



# **Fire Safety Policy and Management Plan**

March 2020

Review date – March 2021

## **1 Policy statement**

The Governors understand and accept the legal obligations in respect of fire safety and in accordance with the Regulatory Reform (Fire Safety) Order 2005 and HSE Guidance (as appropriate) and will provide; as far as is reasonably practicable, an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

## **2 Management**

The Head Teacher acting on behalf of the Governors is the Responsible Manager for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future. The general management of this is delegated to our Site Manager who is also the Fire Safety Coordinator/Responsible Person.

## **3 Site fire safety specification**

The workplace has a total of two buildings. Building one contains the main school, Nursery classrooms, Year R – 6 Classrooms, School Hall, computer suite / Library, Radio Room, Sensory Rooms, Staff Room Main Kitchen, Offices, Plant Room and Electrical Intake room. Building two is our Alternative Provision unit, this contains a Kitchen, Soft sensory room, Classrooms and an Office. Building one is 2 storey and is accessed via a single stair case. Building 2 is a single story unit.

The building has an electrical fire alarm with manual call points. There is also automatic fire detection connected to the fire alarm throughout. The fire alarm is connected to a Central Call Station. A 30 Second delay on the sounders operating as a result of automatic detection raising the alarm operates the fire panel. This instigates predetermined actions by staff to confirm or reject the alarm. Emergency lighting is provided to all escape routes used during the hours of darkness, and areas not having windows. Fire extinguishers of various types are strategically located throughout the Building.

NB. The location of the above facilities are indicated In APPENDIX 2.

## **4 Risk Assessment**

The Fire Safety Coordinator or external specialist will review/carry out the necessary fire risk assessments. This will be monitored by our Site Manager, Who will have attended a suitable fire risk assessment course delivered by a competent provider and reviewed when changes occur or every 12 months, whichever is sooner. The risk assessment will be kept in the fire manual for audit by authorised inspectors.

## **5 Emergency Plan**

An emergency plan will be produced by the Head Teacher indicating the pre-determined arrangements for facilitating safe evacuation of anyone in the premises, this will be reviewed when changes occur or 12 months whichever is sooner. This process will be monitored by our Health and Safety Co-ordinator, and a copy of the plan will be kept in the fire manual for audit by authorised inspectors.

We will train/maintain a minimum of 5 Fire Marshals who will have received specific training from an IOSH recognised provider. The Fire Marshals will also receive Fire Extinguisher training. The trained Fire Marshals will be responsible for conducting a final sweep of the building to ensure there are no persons left inside. Fire Marshals will also close any doors or windows that have been missed. One Fire Marshal will go to meet the Fire Brigade and will take the 'Grab Bag' containing the keys to all doors, site map (with clearly marked GAS Mains / ELECTRICAL intake), The Fire Evacuation plan and a list of contact numbers for all pupils. All fire Marshals will receive Fire Marshal and Fire Extinguisher refresher training every 3 years.

## **6 Fire Safety Training**

As detailed under the Regulatory Reform (Fire Safety) order 2005, all Staff are legally required to complete Fire Awareness Training. All new staff will receive fire safety training as part of their 'first day induction' and this will be carried out by the Site Manager. All staff will receive refresher training annually thereafter. This training may be carried out using an IOSH recognised trainer. A training programme for this will be produced by the School's Health and Safety Co-ordinator, and records kept regarding who gave the training, the subjects covered and who attended. The Programme and Records will be kept in the relevant section of the fire manual for audit by authorised inspectors. The Fire Risk Assessor is currently Steve Ostridge of Fire Marque who are UKAS Certified Fire Risk Assessors.

## **7 Fire Drills**

The Site Manager, will arrange for a monitored fire evacuation drill to take place every term. The outcomes from these drills will be made known to staff together with any consequential action that may be necessary. Records of when drills occur, the findings and

necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors. These arrangements will be monitored by the Responsible Person

## **8 Fire Precautions**

All fire resisting doors will be maintained, self-closing or locked/shut as appropriate. If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons they will not be left unattended. Fire escape routes will be maintained clear of combustible materials and unobstructed at all times. Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to facilitate exit without the use of a key, pass card or code.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking, vapes, e-cigarettes and other alternative non-smoking devices are only permitted on the premises when used in the designated smoking area only. Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used. The smoking area will be managed by all users to ensure all sources of ignition are extinguished before leaving the area. In addition to this the Site Team carry out regular checks of the area over the course of the day.

The storage of flammable materials will be in accordance with Health and Safety guidance and when used only the minimum necessary will be freely available for that use. All flammable materials will be stored in the site team shed, this is away from the main buildings of the school and is kept locked at all times. In addition to this, all flammable materials will be stored in suitable containers with relevant COSHH data.

