



St Anne's Roman Catholic Primary School – Fire Safety Policy

This policy has been developed in the context and spirit of our Mission Statement.

Mission Statement

To help every person to achieve his or her best in work and play.
 To celebrate whatever is good and
 to follow in the footsteps of Jesus by supporting and forgiving
 each other for the honour and glory of God.

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PART ONE – FIRE SAFETY POLICY

1.1 INTRODUCTION

This document specifies the general arrangements and guidance for fire precautions within St Anne’s Roman Catholic Primary School. This policy was agreed by governors in the Summer Term 2021.

1.2 POLICY STATEMENT

St Anne’s Roman Catholic Primary School is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and assess potential fire risks and take steps to avoid or control risks where necessary.

1.3 ROLES AND RESPONSIBILITIES

Headteacher

The headteacher has overall responsibility for fire safety within the school and ensures:

- That an Action Plan is completed for any work highlighted in the Fire Risk Assessment report and that the work is completed within the time scale.
- That the fire risk assessment is reviewed annually or after any changes.
- Training is given to teachers, and those members of staff who have a specific role in the evacuation procedure, e.g. reception staff, caretaker
- Arrangements are in place for the weekly testing of the fire alarm system, the inspection of firefighting equipment and means of escape.
- Arrangements are in place to ensure the emergency lighting is tested monthly.
- All new employees are informed of the fire arrangements for their workplace at induction. The induction must include the action to be taken in the event of a fire, a tour of the building pointing out the fire exits, location of fire alarm call points and the assembly point.
- There is a fire emergency plan and that all employees, including any other organisations or services who occupy the building, are aware of their responsibilities in the plan.
- That fire drills are carried out termly.

- There is a Fire Log Book for the building and inspections, tests and fire drills are recorded in the Fire Log Book.
- Liaise with other organisations or services who occupy or use the building with regard to any potential fire risks posed by the activities undertaken.
- That there are suitable means for contacting the emergency services and that relevant information on dangerous substances is passed onto the emergency services.

Headteachers are also responsible for ensuring that in addition to the above:

- All new employees are informed of the School's no smoking policy.
- Good housekeeping is adopted by all employees, e.g. rubbish is not allowed to accumulate.
- Any flammable items are stored securely in suitable containers and lockable metal cupboards.
- Employees are provided with adequate training, information and instruction about fire precautions in the workplace at the start of their employment and on refresher sessions at pre-determined intervals thereafter.
- Use of extension cables are kept to a minimum.
- All employees are instructed to undertake a visual inspection of electrical equipment prior to use and any faults immediately reported.
- Weekly fire safety inspections of the fire alarm, emergency lighting, fire-fighting equipment and the means of escape are carried out and recorded in the fire safety log book.
- Ensuring that all final exit doors and other doors used for means of escape are readily available without the use of a key whenever the school is occupied.

The **Incident Controller** must be the Deputy Headteacher or when absent the individual in charge. The incident controller must:

- Where applicable, check the location of the fire shown on the fire alarm indicator panel, if safe to do so.
- Receive information on the evacuation areas from staff, i.e. all present or number of persons not accounted for.
- Receive and liaise with the Fire Service, giving details of the location of the fire, the evacuation state of the building and the location of any disabled people.
- To maintain overall control of the evacuation process.

Fire Marshals: In schools all teaching staff would be classed as Fire Marshals for the pupils in their care in addition to managers of catering staff, caretakers etc. They are responsible for ensuring:

- A smooth and efficient evacuation of their areas of responsibility in the event of a fire or other emergency.
- They are familiar with the fire evacuation plan for their school and their responsibilities within the plan.
- They follow the arrangements in the evacuation plan for the taking of the roll call at the assembly point.
- They liaise with the Incident Controller.
- They supervise and control assembly points ensuring that all pupils remain there until the all clear has been given.
- Bring to the attention of the responsible person any practices and conditions likely to compromise fire safety within the school.

All staff are responsible for ensuring that:

1. They comply with the fire arrangements for their place of work, and follow any instructions as directed by the responsible person, manager or fire marshal.
2. They adopt good housekeeping practices, e.g. do not allow rubbish to accumulate.

