



Fairway Infant School
Fire Safety Policy
March 2017

Adopted by the Full Governing Body
At their meeting on 16th March 2017
Review Date: March 2020

The Purpose of this policy is to make a safer working environment for the children, staff, parents and visitors to Fairway. We will aim to reduce the risk from fires, by following these safety precautions.

- **Prevent fires starting**
- **Ensure that in the event of a fire everyone can evacuate safely**
- **Restrict the rate of fire spread.**

1. Designated person

A designated person (the Head Teacher) is responsible for managing/auditing fire evacuation procedures from the school and arrangements for checking/monitoring the fire safety and fire fighting equipment.

The designated person must:

- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people in the building can get out safely – including people with disabilities
- Check that people in the building know what to do in the event of a fire and by which route to escape
- Make sure there is reasonable fire fighting equipment in the building and that staff are trained/aware on how to use the equipment
(This will be as specified by the fire safety officer for the WSCC Fire and Rescue Service).
- Make sure the fire safety equipment is checked and maintained.

2. Fire risk assessment

The Fire Risk assessment must be carried out in the event of:

- A significant change in the environment; or
- An accident or near miss that reveals a weakness.

The Fire Risk assessment must be done by a professional, and WSCC advises against risk assessments carried out by commercial manufacturers or installers because of the risk of possible bias towards products they are promoting.

The Fire Risk assessment will generally cover the following areas

- Fire hazards and prevention
- People at risk
- Fire detection and alarm systems
- Fire-fighting
- Escape facilities
- Fire emergency plan
- Instruction and training
- Fire safety and record keeping
- Asset protection
- Legislative controls

The action plan produced as a result of the assessment will be reviewed, actioned and evidenced by the Health and Safety Committee. This committee will then update the Governing Body as appropriate (but in any event at the full governors meeting following receipt of the Fire Risk assessment report).

[Note: The DFES Fire Safety – Managing School Facilities Guide 6 provides guidance on fire risk assessments that the school must follow. It also sets out which parts of the risk assessment can be done by school staff, and which require professional advice. Further advice is available in a number of publications listed in WSCCs Health & Safety Information for Educational Establishments 2005.]

and Maintenance Checklist

Period	Test/Check/Maintenance	By whom
Daily	Check means of escape are clear Check fire alarm panel in normal condition Check indicator lights on emergency lights are working	Premises Officer/All personnel in the building.
Weekly	Test the fire alarm	Premises Officer
Monthly	Test emergency lighting Test doors fitted with emergency devices ie push bar operation Check all fire doors for defects Visually check all fire extinguishers and fire blankets are in place and not used or damaged/tampered with.	Premises Officer
Every Three Months	Health & Safety committee to audit all administration regarding fire safety.	Governors Health & Safety Committee.
Per Term	Carry out fire drill	All personnel in building
Annually	Full system check of fire detection and warning system, and any repairs necessary Full system check of emergency lighting system and any repairs necessary Full service all fixed and portable fire fighting equipment, and any repairs necessary	Contractor
5 yearly	Electrical system wiring check	Contractor

3. Testing Fire Alarms

All electrical warning systems must be tested weekly to make sure they work and can be heard throughout the building.

All those affected should be made aware of the difference between a test and a real alarm.

A record of these checks, tests, and maintenance is kept in a logbook in the office.

4. Fire Safety Notices

The head teacher must ensure all staff and children know the correct procedures in case of fire.

Fire procedure Notices must be displayed prominently throughout the building. They should be checked on a monthly basis by the designated person to make sure they are in place and up-to-date.

5. Fire Drills

Fire Drills are practised regularly (at least one per term). Fire evacuation procedures are set out in the appendix. A record of all practices is kept in the office with date, time of day, escape time and causes of delay recorded.

There must be an effective system for counting all staff, pupils, visitors and contractors so that everyone can be accounted for. Any defects in the counting system will be recorded and corrected promptly.

The escape time should be no longer than two and a half minutes. If it is the designated person must look at the reasons why and how delays can be reduced.

6. Evacuation of people with restricted mobility

Any people with restricted mobility present in the school for a fire alarm will need assistance to leave the building during the fire evacuation.

An Individual Evacuation Plan should be drawn up for any member of the school community, or regular visitor to the school, who has restricted mobility, even if their condition is only temporary.

7. Escape Routes

Escape routes must be clearly marked and be of a minimum of 800mm in width.

Exits must be kept clear and free from furniture or the accumulation of any other material.

All doors must be closed at night, weekends and holidays to reduce the risk of fire spread and smoke damage.

8. Escape Signs

All escape routes are clearly signed in accordance with the Health and Safety Regulations 1996.

9. Fire Extinguishers

The Fire and Rescue Service checks portable fire extinguishers and fire blankets annually.

Fire Equipment must be regularly checked – see the checklist at point 3 above.

