



# Fire Safety Policy

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Adopted by Ashby Willesley Primary School on:	Date: 23/08/2022
This policy will be reviewed	As policies, procedures and regulations are updated.
Version	1.0

For the purpose of this policy, the 'Head Teacher' refers to the Executive Head teacher, Head teacher or Head of School.

# **Ashby Willesley Primary School- Fire Safety Policy**

## **General Procedures**

Ashby Willesley Primary School is committed to providing a safe environment for both staff and pupils. The school will take all steps reasonably practicable, to secure the safety of its staff, students and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation. Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff. Appropriate information / instruction will be provided to pupils, visitors and contractors. Where staff, pupils or any other person who regularly attends the school is identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

## **Fire Drills and Alarm Activations**

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch breaks. Following any evacuation of the building, a de-brief will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

## **Tackling Fires**

**STAFF ARE INSTRUCTED NOT TO ATTEMPT TO TACKLE A FIRE UNLESS IT IS TO AID THEIR ESCAPE FROM THE BUILDING**

## **Assembly Points**

**Please refer to separate evacuation routes plan**

### **IF YOU DISCOVER A FIRE:**

- Sound the alarm using the nearest fire alarm call point – this is a monitored system and the fire service will be called automatically
- Leave the building by the nearest fire exit
- Do not re-enter the building
- Report to the assembly point
- Senior management/premises officer to liaise with fire service on arrival
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

## **Methods of Alerting Persons on Site**

The fire alarm sound is a continuous bell in all school buildings

### **ACTION ON HEARING THE FIRE ALARM**

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing any doors behind you as you leave. Evacuation route diagrams are displayed in each room.
- Proceed to nearest assembly point as per evacuation plan. Assemble by class in register order.
- Everyone should walk quickly but do not run - Keep quiet.
- Do not stop or return for any clothing, belongings or books.
- Registers will be taken out for roll call. Absences should be notified to senior management asap.
- Senior management/premises officer to liaise with fire service on arrival.
- Access must be clear for the fire brigade.

### **Visitors and Contractors**

Visitors are the responsibility of the member of staff they are visiting. The staff member should ensure they are escorted on the event of the alarm sounding.

Contractors are the responsibility Premises Officer (or School Business Manager in his absence). The Premises Officer should ensure they are escorted on the event of the alarm sounding.

### **Communicating with the Emergency Services**

In the event of a confirmed or suspected fire the Head teacher, Deputy Head teacher or any member of the SLT or office team as available should call 999. The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service.

- Has the fire been confirmed or is there a smell of smoke?
- What is the location of the fire?
- Do we know whether there are any persons trapped in the building or unaccounted for?
- Do we know how or why the fire started?

### **Staff with Specific Responsibilities**

Evacuation Controller – Responsible for taking overall control of any emergency evacuation of the building / site and communicating with emergency services and local authority as required:

- Head teacher
- Deputy Head teacher
- School Business Manager

Teachers and HLTAs covering classes are to act as marshals and guide their class silently and safely to the evacuation points. All support staff should ensure that the area they are working in is checked for pupils (including toilets) and doors and windows should be closed on exit where possible.

### **Control Panel Officers**

Responsible for checking the fire panel to identify whether detectors/call points have been activated and the zone of the building or to identify faults.

- Site Manager
- Headteacher
- School Business Manager

### **Lettings**

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings e.g. plays.
- All emergency exits must be unlocked in the building in use.
- Hirers must provide their own mobile phone to make emergency calls if needed
- The Premises Officer must inspect premises after their evening use and check for possible fires.

### **Rubbish and Combustible Waste**

This should not be left in the boiler room, in escape routes or in the passageways

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

### **Classrooms**

Care must be taken to ensure the easy passage of pupils to fire exits. Furniture, equipment or activities should not block exit routes.

### **Displays and Decorations**

Decorations must not be placed near temporary heaters or suspended from light fittings.

### **Smoking**

Ashby Willesley Primary School is a non-smoking site.

### **Electrical Supplies and Fittings**

Any faults must be reported immediately.

### **Boiler Rooms**

Combustible items must not be stored in the boiler room(s).

### **Fire Log Book**

This is kept in the Premises Officer's room and maintained by the Premises Officer.