



CLARE COMMUNITY
— PRIMARY SCHOOL —

Fire Safety Policy

1. Aim

It is the overall aim of Clare Primary Community School to minimise the risks to staff, students, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

2. Responsibilities

a. OVERALL RESPONSIBILITY

Overall responsibility for fire safety at Clare Primary Community School falls to the Headteacher, Mrs R Loader, (The Responsible Person). The Headteacher has delegated responsibility for the day-to-day monitoring of fire safety and implementation of fire safety regulations to the Site Manager, Mrs S Roberds (The Site Manager). As such all concerns regarding fire safety or emergency evacuation procedures should be addressed to Mrs Roberds in the first instance.

The Site Manager shall also ensure that an emergency evacuation drill is undertaken early in each term that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

Should the emergency services be required to attend any incident, they will automatically assume authority for the entire site and everyone will act upon their orders and directions.

b. RESPONSIBILITY OF ALL SCHOOL STAFF

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix A). They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that students for whom they are responsible are informed of the school fire procedure.

c. APPOINTMENT & RESPONSIBILITIES OF FIRE WARDENS

The school shall appoint a number of employees as Fire Wardens, one of which will be appointed as Senior Fire Warden. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the School have been evacuated and that this is reported to the Site Manager (or their deputy) (see Appendix B).

d. FIRE RISK ASSESSMENT

The Site Manager shall ensure that a fire risk assessment is carried out every 6 months, or earlier if required (e.g. following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a Site Manager, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Site Manager and a copy kept on file.

e. FIRE TRAINING & EMERGENCY EVACUATION DRILLS

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedure, including (where appropriate) training in the practical use of fire extinguishers.

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Next review date: **December 2020**

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Site Manager to ensure this instruction is given in Accordance with the Checklist (Appendix C). The Site Manager shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or the Headteacher.

3. Maintenance of Fire Safety Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professionally qualified consultants:

System	Frequency	Provider
Fire Fighting Equipment	Annual	ADT Fire & Security plc (0844 4130185)
Fire Alarm System	6 Monthly	ADT Fire & Security plc (0844 4130185)

4. Testing of Fire Safety Equipment & Systems

The Site Manager shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

System	Frequency	Method of Test
Corridors, Escape Routes and Fire Exit Doors	Daily	Check that fire exit doors are unlocked and escape routes are free of obstruction.
Fire Alarm	Daily	Visual check of panel for fault indications.
Fire Alarm Call Points	Weekly	Test key operation of different call point each week in rotation.
Fire Extinguishers, Fire Blankets etc...	Weekly	In rotation, check that seals are intact, equipment has not been removed or tampered with and that the annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Fire Exit Doors	Weekly	Check that the doors are opening freely and that emergency exit fittings are operating.
Emergency Lighting	Half Termly	Operation of test switch or circuit breaker and check that lights illuminate.

5. Raising the Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the electric school bell shall be rung continuously. If the electric school bell should also fail, school staff will be employed to ensure all areas of the building are evacuated.

6. Events Out of School and External Lettings

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Site Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Site Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met (Appendix D).

7. Notices

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, firefighting equipment and assembly points.

8. Records

All service records to be stored safely in a fireproof office cabinet. The Fire Safety Manager is responsible for maintaining the following records:

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	Date of test, list of all fire exit doors checked and results of tests.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learned / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor.
Fire Risk Assessment	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.

