



Fire Management Policy

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Fire management policy

This policy should also be read in conjunction with the Health & Safety policy and with reference to the Fire Risk Assessments.

Overall responsibility for fire safety matters

The Executive Headteacher is the responsible person for the school and will have overall responsibility for fire safety matters at the school. Roles may be designated to the premises manager and other members of the leadership team.

The school fire procedure

Notices displaying the school fire procedure will be positioned at each fire alarm call point and will be of the standard form. The premises manager will ensure these notices remain up to date.

Responsibility of all school staff

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. All 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 students for whom they are responsible are informed of the fire procedure.

Personal Emergency Evacuation Plans (PEEPs) will be reviewed annually. A copy will be kept in the health and safety folder.

Fire marshals please remember:

Do not tackle a fire if the size of the blaze is larger than the example given in training i.e. larger than a fire in a wastepaper bin.

Portable fire-fighting devices

Fire-fighting equipment should be sited on corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard under the premises manager's responsibility. The premises manager will record and report to the business manager results of any testing.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide should display which extinguishers are suitable.



Fire training and evacuation drills

Training is provided for all school staff in fire safety and the school fire procedures.

Specific training is organised for fire marshals and any staff taking on additional responsibilities.

All staff, whether temporary or permanent, including those on induction, 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 muster points. It is the responsibility of the premises manager and the business manager to ensure this instruction is given.

The premises manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Maintenance of fire doors, fire exit doors, fire equipment and systems

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

System	Frequency	Method of Test
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.	Weekly	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	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Appointment and duties of fire marshals

The school has appointed a number of fire marshals, one of whom, the business manager, is 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.

Raising the Alarm

Fire alarm drills will take place periodically and will be both planned, and unplanned. 'Fire evacuation procedures' are displayed in each room and area of the school.

REMEMBER: Once the alarm has sounded...

RE-ENTRY TO THE BUILDING IS STRICTLY FORBIDDEN

(Only the fire brigade in attendance will be able to enter the building)

- Evacuation procedures apply in all instances where mass evacuation would be appropriate, including bomb threat, gas leak etc. If the alarm sounds **ALWAYS** treat as if it is a real fire, until informed otherwise
- Evacuation procedures should be drawn up and agreed by the senior leadership team/premises manager
- During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants
- Visitors will need to be identified by use of a visitors' book and accounted for during evacuation
- The muster point is situated at the multi-use games area

Breaktime procedures

- Staff responsible for supervising students are responsible for evacuating the building and/or proceeding to the designated muster point
- All other staff to evacuate the building using the nearest fire exit door

Lunchtime procedures

- Staff responsible for supervising students are responsible for evacuating the building and/or proceeding to the designated muster point
- All persons to evacuate the building using the nearest fire exit door

Before school

- Staff and students to evacuate the building using the nearest fire exit door
- A member of the senior leadership team to contact the fire brigade, manage the evacuating, then notifying parents/carers if appropriate

Calling the fire brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The premises manager, having checked the fire panel and assessed the situation will contact the fire brigade directly should there be an outbreak of fire. The premises manager will then notify the senior fire marshal of events. (The senior fire marshal will be responsible for overseeing and coordinating matters once the evacuation has taken place.)

Meeting the fire brigade

The business manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence, a senior member of staff will deputise for them. This role includes alerting staff and students who are returning from trips/events etc. not to enter the building in such an emergency.

Events taking place out of school hours such as CPD

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the visit coordinator to ensure that the premises manager/business manager are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place.

Records

The following records will be kept in the fire folder on each site:

Record Type	Information To Be Recorded
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 locations 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.
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.

Notices

All fire exit routes are signed by clear signs with directional arrows. These are identified on the school site plan and checked monthly.

Fire evacuation procedures are displayed across school and designated roles will be shared with all staff through fire safety briefings.

Appendix A – Roles and responsibilities

Roles and Responsibilities	Role Person Responsible	In case of absence
Overall responsibility for site safety	Executive headteacher/Head of school	Premises manager/Business manager
Fire coordinators – repairs and maintenance	Head of school/Premises manager	Business manager Senior leadership team
Fire marshals	Identified teachers/Administration Staff/Teaching assistants	Deputies will be designated and reviewed regularly
Registering and ensuring all people are evacuated from building	Office staff/Keyworkers/Senior leadership team	Senior Leadership Team
Calling the fire brigade	Office staff on the instruction of the senior leadership team	Senior Leadership Team
Meeting the fire brigade	Business manager	Designated fire marshals/Senior leadership team

Appendix B – Forms and signage

Fire Instructions for front of school

The following items must be placed in a 'grab bag' in the reception area and taken outside by the business manager during evacuation of the building.