3. Any fire hazards or unsafe working practices that can result in a fire are reported to their manager or fire marshal.
4. They undertake a visual check of any electrical equipment prior to use.
5. They use any flammable materials in accordance with the instructions and training given.
6. They do not tamper with anything provided in the interests of fire safety, e.g. do not wedge open fire doors, activate or remove fire extinguishers.
7. They ensure their own health, safety and welfare and that of others whilst at work.

The Head Teacher is responsible for the compliance and management of Fire Safety Legislation.

1.4 MONITORING AND REVIEW

The implementation of this policy will be monitored through the **Premises and Safety Committee**. The document will be reviewed in response to any relevant changes in legislation, best practice or identified as a result of monitoring.

PART TWO – FIRE SAFETY GUIDANCE

2.1 INTRODUCTION

The responsibility for ensuring the fire safety of all persons within the school including staff and members of the public is delegated to the Head Teacher.

It is the responsibility of all employees (teachers and non-teaching staff) to co-operate with the Head Teacher to allow those persons to discharge any responsibility placed upon them.

Advice on compliance with the regulations, evacuation procedures, training and on managing the premises safely is contained in this policy.

The regulations state that the Headteacher has a responsibility to ensure a written fire assessment of the premises and the management and housekeeping of fire safety for the school. After the initial risk assessment, the Headteacher will be responsible for ensuring the control/action measures on the management and housekeeping of fire safety in the premises are implemented on a continuing basis. The Headteacher is also responsible for a review of the Fire Risk Assessment annually and after any material changes to the building.

2.2 TRAINING

All staff should receive instruction and training to ensure they understand the fire precautions in the premises and the action to take in case of fire. The needs of any persons who have a disability should be taken into account during training. All staff (see point 3 below) should receive basic fire induction training and attend refresher sessions at pre-determined intervals. It is recommended that the training is given annually. The training of staff should be logged. Newly appointed teaching staff (including supply teachers) and non-teaching staff should be made aware of the means of escape and the fire procedure at the commencement of their employment, until full training can be provided.

- The Headteacher has the responsibility to ensure that all staff are trained at the prescribed intervals or to ensure that staff not directly employed by the school are trained by their employer. Teachers and other non-teaching staff must co-operate by attending the training.

The standard and content of training and instruction are outlined in the (Regulatory Reform (Fire Safety) Order 2005) Guide for Educational Establishments and should include the following;

- Awareness of how quickly fires can start and develop in buildings and the important part fire doors play in containing fire and hot toxic fumes within compartments.
- An appreciation of the importance of including all staff in this instruction and training.
- An appreciation of the importance attendance at the fire assembly point is in establishing all persons have evacuated the building safely - teaching staff can then call the roll - part of this procedure must

also include a management system that will account quickly for members of staff and pupils who may be out of the building.

- Procedures that will allow staff to assist in the evacuation of pupils and members of the public who may be on our premises. This is to include out of hours activities.
- The action to be taken on discovering a fire
- How to raise the alarm - including the location of alarm call points
- The action to be taken on hearing the fire alarm - including how to direct pupils and members of the public to the nearest exit
- How to call the fire brigade - including the importance of knowing the exact address of the premises plus the nearest main road and any landmarks that may assist the speedy location of the premises in an emergency
- The location of the means of fighting fire within the premises - including which fires they are safe to use on and the safe method of using them
- The knowledge of escape routes and the keyless opening mechanisms fitted to them
- Where applicable - how to switch off any machinery/appliances
- Disabilities - there may be in the building persons with walking, learning or other difficulties that may prevent those persons evacuating to a place of safety unaided in an emergency. Headteachers must have procedures in place to assist such persons in an emergency and have staff trained to give such assistance. A Personal Emergency Evacuation Plan should be completed to assess the requirements of all staff and pupils who may have difficulty in evacuating the premises in an emergency.
- Headteachers should make certain all new starters and agency staff are given minimum instruction in fire safety on the day they start work. This duty can be delegated to another person, but it is the Headteacher's responsibility to ensure it is carried out. This very basic instruction should include, the sound of the fire alarm, the means of escape including how to operate all the opening mechanisms on all escape route doors including the final exit, the location of the fire alarm call points, the location of the assembly point and how to call the fire brigade.
- Where Headteachers delegate the duty to inspect and test the means of escape, means of fighting fire, testing the fire alarm and other statutory prescribed responsibilities regarding the maintenance of fire protection and safety within the building they must ensure training is given by a competent person to the member of staff so delegated.
- All training should be based on oral instruction with the date, content, duration, names of those attending and name of the competent person giving such instruction recorded by the Headteacher, or their nominee, responsible for ensuring such instruction takes place.
- All safety training for emergencies, such as fire, is by its nature designed to be repetitive in order that in an emergency the reaction of staff is as automatic as possible to make certain that all staff, pupils and the public are as safe in our premises as we can reasonably make them.