APPENDIX A

EMERGENCY EVACUATION PROCEDURE

Please Note:

- ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE (E.g. Fire, Gas Leak, Bomb Alert etc...).
- Up to date fire procedure notices are placed at every exit; designated exits are clearly marked.
- Only attempt to use fire extinguishers on small fires if you are trained / confident to do so.
- In the event of a missing person, report immediately to the Site Manager. DO NOT GO BACK INTO THE BUILDING until the Site Manager has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / Teaching Assistants	<ul style="list-style-type: none">• Instruct students to remain calm, to leave all personal belongings and to follow instructions.• Immediately evacuate the building taking all students in your charge through the nearest / most appropriate exit.• Turn off all lights.• Close the doors and windows on leaving, but do not lock doors as this will deny access to escape and emergency services.• Lead all students to the designated assembly point via the quickest / safest route and line up.• The assembly point will be the top playground.• Once at the assembly points, students should line up in their classes in silence to enable registers to be taken.• Call the register, which the office staff will distribute. Conduct a headcount whilst registers are being distributed.• Notify the Headteacher immediately of any missing students so a search can be initiated.• Wait for further instruction.
Office Staff	<ul style="list-style-type: none">• Call the fire brigade (999) giving your name and the school's name and address: (Clare Primary Community School, Cavendish Road, Clare, Sudbury, Suffolk CO10 8PZ).• Pick up registers, visitors book, mobile phone and address record information.• Leave the building through the nearest / most appropriate exit and go to the assembly point.• Distribute registers to the Class Teachers – ensure all classes are present.• Check visitors present against visitors' book.

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	<ul style="list-style-type: none"> • Notify the Headteacher immediately of any missing classes, students, staff or visitors so a search can be initiated. • Wait for further instruction.
All Other Staff	<ul style="list-style-type: none"> • To ease confusion after evacuation, all teaching staff employed in other activities at time of alarm and all other staff will assemble to the left of the students.
Head Teacher and fire wardens	<ul style="list-style-type: none"> • Whilst exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed. • Checks on toilet areas should include a check on individual cubicles. • If you encounter any persons present, they should be instructed to evacuate immediately. All persons should be ushered to an appropriate exit – not just pointed in the general direction of one. • Never open a door if you suspect that there may be a fire beyond it.
Head Teacher	<ul style="list-style-type: none"> • Leave the building through the nearest / most appropriate exit and go to the assembly point. • Check with Class Teachers for missing students. • Check with Office Staff for missing classes or visitors. • If persons reported missing and fire brigade yet to arrive, conduct search for missing persons – if safe to do so. • If persons reported missing and fire brigade have arrived, inform the fire brigade and follow their instructions.
Kitchen Staff	<ul style="list-style-type: none"> • Switch off the power. • Leave the building through the nearest / most appropriate exit and go to the assembly point.
Visitors	<ul style="list-style-type: none"> • Leave the building through the nearest / most appropriate exit and go to the assembly point.

APPENDIX B

ROLES & RESPONSIBILITIES IN AN EMERGENCY EVACUATION

ACTIONS UPON HEARING THE FIRE ALARM – NORMAL SCHOOL HOURS

Responsibilities for Accounting for Staff

Group	Responsibility
Visitors	School Office
Visiting Teaching Staff	School Office
Teachers	Deputy Head
Support Staff	Deputy Head
Kitchen Staff	Julie Forrester

Once those responsible are satisfied that all staff in their nominated group are accounted for they must report this to the Deputy Head. Identities of any staff not accounted for must be reported to the Head Teacher immediately.

Duties of the School Office

The school office staff are to bring the following to the muster point:

- a. All registers
- b. Late book & student signing out book
- c. Staff signing in/out book
- d. Visitors book

Duties of the Site Manager or Caretaker where available in absence of Head Teacher

- It is the main duty of the Site Manager to confirm that the fire alarm is true in the first instance and then to oversee the evacuation of the school directing staff and students to alternative evacuation routes away from the area of danger if necessary.
- Upon the arrival of the emergency services the Site Manager will liaise with them, directing them to the seat of the fire. The school caretaker will assist where necessary.
- The Site Manager is to obtain a list of unaccounted persons from the Head or Deputy Head and inform the emergency services accordingly.
- The Site Manager, with the assistance of the school caretakers, will cordon the front of the school as necessary to prevent access by unauthorised persons including members of the public and the media, until the arrival of the emergency services who will then take charge of this area.
- The Site Manager will provide the necessary link between the emergency services and the Head/Deputy Head Teacher.

