.

## **Appointment and Duties of Fire Marshals**

The school will appoint a number of teaching or administrative staff as fire marshals one of which will be appointed as senior fire marshal. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation (see Appendix A).

## **Raising the alarm**

In the event of alarm failure a hand bell will be rung in order to raise the alarm. This can be found at the school office.

## **Calling the Fire Brigade**

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school office staff are responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school office will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

## **Meeting the Fire Brigade**

The Fire Safety Manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

## **Events Taking Place Out of School Hours Such as School Plays or External Lettings**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Fire Safety Manager may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license and these conditions will have to be met (Appendix C).

## **Notices**

All fire exit routes will be signed by clear signs with directional arrows.

## Records

The following records will be kept by the fire safety manager:

<b>Record Type</b>	<b>Information To Be Recorded</b>
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locates of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

## Roles and Responsibilities

<b>Role</b>	<b>Person Responsible</b>	<b>In case of absence</b>
<b>Fire Safety Manager</b>	Nick Matthias	Stephanie Day
<b>Fire Marshals</b>	Helena Dornellas Kim Costa Jodie Hobden	
<b>Calling the fire brigade</b>	Tina Roseman	Francesca Marinaro
<b>Meeting the fire brigade</b>	Tina Roseman	Francesca Marinaro

**Checklist for First Day Fire Safety Instruction**

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

## Appendix C

### Checklist for persons using the school premises

Take the individual through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom the individual is responsible* and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the individual* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.