## **9 Maintenance arrangements**

The fire alarm will be tested weekly by the Site Manager and serviced by competent contractors and/or managed by WINGS Technical Services and monitored by site staff. These arrangements will be monitored by the Site Manager and reviewed by Head Teacher. Records will be maintained and kept in the fire manual for audit by authorised inspectors

The escape lighting will be tested monthly by the Site Manager. They will be serviced and managed by WINGS Technical Services and monitored by Site Team and reviewed every six

months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.

The fire-fighting equipment will be checked monthly by the Site Team and serviced by WINGS Technical Services annually. This will be monitored by Site Manager and reviewed every six months. Records will be maintained and kept in the fire manual for audit by authorised inspectors.

The Site Team will check fire-resisting doors and final exits are checked monthly to ensure they are in good order and working correctly. This will be monitored by Site Team and any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by authorised inspectors.

### **Routine Checks**

The following is a non-exhaustive list of items that are all routinely checked by the Site Manager/Team. They will be signed as checked by the Site Manager upon completion and a record of all Weekly, Monthly, Biannual and Annual tests, including any faults which will have to be repaired will be kept in the Fire Log Book. These checks will be monitored half termly by the Health and Safety Co-ordinator and will then be periodically checked / reviewed by the Health and Safety Governor(s).

### **Weekly Checks**

#### **Fire alarm system**

On a weekly basis, the fire alarm system will be tested from a different call point each week, ensuring that all equipment attached to the alarm activates (such as sounders, smoke vents and disabled equipment). And check that any doors fitted with automatic releases are activated by the automatic fire detection and alarm system.

#### **Fire extinguishers**

All fire extinguishers should be in place and visible with no obstructions present. Make sure that they are in the right location and that the tag and safety clip are in place.

#### **Escape routes**

All fire exits should be able to be opened easily, with no obstructions in the way. The emergency fastening devices (push bars/buttons etc.) should be working correctly and escape routes should be clear. There will also be clear and reliable signage in place.

## **Monthly Checks**

### **Emergency lighting**

Site Team will complete a monthly test (or flick test): Check that the LED light is on, use test point, check that the light works.

### **Fire extinguishers**

Fire extinguishers should be checked fully every month; all fire extinguishers should have their pressure gauges checked monthly, they should be in the correct location, checked for any damage and they should be charged.

### **Fire doors**

Site team will keep a register of all fire doors (both internal and external). These doors will each have their own ID. Site team will inspect each door to ensure that the seal is intact, the closer is working and that if the door has a Dorgard, that it is working.

## **Biannual checks**

### **Fire alarm system**

Our maintenance company WINGS Technical Services will service and maintain our system, usually every 6 months. They will test 100% of the fire alarm devices throughout a 12-month period along with door closers & smoke vents and of course they must advise Site Team before they leave site of any system defects.

## **Annual checks**

### **Emergency lighting**

We are required to have a 3-hour emergency lighting test once a year, during which our main light circuit should be switched off and the emergency lights left on for a 3-hour period. WINGS Technical Services will service and maintain our Emergency lighting system, usually every 6 months. Any issues arising will be recorded and dealt with as required.

### **Firefighting equipment**

Fire extinguishers will be serviced once a year. This servicing will be carried out by WINGS Technical Services. They will discuss with the Site Team any remedial works that are required.

## **10 Monitoring and Review**

Management will operate a system of information exchange at all times. This will be in a demonstrable format and will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up & down the management chain; and
- Appropriate records maintained.

## **11 Records**

All current records will be kept in the Fire Safety Manual and be available for audit by authorised inspectors. Other associated records together with previous manual records will be kept separately for a period of at least five years.