2.3. FIRE DRILLS

Fire drills will be held each term. Fire Drills should be held at times that challenge both pupils and staff. Examples of these could be at lunch times, ten minutes before normal morning bell, by blocking off one exit or when some pupils are engaged in activities outside the premises. The object of drills is to test under safe conditions evacuation procedures and identify and discuss any problems encountered. All drills should be logged with the date and time. Staff records, and pupil's registration documents should be available as a record of who took part in the Fire Drill.

2.4 ON DISCOVERY OF A FIRE ANY PERSON

1. Immediately sound the fire alarm using the nearest call point (break glass).
2. Commence the evacuation using the shortest safest route. Staff should follow the appropriate evacuation procedures for the school based on the guidance in the section Evacuation Procedures.
3. Fight the fire, only if it is safe to do so, using the firefighting appliances provided. Only fight the fire if you have received appropriate training.

2.5. EVACUATION PROCEDURES

Evacuation procedures should cover all activities within the school including out of hours activities. A written Fire Evacuation Procedure should be prominently displayed in all teaching areas and adjacent to fire alarm call points.

NORMAL SCHOOL HOURS EVACUATION PROCEDURES

A written procedure is in place that enables all members of staff including non-teaching staff to identify their responsibilities during an emergency. A copy of this procedure issued to all staff members and a signature for its receipt obtained. An additional copy is displayed in the staff room.

SCHOOL PARTICIPATION OR INDEPENDENT USE, including Lettings - OUT OF ROUTINE SCHOOL HOURS, EVACUATION PROCEDURES

A written procedure exists that enables all users of the premises out of normal school hours to identify their responsibilities during an emergency. A copy of the correct procedure should be issued as appropriate and a signature for its receipt obtained.

Lettings/External clubs and Social Events which take place after school and at weekends will be given a copy of this policy and we will ask for a written copy of the procedures they will be adopting while using school facilities.

THE HEAD TEACHER OR NOMINATED DEPUTY ON HEARING THE FIRE ALARM AT ANY TIME

1. Immediately cease all activities.
2. Begin the evacuation of any persons or pupils in your charge using the shortest safe route.
3. Make their way to the zone of activation to investigate, whilst prioritising own safety.
4. Between the hours of 08.00 and 19.00 ensure the fire service is called by dialing 999.
5. Proceed to the assembly point and supervise the evacuation.
6. Liaise with the staff at the assembly point to ensure all persons have evacuated safely.
7. Ensure no-one re-enters the premises until the fire service have declared it is safe to do so.
8. Should the Senior Fire Officer inform you that it is **not** safe to re-enter the premises, immediately action procedures for relocation.

THE FIRE MARSHAL OR NOMINATED DEPUTY ON HEARING THE FIRE ALARM AT ANY TIME

1. If you have a fire alarm panel, ascertain where the fire may be located. Inform HT.
2. If evidence of a fire, proceed to leave the building and call 999. If there is no evidence of an actual fire the panel should be silenced and the alarm reset.
3. Receive information on the evacuation areas from the headteacher, i.e. all present or number of persons not accounted for.
4. Wait at the front of the school for the fire service.
5. On the arrival of the fire service report the status of the evacuation. If you suspect someone may still be in the premises, and you think you know where they may be located, you must report this immediately to the senior fire officer attending.
6. Inform the Fire Service of the location of the fire, if known.