The governor's annual health & safety inspection will also consider the portable fire safety equipment. (ie.check that it is present and fire safety officer checks are up to date)

10. Fire fighting equipment training

Staff should be given basic training using a video or DVD (available from the WSCC Health & Safety unit) or training from the Fire and Rescue Service.

11. Visitors

Visitors to the school are made aware of fire safety procedures – (prominent notices and included in fire drill practices)

12. Contractors

Contractors on the premises may temporarily increase the fire risk in the building. They will therefore need to declare the nature of their work and be monitored accordingly. When a contractor has signed a hot work permit ensure an appropriate fire extinguisher will be available in close proximity to the job. All contractors whom have signed a hot works permit should have their own fire extinguisher.

Responsibilities

Designated person for managing & auditing fire safety	Headteacher
Annual Safety Check (Governor)	Governor with H&S responsibilities
Fire Equipment Regular checks	Premises Officer
Fire Procedure Notices	School Office
Alarm System Servicing	Contractor (Profect)
Fire Drill Records	Business Manager

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Date.....

**Signed.....
Mr A Apps Chair of Governors**

FAIRWAY INFANT SCHOOL
FIRE EVACUATION PROCEDURES

January 2014

Fire alarm during normal working hours and normal occupancy

Classroom Instructions

1. Immediately a fire is discovered, the nearest fire point should be activated by breaking the glass. This will set off the fire siren throughout the school.
2. Commence immediate evacuation.
3. Everyone will leave class bases in an orderly fashion by the nearest external fire exit door.
4. Teaching Assistants will check toilets, cloakroom areas and close classroom doors.
5. The last person to exit an area must close the doors to prevent the spread of fire if it is safe to do so.
6. Leaving the building will be done as quickly and quietly as possible. (Less than 2½ minutes)
7. Children/adults will assemble in the playground and should not re-enter the building until told to do so.
8. All will assemble at the far side of the playground by the summerhouse in single class lines.
9. Office staff/head teacher will take registers out to teachers. Teachers will count and check all present.
10. On arrival at the assembly area class teachers/teaching assistants to report if there were any signs of fire in those parts of the premises they have evacuated/swept.
11. If signs of a fire are reported, call the emergency services immediately and confirm there is a fire.
12. Follow the instructions of the emergency services about re-entering the building.
13. Do not re-occupy the premises until the fire alarm panel has been reset.
14. Do not reset the fire alarm panel if a fire engine is on the way to the school.
15. Emergency off-site evacuation procedures will be put into place if necessary.

Fire Alarm during normal working hours for office staff only

1. Immediately a fire is discovered, the nearest fire point should be activated by breaking the glass. This will set off the fire siren throughout the school.
2. Commence immediate evacuation.
3. Call emergency services and inform them that a fire alarm has occurred and evacuation is underway.
4. Nominated person to check fire alarm panel to identify which part of the premises is affected – **DO NOT RESET THE PANEL.**
5. Take registers from office trays (registers in the classrooms should be brought out by teachers), Visitors book, phone contact boxes, keys for external doors and phone.
6. On arrival at assembly area, class teachers/teaching assistants to report if there were any signs of fire in those parts of the premises they have evacuated/swept.
7. If signs of fire are reported, call the emergency services immediately and inform them that fire has been confirmed.
8. Follow the instructions of the emergency services with regard to re-occupation of the building.
9. Do not re-occupy the premises until the fire alarm panel has been reset.
10. Do not reset the fire alarm panel if a fire engine is on its way to your premises.

Fire alarm outside normal working hours and when building is unoccupied

1. No-one is to enter an unoccupied building to investigate a fire alarm.
2. Call the emergency services to report the alarm and that you are a lone person.
3. If it is safe to do so, check the fire alarm panel to identify which part of the building is affected. Do not reset the panel.
4. Investigate the cause of the alarm from outside the premises if possible to see if there are any signs of an actual fire.
5. If signs of a fire are detected, call the emergency services immediately and confirm there is a fire.
6. Follow the instructions of the emergency services about re-entering the building.
7. Do not re-occupy the premises until the fire alarm panel has been reset.
Do not reset the fire alarm panel if a fire engine is on the way to the school.

Full Evacuation Strategy

The decision to evacuate is a difficult one and must be considered carefully, balancing potential danger on route to designated place of safety, with potential danger remaining on site. It is a decision for the Senior Management Team, or the emergency services, on all occasions

Place of Safety

The designated place of safety for the school is the Junior School in Church Rd, Copthorne. This school must be advised, as soon as possible, of a proposed evacuation, in order to implement their procedure for accepting Fairway pupils. They will also assist in ensuring pupil safety on the walk to the school if notified in advance.

Evacuation Route

Out of either playground, or main entrance gate,
Right into Fairway,
Right into Church Lane,
Left into Church Road,
Across the village green to Junior School gates.