HINGUAR PRIMARY SCHOOL AND NURSERY

FIRE SAFETY POLICY

Responsible members of Staff
Mrs. F. Willis (Acting Headteacher)
Mr. D. Moores (Site manager)

This Policy was approved by governors January 2019 and will be reviewed on an annual basis. (updated November 2019)

“Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of its’ children and expects all staff, parents, governors and volunteers to share this commitment”.

This policy should be read and implemented in line with school policies on the following:
• Health and Safety;
• Personal Emergency Evacuation Plan (PEEP Policy)
• Lettings
1. Introduction
This policy is to ensure the highest standard of fire precautions are in place, legal obligations are met and that all adults and pupils understand their role to perform in regard to fire safety within Hinguar Primary School and Nursery.

2. Responsibilities
2.1 Governing Body
The Governing Body has the responsibility to ensure that the school premises are assessed to ensure that all reasonable measures have been identified to prevent fire and if necessary facilitate emergency evacuation from the premises.
That fire precautions are implemented in accordance with legal obligations and SECAT guidance and guidelines.

2.2 Headteacher (In the Head's absence the site manager will assume this responsibility.)
The headteacher must ensure the highest standards of fire safety in Hinguar Primary School paying particular attention to the following:
   a) Suitable and sufficient risk assessments are carried out in accordance with SECAT guidelines.
   b) That an emergency procedure to be followed in the event of a fire is established and written down in accordance with SECAT guidelines.

The Headteacher is responsible for:
• Setting up arrangements to cover fire safety legal requirements and monitoring the effectiveness of these arrangements: Fire register which includes
   ❖ Fire warning system-each week tested
   ❖ Fire drills- each term tested
   ❖ Fire equipment- each year tested
   ❖ Register of fire doors and inspection-each week inspected.
   ❖ Fire Marshals Checklist-each week inspected
• Producing a fire safety policy to be approved by the Governing Body and bringing the document to the attention of all staff, revising & reissuing the document on an annual basis.
• Complete an annual SECAT Fire Risk Assessment Checklist and resolve any identified fire risk through implementing appropriate control measures.
• Ensure that all visitors, including contractors, are made aware of the school’s evacuation procedures whilst on site
• Ensure that any extended school groups are informed of key fire safety procedures and these are followed.
• Ensure that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire-fighting equipment is available and maintained;

2.3 Employees
• Employees are required to co-operate with and adhere to emergency evacuation procedures and should follow any additional instructions issued by fire marshals.
• Employees should be aware of the action to take on discovering a fire, the evacuation procedures and escape routes for the premises and the location of Fire Assembly Points.
Employees should report any concerns they may have to their line manager with regards to general fire precautions and housekeeping.

Employees should always work in a way that will reduce the risk of fire

2.4 Pupils are expected to in cases of emergency to remain quiet, listen and obey instructions given by staff

3.0 Information and Training

3.1 All employees, including those working in the premises outside of normal working hours, e.g. cleaners will be informed what to do if a fire occurs, and practice doing it.

3.2 Knowledge gained from fire risk assessment will be passed onto employees and any other person who may be affected by the undertaking in the workplace.

3.3 Information will be supplied in written form ensuring that all employees can understand the information, taking account of persons with learning difficulties or disability, which may affect their understanding.

3.4 Practical training will include taking part in fire evacuation drills and the correct use of fire extinguishers for those designated persons for extinguisher use.

3.5. Every employee and other persons who may work in the school on a temporary basis (i.e. contractors, consultants) other than visitors, will be made aware of the basic requirements to ensure theirs and others safety.

