



**Ivington CofE
Primary and
Pre-school**

*Reaching together with the Fruit of the
Spirit (Galatians 5:22-23)*

Fire Safety Policy

Approval of the Governing Body

This document is a statement of the aims, principles and strategies for:

Fire Safety Policy

at

Ivington CE (VA) Primary and Pre-school

It was developed/revised during the:

Autumn Term 2022

It has been agreed and is supported by the teaching staff and the governing body

We aim to review this policy during the:

Autumn Term 2024
Or sooner if necessary



Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)

To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to familiarise themselves with these instructions. Should a fire occur the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until the children's safety is ensured, and then without exposing any person to risk.

Aims

It is the overall aim of Ivington CE Primary and Pre-school to minimise the risk to pupils, staff and volunteers which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire Safety Manager

The Headteacher, Melanie Smith, is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters. Her deputy is the school business manager, Rachel Thompson. Mrs Smith will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken each term and that fire action notices are kept up to date and that fire safety equipment is being maintained.

The School Fire Procedure

Details of these procedures are contained in the school's 'Emergency Procedures' policy. In addition, notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of a standard form. Green emergency exit signs will be displayed at all emergency exit points.

Responsibility of Fire Safety Manager

The fire safety manager will:

- Ensure that all staff and volunteers, whether temporary or permanent, have the fire procedure explained to them – this will include information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points, given in accordance with the Checklist in Appendix B
- Ensure that all fire safety records are maintained and are available for inspection by any enforcement authority
- Ensure that all fire exit routes are signed by clear signs and where necessary directional arrows
- Carry out an annual Fire Risk Assessment (appendix A)

Responsibility of All School Staff

All school staff are responsible for maintaining a high standard of fire precautions in the areas under their control or influence. All staff attend training (Next training booked September 2017) In particular staff should ensure that:

- They are fully aware of the fire procedure

- Door vision panels and fire exits are kept clear and that fire doors are kept shut
- Pupils for whom they are responsible are informed of the fire procedure.
- Fire doors are not propped open
- Check that exit doors are unlocked and that escape routes are free of obstruction once the school site is secured
- Daily check that seals are intact, equipment has not been moved or tampered with
- Combustible materials (paper, materials (paper, card, fabrics, etc) are not stored near to sockets or lights.
- Unnecessary electrical appliances (computers, printers, battery chargers, etc) are switched off and where possible unplugged.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

System	Frequency	Method of Test	Person responsible
Fire Alarm	Weekly	Test operation of different call point each week in rotation.	Miss Thompson
Fire Alarm	Daily	Visual check of panel for fault indicators	Miss Thompson
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.	Miss Thompson
Fire extinguishers, fire blankets, etc.	weekly	Check that seals are intact, equipment has not been moved or tampered with and that annual inspection is within date.	Miss Thompson
Corridors, escape routes and fire exit doors	Daily	Check that exit doors are unlocked and that escape routes are free of obstruction.	All staff
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.	Miss Thompson

Fire extinguisher, alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between visits.

Appointment and Duties of Fire Marshals

The school has appointed two fire marshals, one of whom is appointed as senior fire marshal. (appendix C)

Calling the Fire Brigade

It is the school policy that the Fire Brigade will be called on any confirmed outbreak of fire. The school secretary/office is responsible for calling the fire brigade when the alarm is sounded. Should the Fire Brigade be called out a nominated member of staff will be available to meet the fire brigade on arrival and in their absence a second member of staff will deputise for them (appendix C).

Events Taking Place Out of School Hours – e.g. School Plays Or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event, or arranging the letting to ensure that the Fire Safety Manager/School Administrator is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade are put in place. The Fire Safety Manager may impose restrictions on the type of letting or activity and the number of people involved, including seating arrangements. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix D).

Records

The following records will be kept by the fire safety manager:

Record Type	Information to be Recorded
Fire Alarm test	Date of test, call point tested and whether the test was satisfactory or if any action was required.
Emergency lights	Date of test, numbers or locations of lights tested and whether the test was satisfactory.
Free operation of fire exit doors	List of all doors checked, date of check and results.
Practice fire drill evacuation	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

The policy will be used by the whole staff and will be reviewed annually and reported to the Governing Body. It is linked to other policies and is available at all times should parents wish to read it.

