



St Joseph's Catholic Primary School

FIRE SAFETY POLICY

| Revision | Date | Author | Reviewed | Approved | Next Review | Responsible Committee |
|----------|------------|---------|----------|----------|-------------|-----------------------|
| 1 | 18/12/2023 | E.Broyd | | | | Resources |
| 2 | 11/01/2024 | | A Shiel | 23/03/24 | March 2027 | Resources |
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Role of the Responsible Person (referred to as Fire Safety Manager in appendix 2)

The Heateacher is the designated Responsible Person for Fire Safety, responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the Senior Leadership Team (SLT)
- The Fire Safety Policy is shared with the entire school community
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of a fire
- Records are kept of the fire induction training given to new staff and pupils
- Procedures for emergency evacuation are regularly tested and reviewed
- Fire risk assessments are regularly reviewed and updated
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt
- An appointed person (the Appointed Person) is available at all times in the absence of the designated Responsible Person. This would usually be the Deputy Headteacher, School Business Manager or School Caretaker.

Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors should be shown the following notice:

EVACUATION PLAN

IN CASE OF FIRE - WHEN THE ALARM RINGS

- 1. Leave the building by the nearest exit.***
- 2. Go to your assembly point in the playground.***
- 3. Do not re-enter the building until told it is safe to do so by a member of the Fire Brigade or a member of the Senior Leadership Team.***

IF YOU DISCOVER A FIRE

- 1. Sound the alarm.***
- 2. Leave the building by the nearest exit.***
- 3. Go to your assembly point in the playground.***

DO NOT

- ***Attempt to tackle the fire.***
- ***Re-enter the building until told it is safe to do so by a member of the Fire Brigade or a member of the Senior Leadership Team.***

PART 2: Fire Safety Procedures

Briefing New Staff and Pupils

All new staff and pupils are given a briefing on the School's emergency evacuation procedures on their first day at school. This should include being shown where the emergency exits and escape routes are located, as well as walking them to their outside assembly point on the playground. Fire action notices are displayed on the walls of all rooms and in corridors. New staff are shown how to activate the fire alarms if they discover a fire.

The safe evacuation of everyone is our priority. Protecting property comes second. No one should attempt to tackle a fire at the expense of their own safety or the safety of others.

Summoning the Fire Brigade

The School office is staffed between 8:20am - 3:00pm during weekdays in term-time. The master panel shows the status of the four alarm zones in the School buildings and is located in the main foyer. The School office is always given advance warning of a fire practice and will notify the relevant monitoring services in advance.

Visitors and contractors

All visitors and contractors are required to sign in at the School office, where they will be issued with a visitor's badge which should be worn at all times. Visitors are made aware of the emergency evacuations notice and are informed of their assembly point.

When large numbers of visitors are present (open mornings, school plays etc), a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the fire alarm sounding.

Disabled staff, pupils and visitors

No lift is required to enter or exit the building. A designated member of staff will give 1:1 assistance to make sure that any disabled people can get to the assembly point as promptly as possible.

Responsibilities of school staff

School staff are responsible for escorting pupils safely out of the building in a silent and orderly fashion. They are responsible for conducting a head count on arrival at the assembly point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Responsible Person or the Appointed Person. It is then the responsibility of the Responsible Person or the Appointed Person to ensure that this information is passed to the Fire and Emergency Services as soon as they arrive.

Fire Practices

One fire practice is held every other term (usually in terms 1, 3 and 5). This, combined with a programme of induction for new staff and pupils with emergency escape procedures and the presence of trained staff throughout the building helps to ensure that the school can be safely evacuated in the event of a fire.

Fire prevention measures

We have the following measures in place at school:

Escape routes and emergency exits

- There are at least two escape routes from every part of each building
- Fire notices and evacuation signs are displayed in every room and corridor
- Call points and fire extinguishers (of the appropriate type) are located in all buildings in accordance with the recommendations of professional advisors. Call points can be manually activated by breaking a glass panel
- All main emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located in the main lobby and shows the zone location of a fire. It is fitted with an uninterrupted power supply
- Alarms sound in all parts of each building
- Escape routes and exits are kept clear at all times. The caretaker is responsible for unlocking the buildings in the morning and checking that escape routes are not obstructed
- Fire alarms are tested weekly. Fire doors and emergency lighting is tested monthly. The caretaker is responsible for these tests
- The School Business Manager is responsible for arranging an ISO9001 certified/BAFE approved contractor to carry out an annual service of alarms, smoke detectors, emergency lights and fire extinguishers
- Records of all tests are kept in the school office
- Plans showing the location of gas and electricity shut-off points are available.