3.6 The basic requirements for information and training will include the following:

   a) Actions to be taken on discovering a fire and how to raise the alarm.
   b) What the alarm sounds like and what actions to take on hearing the fire alarm.
   c) Arrangements for calling the Fire and Rescue Service.
   d) The procedures for dealing with the evacuation of members of the public, persons with special needs, visitors, etc.
   e) Location and where appropriate training in the correct use of fire extinguishers.
   f) Staff organisation and individual responsibilities designated in the Fire Emergency Procedures plan.
   g) The location of the nearest escape routes.
   h) How to open final exit doors.
   i) The importance of keeping fire/doors closed to prevent the spread of fire, smoke and heat.
   j) The location of their ‘Fire Assembly Point’.
   k) How to report faults and incidents including leaks and spills of flammable liquids.
   l) The importance of general fire precaution, safety and good housekeeping. This will include employees being informed of the risk from flammable materials used or stored on the premises and the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for fire.

3.7 On their first day of work, all new employees, including temporary or agency staff will be given information about:

   - The location and use of escape routes from their normal area of work.
   - The location, operation and meaning of the fire alarm system at their area of work.

3.8. Fire Action Notices are prominently displayed in each work place and at the school entrance. However, these do not substitute formal training.
3.9. The headteacher will ensure that appropriate staff attend or are provided appropriate Fire Marshal training. Employees attending this training will be expected to pass up-to-date information to the headteacher and other members of staff.

3.10 Disabled staff/members of the public (including people with restricted mobility)
Senior management and members of staff be made aware of any persons working in the school who have a visual or hearing impairment or would experience difficulties in descending the staircase in an emergency and act accordingly. This situation is also applicable to members of the public who have cause to use this building on a regular basis. A Buddy or Fire Marshal will be identified to assist any disabled person out of the building in case of an emergency.

In the event of the fire alarm sounding, staff or members of the public who are disabled / medically incapacitated or, who have restricted mobility, should **immediately** proceed to the safe refuge area. These are located in each main staircase enclosure.

The school currently does not have an Evacuation Chair in operation. Guidance from fire services have identified that the refuge area provides sufficient protection time in the case of fire.

**NB.** In future if an evacuation chair is required in the event of an emergency, this will be located in the Refuge Area in the main staircase. Evacuation Chairs should only be used by trained operators. The headteacher will be responsible for ensuring that sufficient staff have been trained in the use of the Evacuation Chair and these designated members of staff are known to all fire marshals and senior management.

3.11 Personal Emergency Evacuation Plan (PEEP)
The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to manage their escape from the building. This will also provide the school the necessary information so as to ensure that the correct level of assistance is always available to ensure safe evacuation takes place.

The school will ensure that it is vigilant in identifying adults and children on the school site that may require a PEEP and has identified this procedure in a separate policy document- PEEP Policy

4.0 Building Maintenance Work
All contractors will be supervised by the site manager whilst completing maintenance tasks on site. The site manager will ensure appropriate fire and H&S risk assessments and control measures are in place before and during works.

For building maintenance work that involves significant works the Building Surveyor will work with the contractor to identify potential fire risks and H&S issues concerning the works. A method statement and or a permit To Work Risk Assessment-for hot work processes will be issued by the contractor indicating fire precautions to be implemented which will be discussed with the contractor, site manager and headteacher at preparatory meetings before works begin.
5.0 Community and dual use of school
Out of hours activities will be organised by the headteacher (or designated to the business manager/site manager to ensure key fire safety information is provided and procedures understood as part of any pre-meeting before setting up new outside of school activities or lettings. Those responsible for organising and supervising community activities will be carefully briefed on the school’s layout of the building, emergency procedures and on the location of telephones, fire alarms, fire-fighting equipment and escape routes. The site manager will act in a supervisory role during lettings ensuring procedures are implemented. During the setting up of new activities the school will ensure key fire safety procedures are followed:

- When only parts of the school are open for evening or weekend use, schools and organisers should make sure that the necessary escape routes are open.
- Fire exits should be clearly signposted.
- At least one of the users in each activity group needs to be aware of the fire drill and means of escape from the building.
- Some community groups bring their own equipment to the school. The headteacher will (or site manager in their absence) check it will be properly used, is compatible with school equipment and electrical services and complies with safety requirements.
- Where public performances take place, existing regulations and procedures should be followed. Escape routes will need emergency lighting, and fire doors should be operational. Attendants may also be required, in order to prevent over-crowding and keep gangways clear. They should be familiar with fire drill and escape routes.
- When members of the public attend stage or film shows on school premises, a public entertainment, theatre or cinema licence may be required. These will provide conditions on number of people present, type and layout of seating, emergency lighting and marking of emergency exits. The school will seek advice from their local authority on whether licensing conditions apply.
- Disabled access will be taken into account when planning out of hours activities. The school will make reasonable adjustments to ensure that those who are disabled are not put at a substantial disadvantage.

