



# Fire Safety Policy and Procedures

Reviewed by: Matt Hawley and Holly Caparelli      October 2023  
Shared with staff:      October 2023  
Shared with Governors:      October 2023  
Review date:      October 2024

## **Introduction**

1. The purpose of this policy is to communicate how this school will respond to the requirements placed on it with respect to fire safety legislation and the 'duty of care' responsibilities to all persons working at or visiting the premises.
2. The school is responsible to ensure that there are sufficient arrangements in place for the safety of all staff, pupils, visitors, and building occupants.
3. The school commits to
  - A. Have an up-to-date and regularly reviewed fire risk assessment for the school and all its associated buildings.
  - B. Ensure that reasonable measures for the safe evacuation of able bodied and those persons with disabilities are available in the event of a fire or emergency.
  - C. Provide the necessary resources in terms of finance, personnel and time to ensure there are proper fire precautions in place.
  - D. Ensure all identified persons with responsibilities set out in the evacuation plan shall have suitable and sufficient information, instruction and training with regular updating. All staff and members of the public will be inducted to the school fire precautions procedures upon first joining the school and at regular intervals thereafter.
  - E. Conduct and record regular drills, at least termly, to familiarise all users of the building with the evacuation procedure.
  - F. Ensure regular inspection and testing of all fire precautions is conducted and recorded.
  - G. To promote fire awareness among the pupils.
  - H. To ensure all projects or events consider fire precautions including construction work, after school events and school lettings.
  - I. Suitable and sufficient information and instruction will be provided to any parties to which the premises or part of has been hired out to.
  - J. To have a contingency plan in place covering all foreseeable eventualities in the aftermath of a fire.
  - K. To consult with staff, parents and governors, where relevant, on all fire precaution measures.
4. This policy will be reviewed and updated after a significant change in legislation or best practice and at regular time intervals (at least annually).

### **Fire Marshalls**

The school fire marshals are Matt Hawley (Head of School) and Holly Caparelli (Senior Teacher/ EYFS Lead), who became fully accredited in September 2021. Fire Marshals have the responsibility of:

- ensuring that procedures for the buildings are implemented. This would include highlighting any high-risk areas or activities which take place.
- bringing fire evacuation procedures to the attention of all employees, contractors
- providing "safety assistance" in the event of a fire.
- extinguishing small fires (of waste-paper basket size) should they feel that it is safe and appropriate to do so.

### **Summoning the Fire Service**

The school fire alarm system has a limited heat / smoke detection capability and therefore relies heavily upon individuals who discover a fire to raise the alarm using the call point break glass.

- In the event of the alarm being sounded, Sally Dale/ Jo Arundell (Admin team) will contact the fire authorities by dialling 999 straight away (if safe to do so).
- The fire service will be informed of the school's full address: Debden Primary Academy, High Street, Debden, Saffron Walden, CBI 1 3LE. The fire service will be told of the nature of the fire/ level of emergency, and will also be informed that they will be met outside of the front of the school.
- Mrs Dale/ Mrs Arundell will bring the registers (children and visitors) to the playground.
- A mobile telephone will be taken to the assembly point, where it will be given to Matt Hawley (Head of School) who will meet the fire services at the entrance. Key number 27, granting access around the back of the school via the side gate, should also be brought to the assembly point by Mrs Dale/ Mrs Arundell (this is located in the key box in the front office).

### **Evacuation of Contractors/ other Visitors**

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes and assembly point.
- Be made aware that in the event of the fire alarm sounding they must report to the assembly point and not leave site. Failure to do this could result in them being reported missing and endanger fire-fighters lives.
- Make clear the nature of the work to be carried out (school to consider the possible implications of work on the fire arrangements such as blocking routes, blocking fire exits, hot works etc)
- Sign in, in the visitors' book to acknowledge that they have received induction information.
- Indicate in the book the area to which they will be visiting (where possible)
- Sign out on departure.
- In the event of an evacuation the person on reception will take the visitors book with them to the assembly point.

## **Fire and Evacuation Procedures**

-Debden Primary Academy must, above all else, be a safe environment. Therefore, all members of staff must be aware of their nearest exit not only in their classroom but other areas of the school. Fire evacuation notices and evacuation procedures are in place in all areas of the school (see page 5) and all staff should take time to familiarise themselves with these plans:

-The assembly point for an evacuation is the LOWER PLAYGROUND.

### **Academic Staff and Children**

-When the fire alarm sounds, everybody will immediately stop whatever he or she is doing and stand still;

-Silently, the children will line up at the nearest safe and available exit;

-No one should stop to collect any belongings;

-If an adult other than the teacher is present (ie: support staff), they will lead the children out through the nearest or safest exit (fire door);

-The teacher must go last ensuring the classroom/area is empty before they leave (younger classes always have an LSA and so there would always be a staff member at the front and back);

-From the back, the teacher should issue instructions directing the children to the lower playground where they line up in their designated lines, facing the climbing frame.

### **Admin Team**

-The Admin Assistant (Mrs Arundell/Mrs Dale) will check the front area of the school (including the staff room and meeting room, stationery room and adjoining toilet) before assembling in the playground (not before completing the below tasks):

-They will bring the signing in list and class registers onto the playground so that the presence of the children can be checked.