TEACHING STAFF & TEACHING ASSISTANTS PROCEDURES ON HEARING THE FIRE ALARM

1. Immediately cease all activities.
2. Begin the evacuation of any persons or pupils in your charge using the shortest safe route.
3. Check your immediate area is clear of all persons and pupils, **paying particular attention to toilets accessed from your classroom or nearby corridor (Y5 support staff to check KS2 toilets / Y2 support staff to check KS1 toilets).**
4. Proceed to the assembly point and call the roll of all persons and pupils in your care.

5. Report immediately to the head teacher any persons or pupils who may be missing and where you think they may be located. Do not re-enter the premises to look for them.
6. Do not re-enter the premises until the Fire Service says it is safe to do so.

KITCHEN STAFF PROCEDURES ON HEARING THE FIRE ALARM

1. Immediately cease all activities.
2. Switch off all appliances.
3. Evacuate the premises.
4. Proceed to the assembly point.
5. Call the roll of kitchen staff.
6. Report to the head teacher paying special attention to any person who may be missing. Indicate where you think they may be located. Do not re-enter the premises to look for them.
7. Do not re-enter the premises until the Fire Service says it is safe to do so.

CARETAKER PROCEDURES ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Switch off any machinery in use.
3. Evacuate the premises, making contact with the person in charge on the day
4. Proceed to the assembly point
5. Call the roll of any cleaning staff present on the premises.
6. Report to the head teacher paying special attention to any person who may be missing. Indicate where you think they may be located. Do not re-enter the premises to look for them.
7. Do not re-enter the premises until the Fire Service says it is safe to do so.

CLEANING STAFF ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Switch off all machinery.
3. Evacuate the premises by the shortest safe route.
4. Proceed to the assembly point.
5. Report to the caretaker or their deputy.
6. Even if you only suspect that any person may be missing, you must tell the caretaker. Inform them where you think the person may be located. Do not re-enter the premises to look for them.
7. Do not re-enter the premises until the Fire Service says it is safe to do so.

OFFICE STAFF ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Collect the gate key, registers, visitors' book, late book, staff signing in/out book.
3. Evacuate the premises by the shortest safe route.
4. Give out registers to teachers.
5. Check visitors and staff register.
6. Proceed to the assembly point.
7. Even if you only suspect that any person may be missing, you must tell the Headteacher or their deputy. Inform them where you think the person may be located. Do not re-enter the premises to look for them.
8. Do not re-enter the premises until the Fire Service says it is safe to do so.

2.6 OUT OF HOURS PROCEDURES: OUT OF HOURS USE: SCHOOL PARTICIPATION

This section covers events such as before/after school clubs, parent's evenings, fund raising events etc. where staff, pupils and the public or any combination may be present. It is important that prior to the event both staff and any volunteers are clearly briefed as to their fire safety duties in an emergency. Before any event commences all volunteers should:

- Know all the nearest alternative emergency exits available in their area and how to operate the opening mechanisms.
- Know which telephone can be used to contact the Fire Service – tel. 999.
- Know the exact address of the premises and how to direct the Fire Service there.
- Know where the means of raising the alarm are, (usually a break glass). Shout “Fire” if there is none.
- Know where the firefighting equipment is located.
- Know the assembly point.
- Know who will be co-ordinating the evacuation at the assembly point.
- Know the importance of immediately reporting to the person co-ordinating the evacuation if they only even suspect any person may still be in the premises.
- Know never to re-enter premises once they are out.
- Know what they must do to ensure the premises are safe before they leave after an event has finished.

2.7 VISITS BY PUPILS AND STAFF OFF SITE

Where visits to other sites are to be made by pupils and staff off site contact should be made with the site to be visited, prior to the visit in order that staff accompanying pupils understand the procedures existing in those premises. Special care should be taken if pupils with disabilities are taking part in the visit. The employer in the premises being visited has the responsibility to ensure all persons in the premises can exit safely in an emergency. They can only discharge this efficiently if schools identify to the responsible person in the premises to be visited the numbers attending and any special needs they or the pupils may have prior to the visit.