6.0 Reporting Fires
4.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) the school will report any fires occurring which result in the stoppage or suspension of normal work in the premises for more than 24 hours, where the fire was due to the ignition of material. This will be reported to the Health & Safety Executive within 10 days using form F2508 www.riddor.gov.uk
EVERYDAY FIRE PRECAUTIONS

Fire Doors and Corridors
Fire doors have a vital part to play in fire precautions throughout a school. As if kept closed they can contain fire, stop the spread of smoke and safeguard the last stages of escape through protected zones. An open door provides no protection at all.
Fire doors must **never** be obstructed and should be kept in good repair. Material should never be stored or allowed to accumulate in corridors. External doors must be easily opened from inside the building. Fire doors should be easily identified by the warning signs fitted to them ‘FIRE DOOR KEEP CLOSED’ and be kept closed.

Arson Prevention
Combustible materials, such as paper, should be stored carefully and the door of the Store and Magazine Cupboards should remain closed at all times, unless in use.
Rubbish and combustible materials must be disposed of from classrooms and corridors on a daily basis to avoid accumulation in areas of high risk. The site manager must be informed of any rubbish or combustible materials for disposal as soon as possible. The site manager is responsible for monitoring and management of the disposal of all waste and will ensure industrial waste bins are suitably sited and not overflowing.

Fire Resistant Furnishings and Fittings
Foam filled furniture used in schools must contain combustion modified foam and the covering must have passed the match test. It should have labels to indicate it complies with British Standards. All new furniture will meet these standards. Any furniture with exposed foam should be repaired or replaced.
Schools should not use donated second hand foam filled furniture unless they can be certain it complies with the above requirements.

Electrical Equipment
The incorrect use of electrical equipment, lack of regular maintenance or reporting of faults often cause fires.
- All staff must visually check all electrical equipment before use. If the item has not a current portable electrical test label (PAT), wiring is exposed, plugs or sockets are faulty or in poor condition this equipment is to be taken out of operation immediately and reported to the site manager or headteacher.
- All staff must ensure the correct use of electrical equipment and be instructed if unfamiliar.
- Flexible cables to fitting should be kept as short as possible and routed where there is no risk to damage to the cable. Flexible cables should be replaced immediately if damaged or worn.
- Multi-way adapters should not be used in electrical socket outlets as this may cause overheating or arching.
- Coiled extension leads should be completely uncoiled when in use.
• Combustible materials should not be placed near light fittings, especially if racking or high storage is used.

**Only persons competent to do so should carry out repairs to electrical equipment. Blown fuses must be reported to the site manager or headteacher and can only be replaced after the cause of failure has been established.**

**Heaters.**
Portable heaters are occasionally used to supplement the under floor heating system as a temporary measure to heat specific areas of the premises to the required temperature. The use of any portable heater in case of an emergency must be sited out of the reach of pupils or used before pupils are on the school site.

**Lighting**
Temporary stage lighting and other forms of decorative lighting must comply with electrical requirements and sited away from combustible materials.

**Learning Activities**
All teachers are expected to conduct risk assessments for any potentially hazardous experiments and demonstrations. The headteacher is to be informed of any combustible activities and reference should be made to detailed guidance on fire precautions as given in CLEAPSS.

**Displays**
These are features of the work of the school. Extreme care must be taken when using paper or flimsy materials either for decorations or for costumes. In the interests of safety such decorations, should never be hung from light fittings or suspended ceilings because fire occurring at high level spreads rapidly and burning material may fall over a wide area before everyone in the room has escaped. Class ‘washing lines’ should be strategically hung away from any escape route.