## **APPENDIX 1**

Head Teacher – Deamonn Hewett-Dale

Site Manager – Graham Thomson

Site Assistant – Neil Patterson

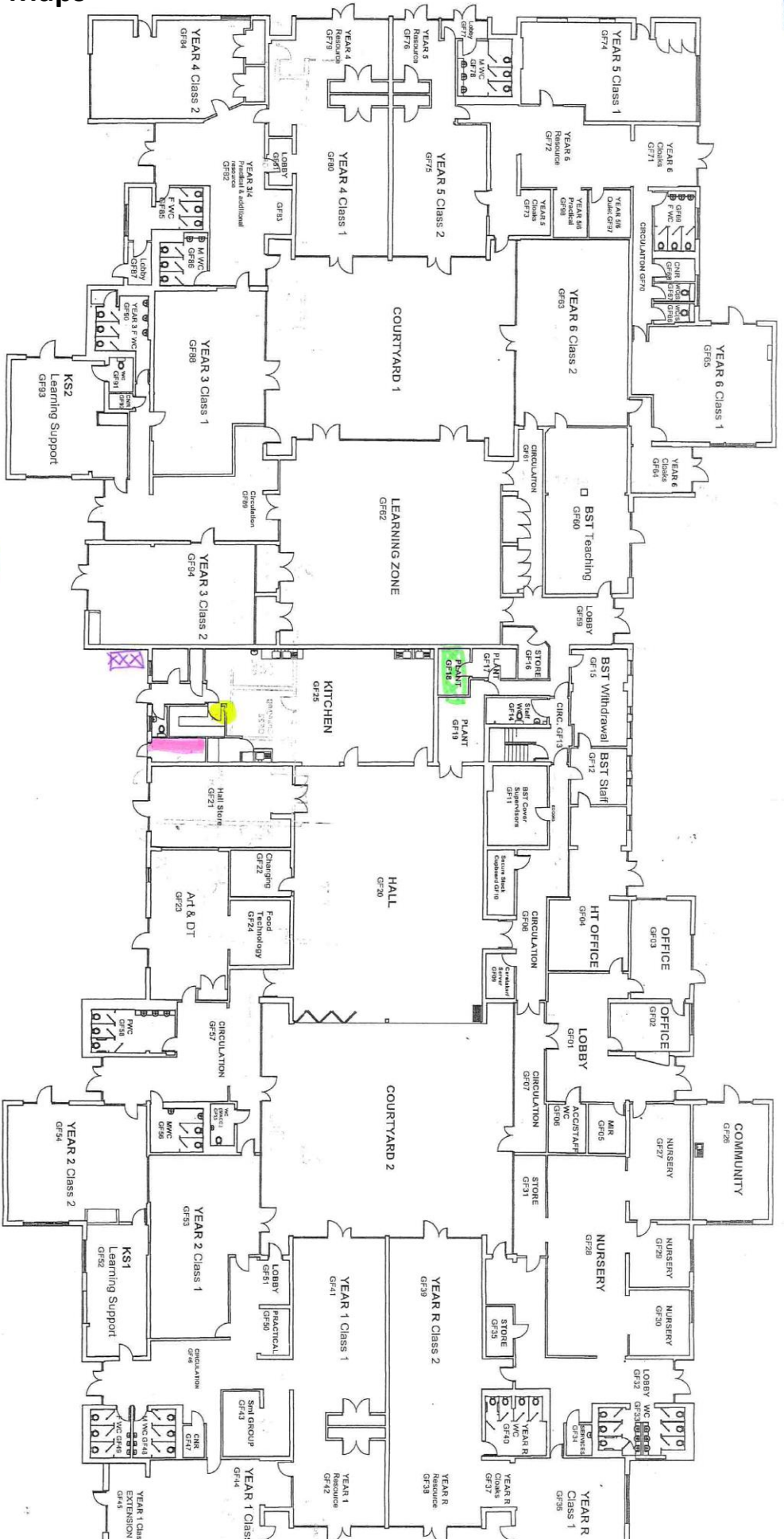
Health and Safety Co-ordinator – Luke Needham

Health and Safety Governor – Deborah Laxton

Business Manager – Carolynne Naughton

# Appendix 2 – Site Maps

## FLYING BULL PRIMARY SCHOOL FLOOR PLAN



Annex

CAR PARK - (You are at the North of building)