Duties of Fire Wardens

- Fire wardens are responsible for overseeing the evacuation of their area of responsibility. This includes all toilet/rest room areas. They may also be responsible for directing evacuees to alternative escape routes as dictated by the area affected by the emergency. Once they are satisfied that their appropriate area is clear, ensuring that all doors and windows are closed and lights switched off, they are to report to the assembly area.
- They may be required to assist with the direction of evacuees and to help prevent anyone attempting to re-enter the school building.

Designated Assembly Points for all Staff, Students and Visitors

- The assembly point will be the school top playground.

ACTIONS UPON HEARING THE FIRE ALARM – OUTSIDE NORMAL SCHOOL HOURS

- Should the fire alarm be activated when the school is occupied outside normal school hours all persons are to evacuate the premises and assemble on the top play-ground.
- The senior member of staff present will assume responsibility for the coordination of the evacuation and contacting the emergency services.
- It is the responsibility of staff running after school Catkins clubs to account for students after evacuation and report the fact to the senior member of staff present. One member of staff will collect register and escort pupils to top playground whilst others act as fire warden and checks the toilets and buildings are clear.
- During certain events held outside school hours, such as open evening, it may not be possible to account for all persons present and therefore it would be necessary for staff to assist with the evacuation of the buildings by checking that all rooms and areas are clear.
- In the event of a fire occurring outside normal school hours the Site Manager (if not present) and Headteacher are to be informed as soon as possible.

APPENDIX C

STAFF FIRST DAY INDUCTION FIRE SAFETY CHECKLIST

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them 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 they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.

FIRE FIGHTING EQUIPMENT

Fire extinguishers are provided at various locations around the school. The discharge of these appliances is between 20 and 40 seconds and they are provided to assist with the evacuation of the school only. Fire extinguishers are colour coded and filled with various substances, each designed for a specific purpose as follows:

- a) Water (Red Label) - Suitable for wood, paper and textiles.
- b) Foam Spray (AFFF) (Cream Label) - Suitable for wood, paper, textiles and flammable liquids.
- c) Carbon Dioxide (Black Label) - Suitable for flammable liquids and electrical fires.
- d) Dry Powder (Blue Label) - Suitable for wood, paper, textiles, flammable liquids/gases and electrical fires.

APPENDIX D

CHECKLIST FOR USE OF PREMISES OUT OF SCHOOL HOURS

To be followed when arrangements have been made for use of the school premises out of school hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School.

APPENDIX E

SCHOOL FIRE PROCEDURE NOTICE

UPON DISCOVERING A FIRE

- Raise the alarm by activating the closest fire alarm call point.
- Phone 999 and request the Fire Brigade attend Clare Primary Community School, Erbury Place, Clare, Sudbury, Clare. CO10 8PZ. Ensure operator repeats address back to you.
- Only attempt to fight small fires if you are trained/confident/feel safe to do so.

IN THE EVENT OF FIRE

FOLLOW EMERGENCY EVACUATION PROCEDURE

(As practised during Fire Drills)

WHEN THE FIRE BELL RINGS

(ONLY IF IT IS SAFE TO DO SO)

- Keep a calm composure.
- Responsible staff member to direct all students to line up at the door.
- Responsible staff member to lead students to the nearest fire exit and out to the assemble point in the rear tennis courts. All other persons to exit via nearest fire exit door. Do not collect personal belongings.
- If the exit route to the assembly point in the rear tennis courts is blocked then use an alternative safe route.
- Once at the assembly point carry out a head count.
- If any student is unaccounted for read down the register and call out names.
- Stay at the assembly point until the Site Manager / Headteacher gives the all clear.
- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or a Fire Warden.

Ratified by Governing Body	CCPS LGB
Date	02 December 2019