**Christmas Decorations**
• Do not put flammable decorations in corridors.
• Use proper access equipment when putting up decorations
• Ensure decorations are kept away from sources of ignition.
• In "Santa's Grotto" only use non-inflammable substances. Do not use materials such as polyurethane foam.
• Ensure decorations do not restrict exits or cover fire safety signs.
• Follow manufacturer’s instructions for use of aerosols
• Ensure Christmas lights comply with electrical requirements
• Do not display lights in isolated areas & always switch off outside normal hours.
APPENDIX 1 FIRE SAFETY MAIN MEANS OF ESCAPE  
(First floor)

**Nursery base:** main means of escape is through Early Years breakout area leading to East Gate Exit direct to playground. Alternative means of escape is via Nursery Entrance to direct access to New Garrison Road via Nursery Entrance.

**Early Years base:** main means of escape is through Early Years breakout area leading to East Gate main stairs direct to playground. Alternative means of escape is via Nursery Entrance to direct access to New Garrison Road via Nursery Entrance.

**The Range Room base:** main means of escape is through Early Years breakout area leading to main central stairs direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**Main atrium:** main means of escape is leading to main central stairs direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**Office base:** main means of escape is leading to main central stairs direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**George Suite:** main means of escape is through fire escape direct to main central stairs direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**First floor changing rooms:** main means of escape is leading to main central stairs direct to playground. Alternative means of escape is the first floor fire exit fire doors leading down to ground floor playground to playground.

**Mulberry room:** main means of escape is through main hall and through West Gate fire escape leading direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**Headteacher base:** main means of escape is through main hall and through West Gate fire escape leading direct to playground. Alternative means of escape is via the main entrance to direct access to New Garrison Road.

**Kitchen base:** main means of escape is through fire escape West Gate fire escape leading direct to playground. Alternative means of escape is through George Suite and down main stairs to playground.
APPENDIX 1 FIRE SAFETY MAIN MEANS OF ESCAPE
(Second floor)

**Year 2 base:** main means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground. Alternative means of escape is past library and down main stairs to playground.

**Year 3 base** main means of escape is through breakout area leading through to main atrium stairs fire escape and exit to direct access to playground. Alternative means of escape is fire exit at East Gate to direct access to playground.

**Year 4 base:** main means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground. Alternative means of escape is past library and down YR 6 fire door and exit at West Gate door direct access to playground.

**Intervention Music room:** main means of escape is through breakout area leading through to main atrium stairs fire escape and exit to direct access to playground. Alternative means of escape is fire exit at East Gate to direct access to playground.

**Library base:** main means of escape is down atrium stairs and out through main stairs direct to playground. Alternative means of escape is down YR 6 fire door and exit at West Gate door direct access to playground.

**Year 5 room:** main means of escape is through class door and left to YR 6 fire door and exit at West Gate door direct access to playground. Alternative means of escape down atrium stairs and out through main stairs direct to playground.

**Therapy Room:** main means of escape is down atrium stairs and out through main stairs direct to playground. Alternative means of escape down YR 6 fire door and exit at West Gate door direct access to playground.

**Staffroom and toilets:** main means of escape is down atrium stairs and out through main stairs direct to playground. Alternative means of escape is down YR 6 fire door and exit at West Gate door direct access to playground.

**Year 6 base:** main means of escape is through fire escape stairs and exit at West Gate door direct to playground. Alternative means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground.

**Year 6 toilets:** main means of escape is through fire escape stairs and exit at West Gate door direct to playground. Alternative means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground.

**Learning Mentor base:** main means of escape is through fire escape stairs and exit at West Gate door direct to playground. Alternative means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground.

**SENCO Office:** main means of escape is through fire escape stairs and exit at West Gate door direct to playground. Alternative means of escape is through breakout area leading through to fire escape and exit at East Gate to direct access to playground.
Site manager base: main means of escape is direct to playground.

