

Stamshaw Infant School - Fire Safety Policy

At Stamshaw Infant School we consider the safety of all our community to be of the utmost importance. The following guidelines are to ensure the safety of all in the event of a fire on the school premises.

The following points are emphasised:

- Children as well as adults must be familiar with the arrangements.
- Arrangement instructions must be displayed in all classrooms and in appropriate places around the school building.
- Visitors to the school must sign the 'Visitors Book'.
- Staff must familiarise themselves with the location of the Red Fire activation boxes throughout the premises and how and when to activate them.
- All staff, including supply staff must be informed of the evacuation procedures.
- Staff refresher training to be reviewed every 12 months and training carried out where appropriate. All fire safety training must be recorded in the PCC fire safety log.
- Two fire drills per term are to be carried out.
- Reports of these drills are made and recorded in the Fire Log held by the Site Manager.
- All arrangements, procedures and amendments must be made or updated in accordance with the most recent reports of Portsmouth City Council Fire Risk Assessment. Documents and Reports are held in the Head Teachers Office – these recommendations also apply to activities arranged by other outside agencies.
- All instructions – including those by alarms, extinguishers and exit signs must be in place and clearly displayed.
- Appliances must be correctly fixed to the wall.
- The school operates a strict no-smoking policy within the school site.

Other notes concerning Fire prevention/ Drill arrangements

- Instructions concerning all inflammable materials must be followed.
- The rubbish bin compound is to be locked over night to ensure the bins cannot be moved against the school building and set fire to.

Fire Fighting appliances and Alarms

- Only two types of fire extinguishers are located throughout the premises and they are FOAM and CARBON DIOXIDE (CO₂)

FOAM may be used on wood, paper and textiles and flammable liquids but NEVER on Live Electrical Equipment.

CARBON DIOXIDE to be used on flammable liquids and Live Electrical Equipment.

- Under no circumstances must a member of staff use the fire extinguishers unless they have been trained by an approved and qualified person. No fire extinguishers must be purchased by any member of staff. This is the responsibility of the PCC Fire Risk Assessor.
- The use of the fire alarm system must be known by a minimum of three competent persons - Head Teacher, Deputy Head Teacher and a member of the administrative staff. This is to cover for holiday and sickness.
- The fire alarm system should be tested weekly from a different 'Call Point' each time in accordance with the recommendation of BS 5839-1. A record of the test should be entered in the Fire Log held by the Site Manager.
- The lighting system should be tested monthly in accordance with the recommendations of BS 5266-1. A record of the test should be entered in the Fire.

Contractors on the premises

When outside contractors are on site e.g. to undertake minor repairs or for major building projects the following practice is followed:

- There will be a discussion with the Site Manager or administration staff of the actual plan of work to take place.
- If there is any reason to use naked flames on the work to be undertaken, the school must first be made aware of this and the time scale involved. If in doubt no 'Hot Work' is permitted to be undertaken unless clarified with the Site Manager.
- No 'Hot Work' is to be carried out until a 'Hot Work Permit' has been fully completed by the contractor, a copy of which is to be held by the school in the Fire Log.

Outside Agencies

Anyone hiring or using the hall must be informed of the maximum persons allowed in the hall, including staff - All standing (or sat on the floor): 270 pupils

Anyone bringing electronic equipment onto the school premises e.g. disco must prove that their equipment has been checked and tested.

When the fire alarm is activated for real or by accident, the monitoring service station will call the school within minutes to confirm if the Fire Brigade are required. If the call goes unanswered the Fire Brigade are contacted by the monitoring service and will be advised to arrive via Cardiff Road to gain entry into the playground with their vehicle.

FIRE EVACUATION RESPONSIBILITIES

DO NOT ATTEMPT TO TACKLE THE FIRE- LEAVE THE PREMISES AS QUICKLY AS POSSIBLE.

Class teacher and class TA:

- The teacher is to lead pupils to the designated area in the school playground, with the TA following behind at the rear to ensure all children leave safely.
- Count number of pupils to ensure no child is missing and then communicate this information to the SIMS manager (Mrs Hummerstone) so she can co-ordinate this to the fire service.

SIMS Manager:

- Collect site plan, rear gate key and mobile/cordless phone.
- Sweep reception area and boys toilet to ensure everyone from these areas has been evacuated before leaving via the double glazed door.
- Unlock and open double gates on Cardiff Road.
- Receive reports from teachers and await arrival of Fire Brigade
- Brief Fire Officer on anyone not accounted for on the suspected site and the cause for the fire alarm to be activated, if known.
- Ensure Fire Officer has access to the site plan.

Head Teacher (Deputy Head in Headteachers absence):

- Assist SIMS manager with the roles she is expected to undertake.

Admin Officer:

- Leave the building via main entrance to prevent anyone accessing the building via this entrance.
- Be prepared to meet Fire Brigade should they decide to arrive via North End Avenue main entrance.
- NOTE: Plan of building is on the wall opposite the reception desk should the fire crew enter via the main door.

Bursar:

- Collect registers, visitors book and staff signing in/out books
- Sweep the library area and girls' toilet to ensure everyone from these areas have evacuated before leaving via Nightingale exit door into the playground.
- Account for all staff and visitors, relay findings to SIMS manager.

DHT: (To cover in the absence of HT)

- Cover any task as required by SIMS manager

Lunchtime Staff:

- As directed by lunch time manager, evacuate site of all children and muster them at respective muster points for a head count.

Teachers on site during lunchtime evacuation are to assist with the roles identified as **Class Teacher and Class TA** section above.

Date: October 2013

Review date: October 2014

SignedHTCOG

To be displayed by each classroom door – inside room

FIRE

If you discover a fire

RAISE THE ALARM BY

1. Breaking the glass of the nearest red fire alarm.
2. Leave the building through the nearest **FIRE EXIT**.
3. **All** asthma boxes must be taken out by a member of staff.

ALL PERSONS to **ASSEMBLE** at the appointed **ASSEMBLY POINT** in the playground.

Staff to count number of children in the class and inform Head Teacher /Fire Officer of any missing children or adults.

Children who are **not in the class** at the time of the alarm ringing should leave the building by the **nearest fire exit** and join their class in the playground.

DO NOT STOP to collect personal belongings.
DO NOT re-enter the building until told it is safe to do so.