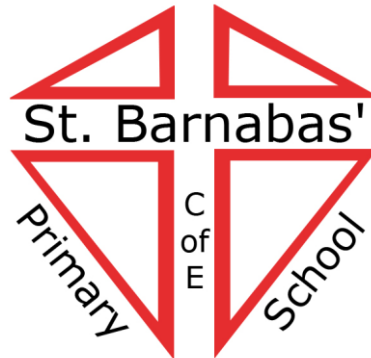


Heaton St. Barnabas' CE (VA) Primary School



Policy For

Fire Safety Policy

This policy was approved by Staffing & Finance Committee

On: 20th January 2023

Signed.....

Position: Chair of Staffing & Finance Committee

FIRE SAFETY POLICY

Aims

The aim of this policy is to:

- Safeguard all those who enter Heaton St.Barnabas Primary School
- Identify procedures for reducing the risk of fires in school
- Identify procedures for dealing with a fire in school.

FIRE RISK ASSESSMENT

In addition to the ongoing monitoring of school premises by the head teacher and members of staff, the Business Manager and Site manager (who are the schools designated fire marshals) are specifically responsible for undertaking a formal fire risk assessment each month. These are recorded and filed in the fire safety manual, stored in the admin office.

The governor's property committee review this information each academic year or when physical changes are made to any area of the school building.

FIRE EVACUATION PROCEDURES.

It is important to note that **FIRE EXITS SHOULD BE UNOBSTRUCTED AT ALL TIMES.**

All staff must evacuate pupils by the nearest available exit and take their children to the fire assembly point. The school administration staff are responsible for taking the class registers and staff iPad register to the fire assembly point.

All classrooms have clear evacuation routes and these are identified on maps in the classroom and in appendix 1.

The school undertakes a minimum of one practice fire evacuation each half-term. These are evaluated and recorded in the fire register.

The following procedures should be carried out in the event of an evacuation whilst class based:

- Staff and Pupils should evacuate via their nearest exit and join their class immediately on the playground.
- Pupils should walk out of the school building in a quiet, orderly manner following the direction of the adult supervising the class.
- Pupils should line up in silence – preferably in register order in their year group allocated assembly point - to enable a roll call to be made.
- Support staff should trawl through communal areas of the school to ensure that no persons are left within the school building.

The following procedures should be carried out in the event of an evacuation whilst in the hall:

- Staff and Pupils should generally evacuate via the fire door at the far side of the hall (facing the car park).
- Pupils should walk out of the building in pairs, in a quiet, orderly manner and generally assemble on the top playground.
- During an after-school event. Staff and Pupils should walk out of the building in a quiet, orderly manner and assemble in Greenfield School car park.
- Pupils should line up in silence – preferably in register order - to enable a roll call to be made.
- In the event that Parents are present, instruction will be given by the two fire marshals as to which fire door they should exit from. These exits will generally be either via:
the main doors, or across the stage and out of the dining room doors.
- Parents should not stop to collect their child but assemble outside the front entrance.
- The adult supervising the class group in the hall is responsible for knowing exactly who and how many pupils are in the group and for calling the roll call in the event of a fire therefore a child visiting the toilet must request permission from the supervising adult and the adult must be aware of their absence and return.

FIRE ALARM

The school is equipped with an electronic fire alarm, activated by pads located around the school building. The caretaker tests the alarm system each Monday morning, activating the alarm from different points on a rota basis.

FIRE FIGHTING RESOURCES.

The number one priority for all members of staff is to ensure the quick, safe evacuation of all personnel from the school site. Staff should therefore activate the fire alarm before making any attempt to extinguish a fire.

The school is equipped with a number of different fire extinguishers.

These are identified on the map in appendix 1.

This equipment is tested annually by external service providers.

GUIDELINES FOR MINIMISING FIRE RISK DURING SCHOOL EVENTS.