Ground floor changing rooms: main means of escape is direct to playground.
Ground floor toilet bases: main means of escape is direct to playground.

January 2018

APPENDIX 2 FIRE AND EMERGENCY EVACUATION PROCEDURE

Sounding the alarm
Anyone discovering a fire should activate the alarm. Pupils should be taught to inform the nearest teacher.
All staff should know the location of fire alarm activation points and how to sound the alarm. (see attached points-map)

Plan for evacuation of the school building
1. When the alarm sounds, teachers in charge of classes and adults supervising groups of children should instruct pupils which exit route to use. Pupils should leave in quiet and orderly manner to the assembly points.
2. Teachers are to lead pupils out of the building.
3. Designated office staff member on hearing the alarm should go to predetermined position in the assembly area to receive all reports. If registers are held in the office this person should take them to the assembly point and the visitors signing in book. (If registers are in class, class teachers should take them with them)
4. Clearing premises in an emergency, class teachers have responsibility to check all areas within their classroom are cleared. Designated members of staff identified (see attached map) should ‘sweep’ the building to check everyone has evacuated and doors and windows are closed (if safe to do so)
5. Designated support staff assisting children (or adults) with disabilities should assist their evacuation of the building
6. All visitors, contractors will be reminded that on hearing a continuous siren to evacuate the building following the signage to the nearest means of escape.

Calling the Fire Brigade and rescue service
1. The fire service must be called immediately for all fires, no matter how small, and suspected fires by dialling 999,
2. The task of calling the fire service is delegated to a responsible person in the school office who is not in charge of pupils.

Assembling
See attached assembly points.
1. At assembly points, each class should form separately and the teacher should quickly count the number of pupils to identify whether any are missing. A roll call should be carried out. If a pupil is identified as missing this information should be reported immediately to the headteacher (or person in charge)
2. The Fire and Rescue service should be met on arrival and immediately informed whether or not all persons have been safely evacuated and provided information to assist tackling the fire.
3. No-one should re-enter the building until the HT (or person in charge) has indicated it is safe to do so. For incidents other than drills this should only be on the advice of the Fire and Rescue Service.

Hinguar Primary School Fire Notice. January 2018

Action on discovering a fire:
1. Sound the alarm. Your nearest activation point is identified on fire diagram adjacent to this fire notice.
2. Evacuate yourself and any children you are with from the vicinity of the fire.
3. If fire is blocking fire exit route follow fire signage to the nearest fire exit away from the fire source.

Action on hearing the fire alarm, which is a continual alarm sound:
1. Instruct children to stop any activity.
2. Instruct children which exit route is to be used to evacuate the building and lead pupils out of the school building.
3. Pupils to leave in a quiet and orderly manner.
4. Your first route out of the building is identified on fire diagram adjacent to this fire notice.
5. Always use the nearest exit route.
6. On hearing the fire alarm a designated member of staff will call the Fire and Rescue Service.

Assembling
1. Line up in the playground in your class groups at your specific assembly point
2. The class teacher or adult in charge will count the number of pupils in class group to identify whether any pupils are missing.
3. On receipt of class register the class teacher will complete a class roll call to confirm all pupils are present. Hold up register to show roll call is complete and all pupils are present. If a pupil is identified as missing the headteacher (or person in charge) should be informed immediately.

DO NOT hesitate to sound the alarm, even on suspicion of fire.
DO NOT attempt to fight any fire.
DO NOT stop to collect bags or belongings.
DO NOT run.
DO NOT re-enter the building until authorised to do so.