APPENDIX A

Fire Risk Assessment

An annual risk assessment will be made by the Health and Safety Team – usually the deputy headteacher, headteacher and governors. It will:

- Identify any person especially at risk in case of fire, e.g. A person who is blind, vulnerable, deaf or disabled, and make a PEEP (Personal Emergency Evacuation Plan) to ensure their safe evacuation.
- Review the evacuation plan and each room's instructions for this
- Look at the past year's records of fire practices, etc
- Ensure the provision of adequate training
- Review Fire Risk Assessments
- Review the provision of instruction to students or visitors to the building

APPENDIX B

Checklist For First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and the way it operates. Emphasise that the first action upon discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised and the evacuation has been started.

APPENDIX C

Roles and Responsibilities

Role	Person Responsible	In case of absence
Fire Safety Manager	Melanie Smith	Rachel Thompson
Carry out a sweep of the building	Melanie Smith	Rachel Thompson
Calling the fire brigade	Becky Thompson	Rachel Thompson
Bringing out registers/contact details and visitors book and church key	Becky Thompson	Rachel Thompson
Meeting the fire brigade	Becky Thompson	Rachel Thompson
Lead the children out of the building through the marked fire exits	Pre-school Mrs Backhouse Cherry Class Mrs Davies Maple Class Mrs Yeomans Chestnut Class Mrs Rogers Willow Class Mr Norgrove Rowan Class Mrs Lewis	Mrs McLoughlin Mrs Bray Miss Bliss Mrs Gurney Mrs Hurdidge Mrs Weaver
Last person to leave the classroom and close the doors.	Pre-school Mrs McLoughlin - <i>(Also check kitchen and toilets)</i> Cherry Mrs Bray – <i>(Also check classroom toilet)</i> Maple Miss Bliss Chestnut Mrs Gurney Willow Mrs Hurdidge Rowan Mrs Boote	Mrs Hill - <i>(Also check kitchen and toilets)</i> Mrs Burke – <i>(Also check classroom toilet)</i> Miss Lanman Mrs Weaver

Fire training will be provided at least every two years for all permanent full time school staffing in fire safety and the school fire procedure.

APPENDIX D

Checklist for Persons Hiring School Premises (Extended Schools)

Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and the way it operates. Emphasise that the first action upon discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised and the evacuation has been started.
- Explain how to contact the fire brigade and where the nearest telephone point can be found. Give clear instructions of location of school.

APPENDIX E

Ivington Primary School Fire Emergency Plan

This document details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION ON DISCOVERING A FIRE

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- All other staff will then follow the procedures detailed under Section 2.

2. ACTION WHEN THE FIRE ALARM SOUNDS Fire assembly point – **Carpark field**

- The School Administrator will call the emergency services if safe to do so, otherwise a call will be made from the Fire Assembly Point via mobile telephone.
- The School Administrator will distribute registers, visitor's book and pupil contact folders to class teachers at the Fire Assembly Point to enable them to take a register of their classes.

- The School Administrator will ensure clear access for the emergency services vehicles and will meet them on their arrival.
- In the absence of the School Administrator, the Admin Assistant will carry out the listed duties. In the absence of both, the Headteacher will carry out the listed duties.
- The class teachers will lead the children in their class out of the building through the marked fire exits.
- The teaching assistant in each class will carry out a sweep of the classroom to ensure all children have been evacuated and will close the classroom door as they exit.

The Headteacher and the School Administrator will carry out a sweep of the building to ensure that everyone has left. All members of staff will take responsibility for the evacuation of the building in the following way:

1. Keep pupils calm.
2. All pupils must be quiet and walk, not run, during the evacuation.
3. Pupils must be led quietly to the nearest exit indicated on the plan. Pupils should not stop to pick up bags or go to the cloakroom.
4. If possible, classroom doors should be closed.
5. Follow the 'Green Exit' signs, or use the nearest available exit.
6. The school assembles on the playground. Pupils line up in class groups with their class teacher.
7. Class teachers check the register and report to the Headteacher and/or Deputy Headteacher as correct, or the names of missing pupils. This is cross referenced with the other books before a search is organised.
8. The School Administrator checks staff attendance and visitor attendance and reports to Headteacher/Deputy Headteacher as correct or the names of any missing member of staff.
10. Fire doors should be closed at all times.

PLAYTIMES

- All persons outside must remain outside and make their way to the Fire Assembly Point.
- Otherwise, normal procedures will be followed.
- The Headteacher or Deputy Headteacher will check the school building.
- The normal procedures for telephoning the emergency services and performing a sweep of the building will be followed by the School Administrator or School Secretary.

DISABLED PERSONS

- Any member of staff or pupil identified as especially at risk in case of fire will have a PEEP (Personal Emergency Evacuation Plan) to ensure their safe evacuation.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.

PARENTS EVENING.

