



Longwood Primary School

Fire Safety Policy

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1. Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

The school fire officer is the Headteacher, and in their absence the Senior Teacher and they are to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the fire officer.

2. Fire risk assessments

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1st December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions which include:

1. Appropriate fire detection and fire fighting equipment that is accessible and simple to use
2. Nominated employees to implement fire-fighting measures
3. Provision of adequate training and equipment for those appointed
4. Arrange for any necessary contacts with external emergency services
5. Provide adequate emergency escape facilities

In order to do this, employers should carry out risk assessments and revise them from time to time. It should identify any person especially at risk in a case of fire, i.e. a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises should be created providing for the calling of the fire brigade allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment forms part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

There are no hard and fast rules about how the assessment should be carried out. The important thing is that it should both be practical and systematic to ensure that the whole of the workplace is examined, including every room or area, particularly any area not often in use.

3. Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.



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A strategy should also include:

1. Planning for the actions to be taken in the event of fire:
 - Training of staff, including any specially delegated function
 - Provision of instruction to students
 - Display of appropriate fire instruction notices
2. Control of risks associated with activities or processes which may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism
3. Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies
4. Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review, by checklist.

4. Issue of general fire notice

The issue of general fire notices to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

5. Staff training

The fire officer is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction. This training will be recorded on the induction record.

After the initial instruction, all members of staff will receive instruction at least once in every 36 months. Arrangements for fire training will be arranged by the head teacher.

6. Control of risks: Training of staff and instruction of students

Employees

1. The training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receives training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
2. Instruction and training for all will include the following points:
 - a. the action to be taken upon discovering a fire
 - b. the action to be taken on hearing the fire alarm
 - c. the method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
 - d. the correct method of calling the fire brigade
 - e. the location and use of fire fighting equipment
 - f. knowledge of escape routes
 - g. evacuation method for the building, location of assembly point and method of accounting for persons
 - h. stopping machinery, activities and isolating power and fuel supplies where appropriate



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- i. appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Students

Students should be instructed at the start of their attendance at the school to enable them to:

1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly points
4. Know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

7. Fire drills

Fire drills will be carried out at least once in every term. The exercise will include a simulated evacuation drill and could include the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, i.e. activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded on the Health and Safety Committee Minutes.

All staff must participate in at least two drills per year.

8. Testing of fire alarm system

The fire alarm system will be tested weekly by the Office Support Manager. A different call point for each test will be used and recorded in the logbook.

9. Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times.

It is the responsibility of class teachers to ensure pupils are fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

10. Fire alarms

Types

1. Central siren - operated from administration
2. Single stage electrical fire alarm - operated by breaking a glass release button located at all exits to the building.
3. Telephone

Alternative alarms

1. Should there be no official fire alarm in the vicinity, the person finding the fire is to raise the alarm by shouting, "Fire, fire, fire". Then break the glass on exiting the building.
2. The fire alarm is to be raised no matter how small the fire.



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11. Fire fighting equipment

Fire extinguishers

There should be the correct type of fire extinguisher at each 'Fire Point' dependant upon the location.

Fire blankets

Fire blankets held are classified as: light duty. Suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.

Fire instruction notices

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

12. Fire prevention checks

Class Teachers are to ensure that regular fire prevention checks are carried out.

Checks are to include:

1. Unnecessary lights/electrical appliances (TVs, videos, microwave ovens etc.) are to be switched off and where possible, unplugged.
2. Convector heaters are to be inspected regularly and unplugged at nighttimes, weekends and holidays.
3. Staff rooms, waste bins, etc.
4. All fire doors should be kept shut.

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to premises being vacated.

The following precautions are to be observed:

1. With the exception of essential systems which must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
2. Waste paper bins are to be emptied and the contents removed from the building.
3. All parts of the school are to be inspected by the duty site person after rooms have been closed for the day. He/she is also to ensure that electric fires, irons and television sets have been disconnected and that all doors are closed.
4. Windows and inspection apertures are to be left free from obstruction. To facilitate detection of a fire from outside prior to vacating rooms or premises at the end of the day all curtains should be drawn apart, other than when security requirements dictate.

13. Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal. Paint materials, used stencils, oily rags, oily overalls, etc. are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation



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of work. If this is impractical, they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

14. Smoking

By law, there is no smoking anywhere on the premises or grounds.

15. Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at regular intervals at central collection points. Smouldering or burning refuse is not to be disposed of at refuse collection points.

16. Flammable materials

Flammable materials are not to be stored near any form of heating.

17. Electrical fires

Electrical fires are not to be used within the school unless they have been approved by the fire officer.

18. Electrical appliances

When using electrical appliances, the following rules should be adhered to:

1. They are to be switched off and unplugged when not in use.
2. The use of multiplug adapters is prohibited unless small appliance approved.
3. They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
4. Inspection lights are to be of an authorised pattern and fitted with a guard.
5. Electrical faults are to be reported immediately to the site manager.
6. Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
7. A fuse should never be replaced with one of a higher rating.
8. Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.

19. Controlled burning

Burning of any sort is forbidden.

20. Rubber

Rubber is not to be stored with other flammable stores and is to be kept cool, dry and well ventilated.

Rubber is to be stored away from the rays of the sun.



