

**St Mary's Catholic Primary School  
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# **Fire Safety Policy 2018 - 2019**

**POLICY DETAILS:**

**Legal Status:** Mandatory

**Adopted:** October 2016

**Version Date:** October 2018

**Next Review:** October 2019

**Responsible Person:** Governing Board

## **Aims**

It is the overall aim of St Mary's Catholic Primary School to minimise the risks to pupils staff and employees which may arise from fire. This will be achieved by working with all staff to ensure 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.

## **Overall Responsibility for Fire Safety Matters**

The Headteacher will have overall responsibility for fire safety matters at the school. She 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 early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

## **The School Fire Procedure**

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

## **Responsibility of all School Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

## **Fire Risk Assessment**

The school will carry out a fire risk assessment for all parts of the school. The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended on an annual basis to see if it is either no longer valid or if any changes are planned, such as:

- any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- any change to the use of the premises which may affect the risk rating;
- any change to work processes or work equipment which may introduce new fire hazards;
- any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## **Fire Training and Evacuation Drills**

Fire Safety training and Fire Marshall training will be provided at least annually for all school staff in fire safety and will include training in the practical use of fire extinguishers. These staff will have the responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Headteacher.

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

Fire Extinguishers are maintained by WJ Fire Protection Ltd and the next review will be in September 2019. The fire alarm system and emergency lighting are maintained by Pel Security Services and are subject to quarterly inspections. Our Site Supervisor carries out the following tests between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation (usually every Tuesday after school hours)
Fire Alarm	Daily	Visual check of panel for fault indications
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates
Fire Extinguishers, hose reels, fire blankets etc	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwell and Stairwell Enclosures	Daily	Check that combustible materials and storage has not been placed under the stairs
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

### Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school's office staff are responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school office will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

### Meeting the Fire Brigade

The Site Supervisor is responsible for ensuring that she is available to meet the fire brigade on arrival and in her absence the Deputy Headteacher will deputise for her.

### Notices

All fire exit routes are clearly display with "running man" signs and directional arrows.

## Records

The following records will be kept by Site Supervisor and are available to view upon request.

Record Type	Information to be Recorded
Fire Alarm Test	Date of Test, number of call points tested, details of remedial works required and when actioned etc
Emergency Lights	Date of Test, numbers or locations of lights tested and whether test was satisfactory.
Free Operation of Fire Exit Doors	List of doors checked, date of check and results.
Correct Operation of Self Closing Doors	List of doors checked, date of check and results.
Practice Fire Evacuation Drill	Date and time of drill, length taken to evacuate the building and time to complete pupil registration.
Fire Safety Training	Register of names of staff who attended training and date of training

### Checklist for All Staff on Fire Safety Instruction

All staff have been taught the fire safety procedure as displayed at the fire alarm call points, in particular:

- the location of the fire alarm call point and the way it operates.
- the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- 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.
- the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- the location of the fire extinguishers.

### Fire drill procedure

1. In the event of a fire it is the duty of all concerned to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.
3. If you discover a fire or one is reported to you, you should;  
**SOUND THE ALARM**
4. Immediately after the alarm has sounded you should;
  - a) Escort the pupils in your charge from the building by means of the nearest exit ensuring all doors passed through are closed after you and that the pupils exit in a silent and orderly manner.
  - b) In the event of a fire happening at playtime, staff on duty should immediately see a Marshal. The Marshal's job is to ensure all groups have been alerted and evacuate promptly. They should also alert children using the toilets.
  - c) Staff not working with the children at the time of the alarm should report to the assembly point for further instructions. Office staff to bring out class registers.
  - d) On arrival at the assembly point, children must be lined up in their class alphabetical order and registration taken.

## **Staff Current and New Staff Confirmation**

I know the location of the fire alarm call point and the way it operates.

I know that my first action on discovering a fire is to raise the alarm even if the fire is small.

I am fully aware of what the fire alarm bell sounds like. When it sounds, I know what action to take, in particular leaving the building with any pupils for which I am responsible and going to the assembly point.

I know and have walked the escape routes and alternative escape routes that I am likely to need to use and show the operation of any push bars or exit fittings.

I have been shown the location of the fire extinguishers. I know I should only use them if I have been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

I have been shown St Mary's Catholic Primary School's Fire Safety Policy.

I have received a FIRE INDUCTION and agree to follow St Mary's Catholic Primary School's Fire Safety Policy.

**Name:**

**Signed:**

**Date:**