INTRODUCTION:

These guidelines are aimed at increasing the safety and minimising the risks to individuals attending events held in the school hall

i.e. Harvest Festival Performance, Christmas Nativity Performance, Christmas Fair, PTFA events, external letting etc.

The recommended evacuation time in the event of fire is 2.5 minutes and the following calculations have been made to identify the maximum number of individuals allowed in the main hall during any organised event.

a) OCCUPANCY NUMBERS:

Occupancy numbers are calculated by the number of exits available. One single door unit of exit width is required for individuals to pass through safely in single file (double doors constitute 2 units) with 40 individuals per unit (80 x double doors) per minute. There must be three points of exit during any event and two points are essential as it must be assumed that one point of exit may lead to the source of the fire.

Calculations for occupancy numbers are based on the use of fire doors at both sides of the main hall as well as gangway exits on either side of the staging area.

The following formula has been used to calculate the maximum number of occupants at any event:

Rate and Flow = 40 persons per minute per single unit.

i.e. 2 x double fire doors/ points of exit = 4 units x 40 persons x 2.5 minutes (evac. time) = 400

The maximum number of occupants in the school hall must therefore not exceed 420 children and staff for assemblies and 200 pupils and parents for performances.

This total is deemed to be adequate to accommodate all individuals plus a small amount of staging (props) that may be required.

b) EXITS:

All exits must have an 'Exit' or 'Fire Exit' sign.

All corridors should be kept clear and unobstructed and all exits must be available for use and not locked except by means of escape using a panic bar which should be clearly indicated by the words 'PUSH BAR TO OPEN'.

c) SEATING:

One sq. metre (per person) of seating will be allowed by using chairs battened together in groups of not less than 4 and not more than 12, along with a small number of benches.

d) GANGWAYS:

Adequate gangways not less than 42" wide will be provided leading to the exit doors and kept free from obstruction. No seat is to be more than 12 feet from any gangway.

Standing will not be permitted by any visitors in any part of the hall.

e) SAFETY LIGHTING:

A safety lighting system is provided and maintained every six months.

f) SAFETY ADVICE:

Before any event commences visitors will be briefed by the Head Teacher or his representative of the school's fire evacuation procedures and which exits to use in the event of a fire.

g) FIRE DRILL:

Members of the public are to be made aware that should the fire alarm sound during any event, the building should be immediately evacuated as it will not be a drill. The procedures likely course of action will be decided upon by the head and the fire marshals prior to the event.

h) SMOKING:

The school is officially a no smoking building. Therefore, smoking is not allowed within school premises and notices to that effect are displayed around school.

i) FIRE ASSEMBLY POINT:

Should it be necessary to evacuate during an event, the designated Fire Assembly Point will be the main playground, where a roll call of all children will take place. In the event of an evacuation from the hall pupils may assemble in the school car park.

j) **ROLL CALL:**

A register of school children actually taking part/present should be taken before the start of any event and handed to the fire marshals. In the event of evacuation, a roll call should be made at the assembly point to determine any missing children.

k) **MISSING PUPILS:**

If a pupil is absent from the role call and not in the class line supervising adults **must not** re- enter the building but must report the missing pupil immediately to the fire marshals.

For further information regarding these or any other issues please refer to the Premises Safety Manual.

GUIDELINES FOR MINIMISING FIRE RISK DURING SCHOOL EVENTS.

Suggested Statement from Head Teacher to audience before the commencement of any event.

“Before we begin our performance I would just like to point out a few domestic arrangements in use around the school.

There is a ‘No-Smoking’ Policy in school.

In the event that the fire alarm should sound, please evacuate the building.

You will be directed by the fire marshals as to which is the safest fire exit for you to use. Whilst in the hall, this will typically be through the double doors to the side and either via the front entrance or through the dining room.

The children in school are fully aware of school fire procedures and will leave the building via the hall fire doors assisted by members of staff. They will assemble on the top playground (on the school car park), and a roll call will be made against the school register.

Please do not take your child away from the assembly point until a roll call has been completed.

Thank you”