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21. Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores, which are to be clearly signed.

Paint stores are to have electrical fittings of the approved safety pattern.

22. Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

23. Buildings used for entertainment

Premises are to have adequate means of escape in case of fire. These are to be clearly indicated and are to be unlocked and unobstructed. An adequate number of stewards or ushers are to be available.

Decorations are not to be put up without the advice of the fire officer; any decorations which increase the fire risk are prohibited.

Decorations are not to be pinned or wired to any form of electrical wiring.

Naked flame is not to be used as a means of illumination, however, if candles etc. are necessary for decor or stage productions they are to be fixed in candlesticks with a heavy base and must not be so positioned as to present a fire hazard.

Any temporary staging is to be secure and is not to obstruct fire exits.

Supplementary wiring is only to be carried out by a qualified electrician and following consultation with the fire officer.

Special care is to be taken when tentage is used for entertainment or other exhibition purpose. Under no circumstances are tents or marquees to be directly attached to or sited within five metres of permanent buildings. If direct access from permanent buildings is required on an occasional basis, a covered walk way is to be provided. Particular care is to be taken in the provision of lighting and heating in tentage.

A sufficient number of fire appliances are to be available to deal with an outbreak of fire.

Adequate supervision of children's entertainment is essential. At parties and cinema shows sufficient personnel are to be available to act as marshals to control and evacuate the children to safety.

The fire officer is to be notified of any special occasions or celebrations involving extra decorations or any fire risks.

24. Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised a high standard of fire precautions in kitchens is of paramount importance.



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Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

25. Disabled persons

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level which may need to be crossed.

26. Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of students' education.

The opportunity for reducing such vandalism lies part in the long-term development of a good relationship with neighbours, and part in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire and smoke doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit spread of smoke damage).

27. Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire retardant materials should be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

1. Freestanding displays should not be placed on escape routes or block exits.
2. Sources of ignition, such as light bulbs should not be placed near the displays.
3. Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
4. In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

28. Storage

Readily combustible materials such as paper should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.



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Paper salvage collected for recycling should not accumulate in areas open to vandalism. Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation. All persons handling such material should be aware of the dangers.

29. Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, get it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by the assistant safety officer.

30. Fire Doors

Fire doors have at least one of two functions:

1. To protect escape routes from the effects of fire so that occupants can safely reach a final exit
2. To protect the contents and/or the structure of a building by limiting the spread of fire

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage. Therefore, at evenings and weekends all doors should be left in the closed position.

31. Contractors

Building contractors bring a large number of ignition sources to the school. Tar boilers, blowlamps, welding equipment and liquefied petroleum gas bottles all give rise to a higher fire risk. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, where practicable, no building materials should be left outside where vandals can use them to damage the premises.

The Headteacher should be made aware when hot cutting work is to take place for both the safety of the students and the school.

32. School grounds

Access for emergency vehicles must be kept clear at all times.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

33. Fire routine

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below. (See part 2).



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1. What to do if you discover a fire
2. What to do when you hear the alarm of fire
3. Evacuation
4. Assembly
5. Roll call
6. Calling the fire brigade
7. Special needs of cleaners, disabled, etc

34. Advice on the procedure in the event of fire

At time of emergency:

1. If you discover a fire or one is reported to you - operate the nearest fire alarm call point by breaking the glass.
2. If you hear the fire alarm – evacuate the premises immediately, as detailed in the evacuation procedure for the School.

Ensure that the Fire Brigade is called by dialling '999'.

After the event:

1. Do not re-enter the premises until advised to do so by the senior fire service officer present.
2. If the fire has been extinguished by school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying, i.e. fire doors satisfactory, fire alarm operating, extinguishers re-charged.
4. Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the head teacher.
5. The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

35. Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained by the site manager/office support manager:

1. Persons with special responsibilities
2. Fire alarm call point locations and checks
3. Weekly fire alarm tests
4. Fire alarm fault records
5. Fire alarm maintenance inspection
6. Emergency lighting maintenance inspection
7. Fire fighting equipment routine monthly checks
8. Fire drills
9. Fire fighting equipment tests and maintenance by contractors
10. Visits/inspections by fire brigade



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36. Publication of fire instructions

All new arrivals are to have fire instructions brought to their attention.
Part 2 to these instructions are to be displayed prominently at all fire points
The classroom fire notice is to be displayed in each classroom.

Fire Drill

All Staff and Children

Upon hearing the fire alarm, evacuate the classrooms as quickly as possible, via the exit as directed by the teacher, in a sensible manner. Close the door behind you.

Staff teaching should always have a Staffordshire Padlock Key available in case the Office staff are delayed in undoing the field gates.

Assemble in class lines on the field.

Teachers should call registers, to check the roll.

The last person to leave the premises should close the doors behind them.

The Office Manager, Site Manager or Head teacher has a responsibility to ring for the required Emergency Services.

Office staff will bring the School Registers and 'Visitors Book' to the main playground and where possible unlock the field gates.

The Kitchen Staff are to assemble on the field.

Fire Marshalls need to check the nearest Medical Room, Boys' and Girls' toilet, small-meeting room, ICT room, and Library as appropriate.

A copy of the Fire Drill Procedure should be displayed in a permanent position in each room, the Office, the Staffroom and the Kitchen.