Electrical safety

- The School has current electrical test certificates for both buildings. It uses NIEEIC qualified electrical engineers to inspect and maintain its electrical installations
- All electrical installations meet the requirements of BS7671 IEE wiring regulations
- Regular Portable Appliance Testing (PAT testing) is carried out
- Records of all tests are kept in the school office
- All staff check that appliances are switched off after using them.

Gas Safety

- All gas appliances are regularly maintained and serviced by Gas Safe Registered engineers.
- Records of all tests are kept in the school office.

Safe storage

- Flammable materials used in teaching or maintenance are locked away safely at the end of each day.

Rubbish and combustible materials

- Flammable rubbish is stored away from buildings in the secured rubbish area

- Combustible materials used in teaching, catering and maintenance are stored appropriately.

Lettings

Those making bookings to use school premises are made aware of the School's fire safety policy and procedure. The caretaker is on call when the school is let for an outside function or event.

PART 3: Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Fire Safety Order 2005 and the Fire Safety Act 2021. It identifies:

- The hazard
- The people at risk
- The measures needed to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and training people in risk reduction or removal
- The arrangements for reviewing the assessment.

The Responsible Person has been trained in fire risk assessments and has conducted risk assessments of all the rooms and corridors of the school. These are updated as appropriate.

Approved by the Resources committee:

Date: 13/03/24

Policy Monitoring And Review

This policy will be reviewed every three years by the Resources Committee

Authorisation

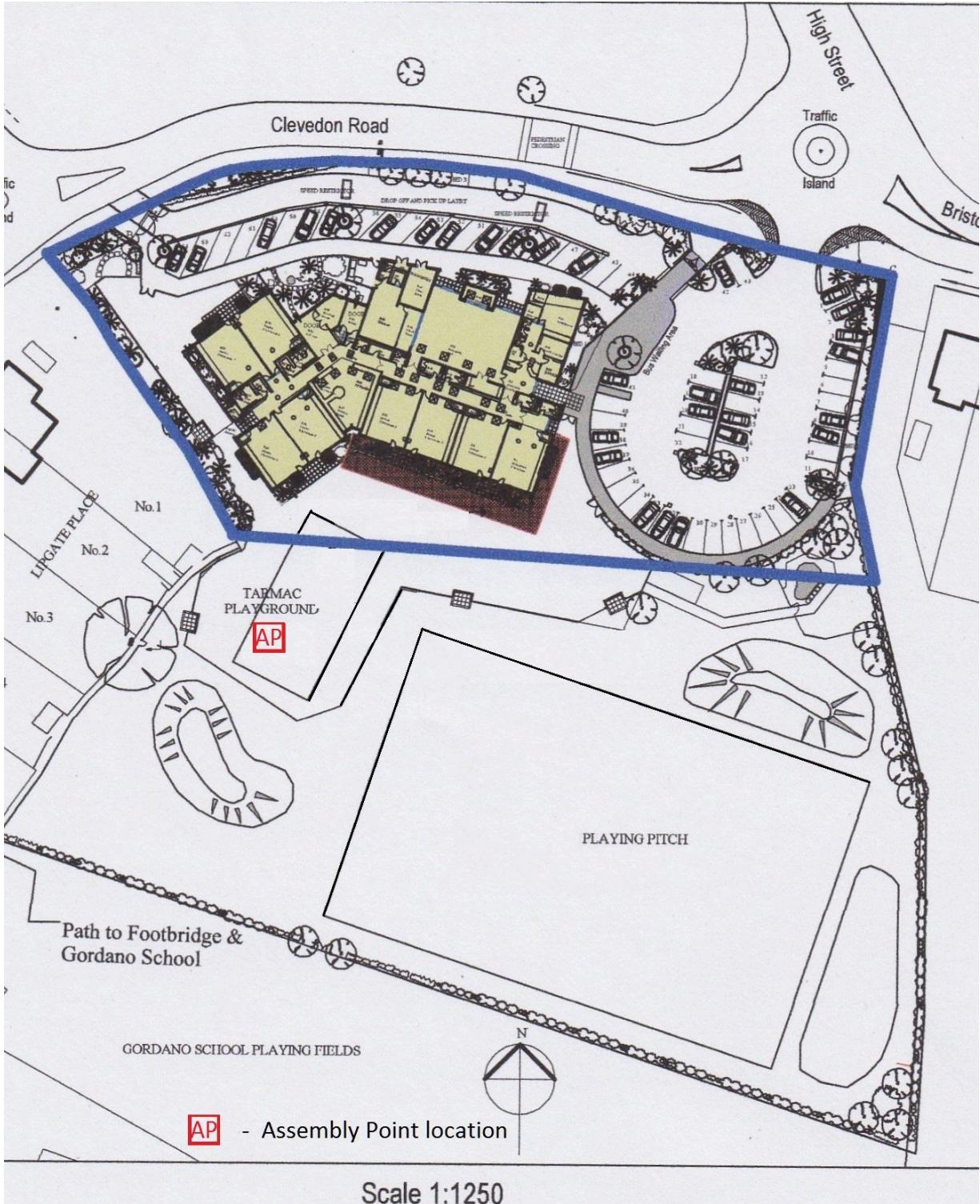
Signed by (Chair of Governing Board)