Mobile phone	
Fire procedures manual/maintenance logbook	
Visitors Book	
A pen	
Staff signing in/out sheet	
Student register	
Staff/student emergency contact numbers	

1. Stop all visitors from entering school premises
2. Check that all visitors are accounted for
3. Await instruction from the business manager whether fire services are to be called
4. Direct fire brigade to fire alarm panel when they arrive and advise of any missing students, staff or visitors

Fire signage

- Escape route signs should be displayed along all exit routes, above doors and at all changes of directions in corridors
- A sign indicating the nearest fire escape route should be in clear sight from any location
- All signs for escape route directions must be primarily pictographic
- Emergency signs for doors should be above the door, not attached to the door.
- The final exit door should have the sign with the running person image and word 'Exit' – It should **NOT** feature arrows

Signs require regular inspection and maintenance to ensure they are clear, legible and functional

- They should have suitable illumination or be reflective where appropriate
- A 'FIRE ACTION' sign must be displayed next to ALL manual fire alarm call points
- All fire doors must have 'KEEP SHUT' notices
- All fire escapes must have a 'KEEP CLEAR' notice

Fire extinguishers

DO NOT:

- Block fire extinguishers with anything
- Use fire extinguishers to prop open doors
- Interfere with any features of the extinguisher

REPORT:

- Any dents or signs of corrosion
- Leakages
- Faded labels
- Signs of vandalism
- Missing locking pins

Never attempt to correct issues on a fire extinguisher unless you are trained to do so.

General Information and guidance

To contribute to good housekeeping:

- Remove waste boxes, paper, card, aerosol cans, chemical containers and other flammable waste materials from the premises
- Follow waste management procedures
- Remove faulty equipment or equipment with signs of damage from use immediately, such as frayed wiring or burn marks. Report to premises manager
- Never cover up equipment while it's switched on or overload plug sockets, as this could lead to overheating and create an ignition source
- Never store flammable waste in hallways, near fire escape routes or against heaters and electrical equipment
- Clean up spills immediately e.g: cleaning chemicals, cooking oils and baking substances such as flour
- Consider the safety of hanging items such as classroom displays – make sure they are not put up near ignition sources or ventilation grilles
- Do not block sprinklers
- Minimise how much paper you use, store and dispose of.
- Cleaning chemicals, gym equipment and art supplies should be kept in appropriate fire-resistant cupboards or storerooms
- All cupboards/storerooms/containers which hold flammable materials must be locked
- Avoid storing large quantities of flammable materials against walls, such as gym mats, as this would enable fire to spread rapidly
- Restrict unauthorised entry by limiting site entrances/access
- Secure all entry points
- Ensure unauthorised persons can be identified – lanyards distinguish the supervision levels of all visitors/staff – challenge or report those who are not wearing ID
- Have sufficient lighting
- Have appropriate waste management procedures – ideally outside waste bins should be kept in a secure compound away from the building
- Report any suspicious behaviour or accidental fire

Fire management

If you are first to discover a fire:

- Activate the nearest manual alarm point before you evacuate
- Inform office staff of location of fire if possible
- If you are **NOT** in charge of a class – follow nearest escape route straight to assembly point. If you see students not evacuating, or staff require support, help
- If you **ARE** in charge of a class – You are responsible for guiding them out of the building to a place of safety and keeping them organised while you evacuate
 - Remain calm and in charge of the class
 - Reassure all students and staff – no-one should stop and collect belongings
 - Follow PEEPS
 - Check the area behind you, close doors and windows if possible

DO NOT:

- Use the lift
- Try to fight the fire
- Attempt to rescue someone who is trapped (let emergency services know the location and details of people trapped)
- Go back into the building

Once out of the building:

- Collect class register from responsible person
- Ensure that all students and staff are present
- Inform responsible person
- Follow instructions from Fire Marshals

ONLY RE-ENTER THE BUILDING ONCE THE ALL-CLEAR HAS BEEN GIVEN BY THE RESPONSIBLE PERSON

Following a fire drill/evacuation, it may be necessary to update PEEPs. Please do so as soon as possible – they will need to be re-signed and agreed by parents.

Appendix C

Checklist for new staff

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
- Emphasise that the first action on discovering a fire is to raise the alarm
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any students for which the staff member is responsible and going to the muster 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 trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.