Points to be checked:

- Has the school identified the numbers of school staff who will be attendant on the number of pupils or other persons taking part in the visit?
- Are the numbers of school staff sufficient to safely evacuate the group?
- Is all the school staff aware of their responsibilities in an emergency? Are they trained to fulfil this responsibility?
- Are any volunteers available and are they trained to assist?
- Do the premises to be visited have more than one floor?
- Does the activity involve the dispersal of pupils and staff throughout the premises? School staff must be aware of the procedures in the premises that will allow pupils to evacuate safely if they are not in the vicinity of a member of staff or a trained volunteer. (This could be something as simple as a pupil going to the toilet.)
- Has an assembly point been chosen by the school or identified by the responsible person in the premises being visited?
- Have pupils been made aware of what to do in case of a fire emergency in the premises to be visited?

2.8 MAINTENANCE WORK / REPAIRS / ALTERATIONS

When any of the above takes place, it is important that fire precautions are not compromised either during the work or by the completed work. Special care should be given to ensure that the means of escape provisions are not affected by the works i.e. buildup of combustibles on escape routes, corridors etc. and that fire resisting compartments are not prejudiced by holes or damage. All Contractors carrying out any work within the school should complete the ‘Permit to Work’ form. Any work that may produce heat or sparks should be especially monitored particularly at the end of the day. Hot work should cease at least one hour before the end of the working day to allow the inspections to take place. Skips and waste containers containing combustible materials should be located away from buildings and scaffolding secured to prevent unauthorised access into or onto the school premises.

2.9 FIRE RISK ASSESSMENTS

School must have a suitable and sufficient fire risk assessment in place. The **Headteacher** must ensure a fire risk assessment is carried out for the buildings under their control. The fire risk assessment must be used to assess how to eliminate and reduce the risks of a fire occurring as well as assessing the arrangements in place in the event of a fire. The fire risk assessment is carried out following the stages outlined below:

- Identify the hazards, e.g. smoking, cooking, arson, electrical equipment.
- Identify the people at risk, e.g. employees, contractors, members of the public, people with a disability.
- Evaluate the risks, consider whether existing control measures to prevent and detect fire are adequate and where necessary what measures are required to bring the premises up to an acceptable standard.
- Record the findings using the fire risk assessment form.
- Monitor and review, i.e. annually or if there has been any significant change to the building or operations or following an evacuation or fire.

2.10 FIRE SAFETY MAINTENANCE AND TESTING

Arrangements should be in place for the regular inspection, maintenance and testing by a competent person of the following:

- Portable electrical equipment - annually
- Wiring of the electrical installation every five years
- Firefighting equipment - annually
- Fire alarm – quarterly and annually
- Emergency lighting – 6 monthly and annually

2.11 FIRE FIGHTING EQUIPMENT

A visual check of fire extinguishers should be conducted every month, to identify if they are in good order, if they have been used or tampered with, and if they need to be refilled.

Any defects should be reported to the Head Teacher.

2.12 MEANS OF ESCAPE

It is important that weekly fire inspections are conducted in premises. **Note:** This is not a fire risk assessment but a basic inspection of the premises for monitoring purposes. The caretaker is responsible for carrying out and recording this inspection.

The inspection must take into account:

Identification of fire hazards

- Ensuring means of escape are accessible e.g. corridors and staircases are clear of combustible storage, waste and other obstructions
- Ensuring fire exits are not blocked, locked or sticking in the closed position
- Ensuring fire resisting doors are effectively self-closing
- Ensuring fire resisting doors have effective intumescent strips and cold smoke seals

Any defects should be reported to the Head Teacher.

2.13 FIRE ALARM

The fire alarm panel should be checked daily to ensure the system is operative. The fire alarm should be tested on the same day and the same time each week using a different call point. A visual inspection should then be carried out of all call points and any smoke/heat detectors to ensure that they are not obstructed or covered.

Any defects should be reported to the Head Teacher.

2.14 EMERGENCY LIGHTING

Emergency lighting should be checked/tested as follows:

Last Reviewed: September 2020

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Next Review Date: April 2021

Daily: Check that every lamp in a maintained system is lit.

Monthly: Test the lighting on a non-maintained system by simulating a power failure. This should be done by using a test key or switch.

Any defects should be reported to the Head Teacher.

2.15 SIGNAGE

Signage is an important part of fire safety within premises. Essential signs which must be displayed are:

- **Fire Exit** signs above fire exits (illuminated if area is dark).
- Signage directing an evacuation route and to a fire exit. Wherever you are in a building, you should be able to see a fire exit sign or a direction sign.
- **Fire Door Keep Shut or Fire Door Keep Locked** signs are fitted to all fire resisting doors
- **Fire Exit Keep Clear** sign on the outsides of fire exit doors which could be obstructed.
- The method of releasing secured final exit doors, e.g. **Push Bar To Open**.
- Signs above each fire extinguisher advising of the type of extinguisher it is, and what it can be used for.
- **Fire Action Notices** adjacent to all fire alarm call points and in all teaching rooms.

Any missing signs should be reported to the Head Teacher.

2.16 VISITORS AND CONTRACTORS

It is essential that visitors, contractors and any other person entering the premises who are unsupervised are made aware of the emergency procedures and the appropriate actions to be taken.

In the event of an evacuation of the premises being necessary, all visitors and contractors must be accounted for at the assembly point and therefore it is essential that a check of people entering and leaving the building is maintained.

2.17 FIRE LOG BOOK

A fire log book is held on site. The purpose of this log book is to keep records of all tests, checks, inspections and drills. The log book records:

- Evacuation drills
- Fire alarm tests
- Inspections of fire fighting equipment
- Inspection of premises
- Emergency lighting
- Fire Training

2.18 MEANS OF REPORTING

All members of staff have a duty to report fire hazards, defects or concerns to the Headteacher.

Any defects identified during weekly testing and inspections must be reported to the Responsible Person, who must ensure any defects are rectified.

PART 3 - INSPECTIONS, DRILLS AND LOG BOOK.

3.1. GENERAL

This section deals with the inspection and recording of the fire precautions fitted in the school. These include the means of escape, fire extinguishers, emergency lighting and the fire alarm system. It is also for recording Fire drills and Training.

3.2 FIRE ALARM TESTS

Fire Alarm Panel

A daily inspection of the fire alarm panel should be made to ensure that the panel indicates normal operation. Any faults found should be recorded along with the action taken to remedy the fault.

Weekly Test

The system is tested at the same time each week using a different call point. The call points should be numbered for identification purposes and the number recorded in the logbook following the test. Visual inspections of all call points and any heat/smoke detectors should be carried out to ensure that they are not obstructed, damaged or covered.

Electromagnetic Door Mechanisms. (Hold Back Devices and Locks)

In premises where these devices are fitted they should be checked weekly in conjunction with the fire alarm test to ensure their correct operation.

Quarterly and Annual Inspection and Test

The Responsible Person should ensure that annually a check and test sequence is carried out by a competent person. The quarterly and annual test should be recorded in the logbook.

3.3 FIRE FIGHTING EQUIPMENT

Monthly Inspection

A monthly inspection of all the fire-fighting equipment is carried out to ensure that the extinguishers are in place, are unobstructed and have not been discharged. They should be examined for physical damage.

Annual Inspection and Testing

A competent person in accordance with the current British Standard and manufacturer's instructions should carry out the annual inspection. The results of these tests should be recorded both on the fire extinguisher label and the logbook by the inspecting engineer.

3.4 MEANS OF ESCAPE

Weekly Inspection

A weekly inspection is carried out to ensure that:

- All doors that form part of the means of escape can be easily opened without the use of a key.
- All means of escape routes, including corridors and staircases etc are free from obstructions and combustible materials.
- All self-closing devices fitted to fire resisting doors are in place and operate properly.
- All fire resisting doors are kept closed and not wedged open.
- All doors fitted with electromagnetic hold back devices close properly and those with electromagnetic locks open when the fire alarm is operated.
- All doors, walls floors and glazing which are required to be fire resisting should be inspected to ensure that they are not damaged and have no holes in them. E.g. no broken glass and doors are not damaged and that intumescent strips and cold smoke seals are not damaged or missing.
- Electrically opening sliding doors either fail safe to open on actuation of the fire alarm or can be easily opened manually.

3.5 EMERGENCY LIGHTING

Daily Inspection

Check to ensure that every lamp in a maintained system is lit.

Monthly Test

A non-maintained system should be tested monthly by simulating a power failure. This should be done by using the test key or switch and each luminaire checked to ensure it is lit. Any faults found on the daily or monthly test should be recorded in the log book along with the appropriate action taken.

6 monthly and Annual Test

The 6 monthly and annual tests should be carried out by a competent electrical engineer.

Fire Procedures – St Anne’s Roman Catholic Primary School, Audenshaw

THE HEAD TEACHER

or WHEN ABSENT, DEPUTY OR INDIVIDUAL IN CHARGE

ON HEARING THE FIRE ALARM AT ANY TIME

1. Immediately cease all activities.
2. Begin the evacuation of any persons or pupils in your charge using the shortest safe route.
3. Make their way to the zone of activation to investigate, whilst prioritising own safety.
4. Between the hours of 08.00 and 19.00 ensure the fire service is called by dialing 999.
5. Proceed to the assembly point and supervise the evacuation.

6. Liaise with the staff at the assembly point to ensure all persons have evacuated safely.
7. Ensure no-one re-enters the premises until the fire service have declared it is safe to do so.
8. Should the Senior Fire Officer inform you that it is **not** safe to re-enter the premises, immediately action procedures for relocation.

**THE FIRE MARSHAL - DEPUTY HEAD TEACHER
or WHEN ABSENT, DEPUTY OR INDIVIDUAL IN CHARGE
ON HEARING THE FIRE ALARM AT ANY TIME**

1. If you have a fire alarm panel, ascertain where the fire may be located. Inform HT.
2. If evidence of a fire, proceed to leave the building and call 999. If there is no evidence of an actual fire the panel should be silenced and the alarm reset.
3. Receive information on the evacuation areas from the headteacher, i.e. all present or number of persons not accounted for.
4. Wait at the front of the school for the fire service.
5. On the arrival of the fire service report the status of the evacuation. If you suspect someone may still be in the premises, and you think you know

where they may be located, you must report this immediately to the senior fire officer attending.

6. Inform the Fire Service of the location of the fire, if known.

**TEACHING STAFF & TEACHING ASSISTANTS PROCEDURES
ON HEARING THE FIRE ALARM – NORMAL HOURS**

1. Immediately cease all activities.
2. Begin the evacuation of any persons or pupils in your charge using the shortest safe route.
3. Check your immediate area is clear of all persons and pupils, **paying particular attention to toilets accessed from your classroom or nearby corridor (Y5 staff to check KS2 toilets / Y2 staff to check KS1 toilets).**
4. Proceed to the assembly point and call the roll of all persons and pupils in your care.

5. Report immediately to the head teacher any persons or pupils who may be missing and where you think they may be located. Do not re-enter the premises to look for them.
6. Do not re-enter the premises until the Fire Service says it is safe to do so.

KITCHEN STAFF ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Switch off all appliances.
3. Evacuate the premises.
4. Proceed to the assembly point.
5. Call the roll of kitchen staff.
6. Report to the head teacher paying special attention to any person who may be missing. Indicate where you think they may be located. Do not re-enter the premises to look for them.

7. Do not re-enter the premises until the Fire Service says it is safe to do so.

CARETAKER ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Switch off any machinery in use.
3. Evacuate the premises, making contact with the person in charge on the day
4. Proceed to the assembly point
5. Call the roll of any cleaning staff present on the premises.
6. Report to the head teacher paying special attention to any person who may be missing. Indicate where you think they may be located. Do not re-enter the premises to look for them.
7. Do not re-enter the premises until the Fire Service says it is safe to do so.

CLEANING STAFF ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Switch off all machinery.
3. Evacuate the premises by the shortest safe route.
4. Proceed to the assembly point.
5. Report to the caretaker/site manager or their deputy.
6. Even if you only suspect that any person may be missing, you must tell the caretaker. Inform them where you think the person may be located. Do not re-enter the premises to look for them.
7. Do not re-enter the premises until the Fire Service says it is safe to do so.

OFFICE STAFF ON HEARING THE FIRE ALARM – AT ALL TIMES

1. Immediately cease all activities.
2. Collect the gate key, registers, visitors' book, late book, staff signing in/out book.
3. Evacuate the premises by the shortest safe route.
4. Give out registers to teachers.
5. Check visitors and staff register.
6. Proceed to the assembly point.
7. Even if you only suspect that any person may be missing, you must tell the Headteacher or their deputy. Inform them where you think the person may be located. Do not re-enter the premises to look for them.
8. Do not re-enter the premises until the Fire Service says it is safe to do so.

OUT OF HOURS USE - SCHOOL PARTICIPATION

This section covers events such as parent's evenings, fund raising events etc. where staff, pupils and the public, or any combination may be present.

It is important that, prior to the event, both staff and any volunteers are clearly briefed as to their fire safety duties in an emergency.

Before any event commences, all staff and volunteers should:

1. Know all the nearest alternative emergency exits available in their area and how to operate the opening mechanisms.
2. Know which telephone can be used to contact the fire service.
3. Know the exact address of the premises and how to direct the fire service.
4. Know where the means for raising the alarm are, usually a break glass. It could be as simple as shouting "FIRE" if there is none.
5. Know where the firefighting equipment is located.
6. Know the assembly area.
7. Know who will be co-ordinating the evacuation at the assembly point.
8. Know the importance of immediately reporting to the person co-ordinating the evacuation, even if they only suspect that any person may still be in the premises.
9. Know never to re-enter the premises once they have evacuated.
10. Know what they must do to ensure that the premises are left in a safe condition prior to leaving.

VISITS BY PUPILS AND STAFF OFF SITE

Where visits are to be made, by pupils and staff, 'off site' contact should be made with the site to be visited e.g. the theatre or activity outing, prior to the visit in order that the staff accompanying pupils understand the procedures that exist in those premises. Special care should be taken if pupils with disabilities are taking part in the visit.

The employer in the premises to be visited has the responsibility to ensure that all persons in the premises can exit safely in an emergency. They can only discharge this duty efficiently if schools identify, to the responsible person in the premises to be visited, the numbers attending and if any special needs they or the pupils may have.

Points to be checked:

1. Has the school identified the numbers of school staff who will be attendant on the number of pupils or other persons taking part in the visit?
2. Are the numbers of school staff sufficient to safely evacuate the group?
3. Is all the school staff aware of their responsibilities in an emergency? Are they trained to fulfil this responsibility?
4. Are any volunteers available and are they trained to assist?
5. Does the activity involve the dispersal of pupils and staff throughout the premises? School staff must be aware of the procedures in the premises, that will allow pupils to evacuate safely if they are not in the vicinity of a member of staff or a trained volunteer (e.g. a pupil at the toilet)
6. Has an assembly point been chosen by the school or identified by the responsible person in the premises being visited?
7. Have pupils been made aware of what to do in case of a fire emergency in the premises to be visited?

MAINTENANCE WORK/REPAIRS/ALTERATIONS

When any of the above takes place it is important that fire precautions are not compromised either during the work or by the completed work.

Special care should be given to ensure that the means of escape provisions are not affected by the works i.e. build up of combustibles on escape routes, stairs, corridors etc. and that fire resisting compartments are not prejudiced by holes or damage.

All Contractors carrying out any work within the school should complete the 'Permit to Work' form. Any work that may produce heat or sparks should be especially monitored particularly at the end of the day. Hot work should cease at least one hour before the end of the working day to allow the inspections to take place.