Approved by Governing Body: 23/03/24

Next Review Date: March 2027

Appendix 1 - Assembly Point Map



Appendix 2 - In the event of a fire during school time

ACTION IN THE EVENT OF A FIRE DURING LESSON TIME

On hearing the fire alarm:

The **School Business Manager** (or School Administrator in their absence) is to:

- a. Liaise with the Responsible Person over the alarm status and, if instructed, ring the Fire Brigade and open the double playground gates.
- b. Collect registers and take them to the Assembly Point together with the Fire Pack.

All **Teachers and support staff** will:

- a. Lead their class out of the building in a silent and orderly manner by the nearest escape route.
- b. Close classrooms doors and windows when exiting.
- c. On arrival at the assembly point:
 - Collect their register
 - Take a register and head count of their class.
 - Return the completed register to the School Business Manager, reporting on any missing pupils.
 - Return to their class to keep them calm and quiet.

NOTE - If pupils are in worship then teaching and support staff should go straight to the hall (if safe to do so) to assist with evacuation. Staff on Planning, Preparation and Assessment (PPA) time should go directly to the Fire Assembly point.

All **Peripatetic staff** will:

- a. Lead pupils in their care to the assembly point and to their class teacher.
- b. Report to the School Business Manager.

All **other staff not with a class** will:

- a. Head directly to the Fire Assembly Point.
- b. Report to the School Business Manager.

The **School Business Manager** will:

- a. Report to the Responsible Person on all checks.

The **Responsible Person** will:

- a. Make a decision over further necessary actions.
- b. Liaise with the Fire Brigade.

ACTION IN THE EVENT OF A FIRE DURING LUNCH TIME

On hearing the fire alarm:

All **Staff in the dining hall** will:

- a. Lead the pupils out of the hall in a silent and orderly manner by the nearest escape route.
- b. Pass the pupils to their class teacher once they reach the Fire Assembly Point.

All **Teaching staff** will:

- a. Go directly to the Fire Assembly Point to meet their class and follow the lesson time procedures.
- b. On arrival at the assembly point:
 - Collect their register
 - Take a register and head count of their class.
 - Return the completed register to the School Business Manager, reporting on any missing pupils.
 - Return to their class to keep them calm and quiet.

All **peripatetic staff** will:

- a. Lead the pupils in their care to the Fire Assembly Point.
- b. Return the pupils to the care of the class teacher.

All **other staff not with a class** will:

- a. Go directly to the Fire Assembly Point and report to the School Business Manager.

The **Responsible Person** will:

- a. Check all toilets are clear.
- b. Make a decision over further necessary actions.
- c. Liaise with the Fire Brigade.

Appendix 3 - In the event of a fire out of hours

ACTION IN THE EVENT OF A FIRE OUT OF HOURS (Term time)

On hearing the fire alarm:

All **Staff leading extra-curricular clubs** will:

- a. Lead the pupils in their care in a silent and orderly manner to the Assembly Point by the nearest escape route.
- b. Use their register to check that all pupils are present.
- c. Report to the most senior member of staff available.

All **After School Club** staff will:

- a. Lead the pupils in their care in a silent and orderly manner to the Assembly Point by the nearest escape route.
- b. Use their register to check that all pupils are present.
- c. Report to the most senior member of staff available.

All **other staff and visitors** will:

- a. Go directly to the Assembly Point by the nearest escape route.
- b. Report to the most senior member of staff available.

The **most senior member of staff** will:

- a. Liaise with all the above groups.
- b. Report to the Responsible Person on all checks.

The **Responsible Person** will:

- a. Check the alarm status and, if appropriate, alert the Fire Brigade.
- b. Take the Fire Pack, plans and signing-in sheets to the Assembly Point.
- c. Make a decision over further necessary actions.
- d. Liaise with the Fire Brigade.

ACTION IN THE EVENT OF A FIRE OUT OF HOURS (School holidays)

On hearing the fire alarm:

All **staff and visitors** will:

- a. Evacuate to the Assembly Point and report to the Responsible Person or most senior member of staff available.

The **Responsible Person or most senior member of staff** will:

- a. Take the Fire Pack and signing-in book to the Assembly Point.
- b. Conduct a register of all staff and visitors.
- c. Make a decision over further necessary actions.
- d. Liaise with the Fire Brigade.
- e. Inform the Responsible Person (if not present).