-In the absence of the Head of School, (or if the Head of School is teaching in the demountable buildings) the admin team will also take on the responsibilities of the Head of School (listed below).

### **Head of School/ Fire Marshal/ Demountable Class Teaching Assistant**

1. The Head of School/ fire marshal 1 will sweep through the communal spaces (e.g. corridors, toilets) in the main school building, from the rear playground, Frogs and Newts classrooms, toilet areas, and up to and including the school library, before proceeding to the assembly point.
2. The Senior Teacher/ fire marshal 2 will check both the Ducklings and Minnows classrooms, Reception outdoor area, toilets, and main hall before proceeding to the assembly point.
3. If there is a teaching assistant in either of the outdoor demountable classrooms, they are responsible for checking classrooms, toilets and store cupboards in both demountable buildings. Should there not be a teaching assistant in either of these classes (this occurs at rare points on the timetable) these responsibilities are transferred to fire marshal 2.

### **Kitchen Staff**

-Kitchen staff should turn off and unplug any electrical equipment if it is safe to do so.

-All kitchen staff will leave by the nearest or safest exit and assemble in the playground (if positioned in the kitchen, this would ordinarily be the KSI foyer exit).

-The Kitchen Supervisor will check that the catering assistant is in attendance.

### Outside of School Hours

-Should there be a fire outside of school hours when there are clubs/ groups taking place (and when the school staff/ management are not on the site) the club/group leader is responsible for carrying out the 'Summoning the Fire Service' procedures (see above).

-The lower playground is the fire assembly point.

### Precautions

-The fire service will come into school and deliver a fire safety session to children on an annual basis.

-Leading staff will be appropriately fire-trained in the leadership of fire management on an annual basis.

-Leading staff complete a fire risk assessment to inform these precautions.

-All other staff complete the annual fire awareness training on the SafeSmart software.

-All fire-fighting equipment will be tested regularly (within the required dates – see the fire risk assessment for more details).

-Teaching staff are responsible for keeping the fire exits within their classrooms (and on their routes to the assembly point) clear at all times.

-All children should be taught that the lower playground is the evacuation point in the event of a fire.

-We recommend that each class is well versed in lining up in register order (e.g. through doing this when lining up to assembly/ lunch etc.) to speed up the registration process in the event of a fire, and to enable staff to promptly identify missing students.

-All children should be taught to go straight to the lower playground if they find themselves unaccompanied in the building e.g. if they are in the toilet.

-Staff should notify the office if they leave the school building during lunchtimes so they can be accounted for in the case of a fire.

-Debden Primary Academy is a non-smoking site. There is no smoking on site, at any time, in any location.

-The Head of School will perform a daily Health and Safety check during a walkaround of the school building. Checking fire safety measures will be an important part of these checks.

-The Health and Safety checks (performed weekly by the admin assistants, termly by the link Governor and termly by the external advisor) will also perform a weekly health and safety check, a part of which will include the checking of fire safety precautions.

### Fire Drills

-Fire drills will take place at least once every term (3 times per academic year).

-The building should be evacuated in less than 2.5 minutes.

-A record will be kept in the Fire Log book.

### Fire Fighting

The safe evacuation of persons is an absolute priority. Fire marshals may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Ensure the alarm is raised BEFORE attempting to tackle a fire. It cannot be over-emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

All-Clear

At no time, until the 'All Clear' is given by the Head of School (or in his absence, the other Fire Marshall) should anyone re-enter the buildings. The 'All Clear' signal is both the fire alarm being deactivated AND verbal confirmation/ confirmation over the staff messaging group.

Below is the fire procedures poster, to be displayed in all classrooms around the school.



# DEBDEN PRIMARY ACADEMY FIRE PROCEDURES

The fire assembly point is the **LOWER PLAYGROUND**

## Sounding the Alarm

Anyone, pupil or staff, discovering a fire should activate the fire alarm. Younger pupils should be taught to inform the nearest teacher.

All staff should know the location of the fire alarm and evacuation points and how to sound the alarm (see plan and fire drill)

## Evacuating

1. When the alarm sounds, staff/voluntary helpers in charge of classes or groups of pupils should instruct pupils which exit to use. Pupils should leave quietly and in an orderly manner through the nearest exit to the playground nearest to where they are working.

2. Teachers and classroom assistants should lead their children out of the building.

3. The head of school (or senior teacher, in the absence of the head of school) will sweep the main building to check that everyone has evacuated. They will close doors and windows, then proceed to assembly points. The teaching assistant from Reception Class will check the Reception outdoor areas and toilets before proceeding to the assembly point. The office staff will check the front area of the school and the upstairs staff areas.

4. Calling the Fire and Rescue Service. 999 should be dialled to call the fire and rescue service immediately for all fires.

## 5. Assembling

The assembly point is the lower playground. All classes will assemble here. Children working in parts of the school other than their normal classroom should be escorted after leaving by the nearest exit to this playground. Each class should line up separately, facing the climbing frame.

## 6. Registering

The office staff will bring out the registers for each class, alongside the visitor book. Class teachers should count pupils to identify those missing. A roll call should then be carried out.

At no time, until the 'All Clear' is given by the Head of School (or in his absence the other Fire Marshall) should anyone re-enter the buildings. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety.