
Fire Safety Policy



Written By	: Headteacher
Date	: Spring Term 2010
Next Review Date	: Summer Term 2013

The March Church of England Primary School Fire Safety Policy

A designated person is responsible for fire evacuation procedures from the whole premises and arrangement for checking the fire safety and fire fighting equipment. The Head is the person designated for fire safety.

The Head must make sure that staff with responsibility for carrying out risk assessments (i.e. subject co-ordinators) also assess the fire risks from activities carried out by staff, and put in suitable precautions to prevent fires. Staff must record any findings and action taken, and keep the risk assessment under review.

The designated person is responsible for:

The designated persons must be familiar with the premises and the activities carried on there. They must also liaise effectively with the fire brigade and with insurers.

A designated person must:

- check that a fire can be detected in a reasonable time and that people can be warned
- check that people who may be in the building can get out safely- there must be suitable procedures to make sure people with disabilities can be evacuated safely
- check that people in the building know what to do if there is a fire
- make sure there is reasonable fire-fighting equipment in the building
- make sure the fire safety equipment is checked and maintained 'reasonable fire fighting equipment' is the fire -fighting equipment specified by a fire safety office from the WSCC Fire Brigade.

Assessing fire risks

This can be done when reviewing risk assessments for other hazards.

Testing Fire Alarms

All electrical warning systems must be tested weekly to make sure they work and can be heard throughout the building. The test only needs to be brief, long enough to check that the system is working properly. Make sure that people know the difference between a test and a real alarm, and make sure that the Fire Brigade are not called by an alarm test.

Fire safety notices

The head must make sure that all staff and children know the correct procedures in case of fire. Fire procedure notices must be displayed prominently throughout the building, and the designated person must check them each month to make sure they are in place and up-to-date.

Fire drills

Fire drills must be practised once a term. Each drill must be recorded, and any defects or problems with the building or alarm system promptly reported. There should be as little warning as possible before the drill, but you will have to tell some people, such as those responsible for calling the fire brigade.

Acutely sick or injured people do not have to take part in the drill if it would make them worse. The Head must make sure they will be safe during the drill.

The escape time should be no longer than two and a half minutes. If the time is longer, the designated person must look at the causes of the delays and how they can be reduced.

The children in school are all made aware of the procedure that is to be followed in the case of a fire on the premises. As a school we regularly undertake Fire Drills where the whole school practice evacuating the building on hearing the alarm sounds.

The instructions given to the children are as follows:

FIRE DRILL

1. If the fire alarm sounds, be silent.
2. Leave the building by the most direct route, walking sensibly.
3. Do not collect anything to take with you - go straight out
4. Stay out of the building
5. Line up on the playground with your class
6. Listen and answer the register
7. Do not return to the building until you are instructed to do so.

REMEMBER - GET OUT and STAY OUT

These instructions are printed on a bright yellow information sheet accompanied by a map of the school to illustrate the quickest route to evacuate.

On completing the Fire Drill each term the staff and children are debriefed and additional drills are held if this is deemed necessary.

Fire Safety is taught through our usual curriculum, both as part of PSHCE and Science. The dangers are always highlighted and ways of keeping safe in the event of a fire.

Escape signs

If there is a risk that people could go the wrong way into a dead end in trying to escape a fire, the escape route must be signed. The signs have directional arrows and a pictogram of a running person. (Signs must be to the standard specified in the Health & Safety (Safety Signs and Signals) Regulations 1996.