FIRE DRILL ASSEMBLY POINTS

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<tr>
<th>School Field</th>
<th>Starfish</th>
<th>Seahorse</th>
<th>Oyster</th>
<th>Seagull</th>
<th>Heron</th>
<th>Curlew</th>
<th>Sanderling</th>
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Visitor Assembly Point X
Kitchen/office/Mentors/Site X

The Hill
Children
- If discover fire tell an adult immediately.
- If you hear the fire alarm **stop** what you are doing and listen carefully to the adult in charge. If on your own evacuate to your class’ assembly point.
- Do as the adult tells you.
- Evacuate sensibly and silently.
- Line up at your class’ assembly point.
- Listen out for your name when the register is being called out. Answer clearly and put your hand up.
- Do not re-enter the school building until the Headteacher (or person in charge) has indicated it is safe to do so.

Adults in charge of children (not in class)
- If discover fire activate the alarm.
- Tell children which route will be taken to escape and lead children out of the building.
- Do not tackle the fire and find an alternative means of escape if route is blocked by fire.
- Give children clear instructions.
- Take children to their class assembly point.
- Make sure you have been registered by assigned class teacher.
- Do not re-enter the school building until the headteacher (or person in charge) has indicated it is safe to do so.

Teachers
- If discover fire activate the alarm.
- Do not tackle the fire and find an alternative means of escape if route is blocked by fire.
- If hear fire alarm instruct the children which means of escape to be taken and reinforce children are to walk in silence.
- Take the class register with you if it is in the classroom.
- Lead the children and adults in class out.
- Give children clear instructions.
- Take children to class assembly point.
- As soon as your class arrives at class assembly point quickly count the number of pupils to identify whether any are missing.
- A roll call should be carried out as quickly as is possible: read out the register in children order- the children are expected to answer clearly and put their hand up to indicate they are assembled and put this down once you have acknowledged their presence.
• If a child is identified as missing this information must be immediately communicated to the headteacher (or person in charge).
• If all are present and roll call completed hold up the class register to indicate this to the headteacher (or person in charge)
• Do not re-enter the school building until the headteacher (or person in charge) has indicated it is safe to do so.

APPENDIX 3 FIRE PROCEDURE

DUTIES AND RESPONSIBILITIES FOR SPECIFIED PERSONS

November 2019

Whatever the number of staff it is essential that responsibilities for some actions in the event of hearing the fire alarm or emergency evacuation are assigned to specific persons with deputies nominated to take over during their absence.

Person in Charge-Headteacher or in their absence the site manager will:
   a) Take overall control of the situation
   b) Ensure relevant action has been taken and that all staff respond to the fire alarm in accordance with Fire Notices.
   c) Account for all persons on the premises
   d) Liaise with the Fire and Rescue Service
   e) Initiate any additional response in relation to the care of special needs personnel and first aid arrangements.

Office Staff Members-

Person 1 (Claire Hamblin or in her absence Ferliene Willis)
   a) Phone 999 (No need to phone if pre-planned drill)
   b) To marshal any wheelchair users and /or first aid injuries in first aid area to front entrance of school building Use two-way communication radio to report to person in charge all identified wheelchair users and/ or medical cases are evacuated.
   c) Wait to marshal emergency services.

Person 2 (Carmel Grennan or in her absence Sharon Wilson)
   a) Collect First Aid Box.
   b) Collect visitors’ log, lunchtime signing in and out register, building site contractors log and Governors’ log.
   c) Collect pupil registers
   d) Distribute pupil register to appropriate staff.
   e) Roll call visitors and governors and notify complete account for these persons.

Other staff-

Person 1 (Headteacher or in her absence Site Manager)
   a) Check office area, George Suite, Kitchen zone, main hall, seclusion room, headteacher room, visitor toilet and main atrium.
   b) Library and class bases 2,5,3 and 4.
   c) Ground floor bases-site manager room, changing rooms and toilets,

Person 2 (Louise Hardy or in her absence Kerri White)
   a) Check second floor level-Learning Mentor rooms, Unisex toilets, staff room and toilets, therapy room, Year 6 room, Year 5,

Person 3 (Donna Whitehead or in her absence Claire Brant)
a) Nursery class base and toilets

Person 4 (Nicola Newman or in her absence Alison Hawkridge)

b) First floor early years zone-Playdeck, EYFS class base and toilets and year 1 class base and toilets