- It will be the responsibility of the class teacher to escort any parents they may have in their classroom to the nearest fire exit and to the assembly area in the playground. The Headteacher will check the rest of the building.

CHRISTMAS PLAYS / SPECIAL EVENTS.

Prior to the event taking place audiences at plays, concerts etc will have fire exits, assembly area etc. explained to them.

3. SUMMONING THE FIRE & RESCUE SERVICE

- The School Administrator will dial 999 to call the fire service. Other emergency services will be called if necessary, for example an ambulance in case of injury.
- The School Administrator will ensure clear access for the Emergency Services onto the school premises.
- In the event of any casualties, these will be looked after by a designated first aider, who will have the responsibility for liaising with the ambulance service.

4. ROLL-CALL

The details of the roll call are set out in Section 1.

5. POWER ISOLATION

- If safe to do so, the Headteacher will isolate electricity and gas supplies.
- In the Headteacher's absence, the Deputy Headteacher will isolate electricity and gas supplies if safe to do so.

6. FIRE DRILLS

- Evacuation drills are carried out once each term.
- The Fire Safety Manager has responsibility for keeping records of the drills, (Appendix G) and detailing any further action required.
- The Fire Safety Manager has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

7. STAFF ABSENCES

- If the Headteacher is absent, their duties are taken over by Miss R Thompson, administrator.

8. VISITORS AND CONTRACTORS

- All visitors and contractors must report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

- Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 1. Action to be taken on hearing the fire alarm or discovering a fire;
 2. Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
 3. The location of fire fighting equipment and fire alarm call points in relation to the area of their work.
- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises will be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.
- Persons who organise evening events on the school premises will be informed and given this document as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. EVACUATION ROUTES

Sapling Class

- Through the entrance door or one of the fire exits and onto the car park field.

Cherry Class

- Through the classroom Fire Exit door and onto the car park field.
- Through the classroom door, turn left along the corridor and out through the doors either in the corridor by Year 6 or the main entrance and onto the car park field.
- Through the classroom door, through Maple and out through their Fire Exit door and onto the car park field.

Maple Class

- Through the designated Fire Exit door and onto the car park field.
- Through the classroom door, turn left and door leading onto the school bus stop and onto the car park field.
- Through the classroom door, down the corridor and via the main entrance or through the doors onto the playground in the corridor by Year 6 and onto the car park field.

Chestnut Class

- Through the designated Fire Exit door and onto the car park field.
- Through the door leading onto the school bus stop and onto the car park field.
- Through the classroom door, down the corridor and via the main entrance or through the doors onto the playground in the corridor by Year 6 and onto the car park field.

Willow Class

- Through the classroom Fire Exit door and onto the car park field.

Rowan Class

- Through the designated Fire Exit in the back room and onto the pavement, walk around to playground and onto the car park field.
- Through the classroom door, turn right and out through the old front doors, around the pavement into the car park field.
- Through the hall door and down the corridor either through Class, 1 or 3 Fire Exit or down the corridor through the main doors, or doors by Y6 onto the playground and onto the car park field.

Hall

- Through the Hall doors, turn right along the corridor and out through the old front doors, around the pavement onto the car park field.
- Through the hall door, turn left onto the corridor either through Class, 1 or 3 Fire Exit or down the corridor through the main doors, or doors by Y6 onto the car park field.

Outdoor Classroom

- Onto the playground and through the gate onto the car park field.

Office / Staffroom / Head's Office

- Into the corridor, through the front door and into the car park field.
- Into the corridor and out through the Y6 door, through door and onto the playground and onto the car park field.

Alternative Fire Assembly Point

- **This will be the Church for all classes if directed by the Headteacher or Deputy Headteacher or if the location of the fire dictates.**
- Evacuation routes will be kept free from obstruction and adequately and clearly marked.
- Notices are displayed in each classroom and next to each break glass; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. FIRE ALARM TEST

The fire alarms are located throughout the school building and tested once a week by the Miss R Thompson on a rotation basis whereby a different alarm is checked each week. Records of these checks are recorded in the test record (Appendix F) and are kept in the Fire Marshal file; any

defects or issues arising from these checks are reported to the Fire Safety Manager. The Fire Safety Manager has responsibility for reporting any defects and ensuring they are repaired.

11. FIRE FIGHTING EQUIPMENT

Fire extinguishers are located throughout the school and will be examined and tested at least once a year by a competent service engineer. The Certificate of conformity will be held in the school office.

APPENDIX F

Ivington School Fire Alarm Test Record

[illegible]

APPENDIX G

Ivington School Fire Drill Record

Date	Notice given?	Time to evacuate	Remarks/Action Required	Signed