— Main Gas Valve - SHUT OFF

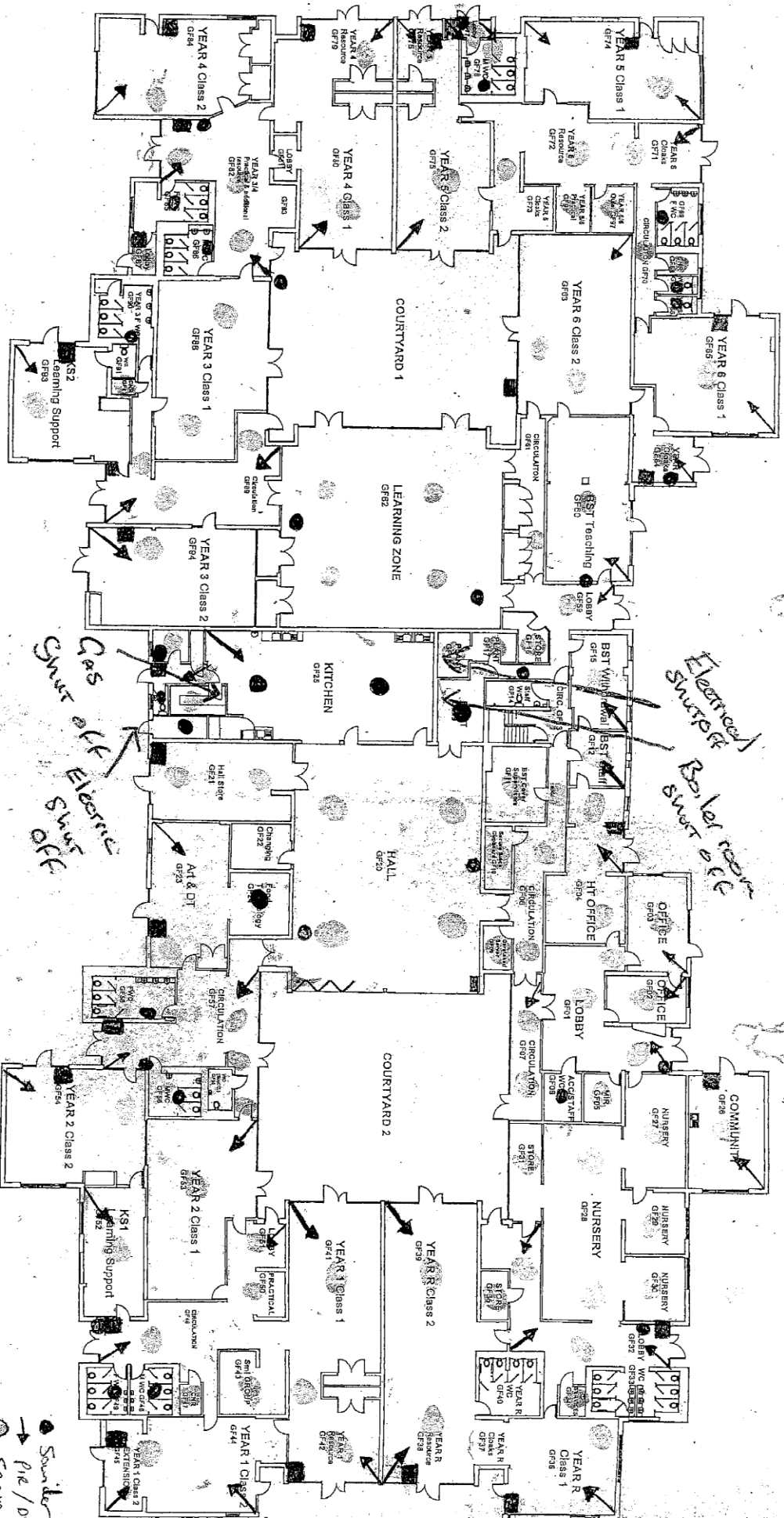
— Main Electrical SHUT OFF

— Gas Metre -

— Secondary Electrical SHUT OFF



# FLYING BULL PRIMARY SCHOOL FLOOR PLAN



SHED opposite  
NEXT TO PROV 1 GAS bottle

Electrical  
Shut off  
Boiler room  
Shut off

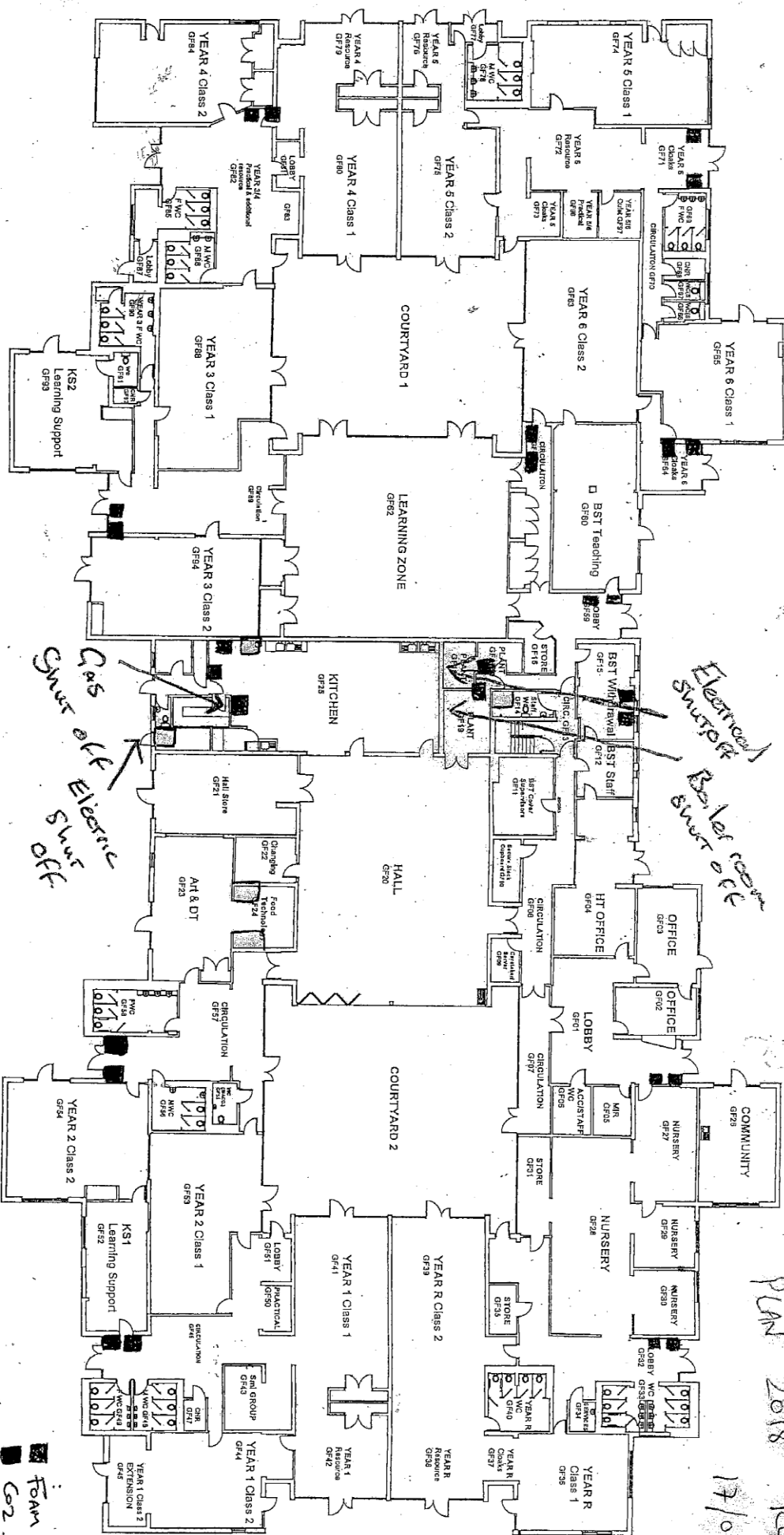
Gas off  
Electric  
Shut off

WATER MAIN SHUT  
OF VALVE  
ROAD  
MILNERS

INTERLOCK ALARM / FIRE ALARM

- Sounder
- Fire / DT
- Smoke detector
- Call Point
- Heat detector

**FLYING BULL PRIMARY SCHOOL  
FLOOR PLAN**








SHED ~~opposite~~  
next to Prov 1 GAS bottle

Co's Off Electric  
Shut Off

Electrical  
Shutoff  
Boiler room  
Shut off

WATER. MAIN SHUT  
OF VALVE  
MAINS  
ROCK

Foam  
 Co2  
 Blomest  
 Wet chemical

FILE EXTINGUISHER  
PLAN 2018 PL

17/09/18

# Appendix 4 – Fire Evacuation Procedures

## Appendix 1 (Reviewed September 2020)

### PLEASE DISPLAY IN ALL CLASSROOMS

#### FIRE PROCEDURES

6B	Use individual fire door and make way to large playground using the gate between the provision and Year 5
6C	Use back exit and leave through Year 6 main door and make way to large playground
5B	Use individual fire door and make way to large playground
5T	Use individual fire door and make way to large playground
4E	Use individual fire door and make way to large playground
4K	Use individual fire door and make way to large playground
6S	Use individual fire door and make way to large playground
3G	Make way to Year 3 exit and make way to large playground
3B	Use individual fire door and make way to large playground
2F	Use individual fire door and make way to large playground
2S	Exit through Year 2 entrance and make way to large playground
1KD	Leave through Year 1 resource area and make way to large playground
1N	Use individual fire door and make way to large playground
FB	Use individual fire door and make way to large playground
FC	Use individual fire door and make way to large playground
NURSERY	Use Nursery entrance and make way to large playground
PROVISION	Use main entrance and make way to large playground through gate between Year 5 and Provision
KS1 Support	Use Year 1 exit and make way to large playground
HALL	Leave through Year 2 doors and make way to Year 2 exit and make way to large playground.
MUGA	Move to large playground
ART / DT ROOM	Use individual fire door and make way to large playground.
PLAYGROUND	Line the class up on the large playground.
ANY OTHER AREA	Leave through nearest fire exit and make way to the large playground