



# DORMSTON SCHOOL

## Fire Safety Policy

### Statement of Intent:

The Dormston School will provide a safe and healthy working environment with respect to fire safety in all its buildings.

The schools Fire Safety Policy is to prevent fire from occurring and to minimise the risk of casualties and damage if fire occurs.

The nominated fire safety officer is responsible for all aspects of fire safety within the school under the instruction of the Governing Body.

All day to day responsibilities are to be shared between the fire officers, who may with line managers, further delegate responsibilities to other competent persons.

In order to prevent a fire occurring and to minimise the risk of casualties and damage in such an event, a nominated Fire Safety Officer has been appointed.

The nominated Fire Safety Officer for The Dormston School is Neil Eveson – Dormston Business Manager.

Roles include reviewing the Fire Safety Risk Assessment, training and keeping the Head Teacher informed of any legislation requirements.

The findings of the schools Fire risk Assessment will be used to form the foundation of the Schools Fire Safety Policy.

The Fire Safety Risk Assessment will be in writing, be as simple as possible and provide the basis for action to achieve the objectives of preventing a fire and minimising damage.

The Fire Safety Policy will focus on priorities rather than on the fine detail and is compiled in liaison with the Local Authority, The Fire Service and a specialist Fire Safety Advisor.

## The Objectives of The Fire Safety Policy Are:

- understand the characteristics of fire;
- be able to prevent fire;
- be able to use fire extinguishers;
- be able to survive contact with fire;
- to understand the fire alarm system;
- be able to carry out an organised evacuation from all areas of the building.

## Introduction

There are two factors, which determine the degree of risk present in relation to fire.

- the Fire Hazard: a fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment which uses naked flame);
- the Fire Risk: A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused.

The fire risk assessment will take into account the competence of teachers, non-teaching staff, trainees, volunteers, contractors and any other visitors to the school as well as the age and competence of the pupils.

Unwanted fires can occur by accidental ignition or malicious ignition.

A Fire can only happen if three elements are present:

- oxygen – In the air or in chemicals;
- fuel – Paper, Wood, Dust, Flammable liquids, Chemicals, Furniture, etc;
- heat or ignition source – Chemicals, Friction, Electrical resistance/fault, nearby source or open flame.

The first two elements (Oxygen, Fuel) are always present, so, in order to prevent unwanted fires, sources of heat or ignition sources must be controlled.

Accidental fires are caused in many ways:

- carelessly discarded smoking materials;
- manipulation of flammable liquids or gases in close proximity to a naked flame;
- the lack of maintenance on machinery;
- installation of electrical wiring by non-competent persons;
- dangerous siting or portable heat-producing appliances;

If a fire is discovered at an early stage it can be extinguished before much damage is done. If however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where the building must be demolished.

Malicious fires are a different problem.

They are usually, but not always, started outside the period when the school is not in use.

The main aim in any fire is to remove all pupils and staff as well as any other adults (visitors) from the building as quickly and safely as possible, ensuring, as far as possible, that doors are closed behind as each class exits.

The Fire and Rescue Services Policy is ***“Get out, Call the Fire Brigade out, Stay Out”***.

No-one is permitted to re-enter the building without express permission of the Fire Brigade in a fire situation or the Head Teacher (or nominated deputy) in the event of a fire drill.

The schools procedure for fire evacuation is located in the staff handbook which is updated every September.

## **Roles and Responsibilities**

### **Fire Safety Co-ordinator**

The Fire Safety Co-ordinator has overall responsibility for fire within the school buildings under the instruction of the Head Teacher and School Governors.

Role to:

- review the Fire Policy annually;
- review the Fire Safety Risk Assessment with the Head Teacher and Governing body;
- present any findings to the Governing Body;
- ensure fire drills are completed once a term;
- ensure correct records are kept for all evacuations, tests and log book is in order.

### **Site Manager**

Role to:

- check all fire doors/exits are free from obstructions and slip hazards;
- check escape routes are clear and free from obstruction;
- check all fire exit doors can be opened quickly and easily;
- check that all fire resisting doors close properly;
- check that no fire resisting doors are wedged or propped open;
- checking and testing or arranging for a competent person to check fire equipment e.g. Fire Alarm system, Emergency Escape Lighting, Fire Extinguishers, etc, and recording of these tests;

- check general housekeeping standards are adequate;
- rubbish and waste materials are not allowed to accumulate;
- there is no storage, especially combustible materials, in unsuitable locations (corridors, Boiler rooms, electric room);
- waste containers are stored externally in a secure compound;
- ensure Copies of the fire evacuation plans are posted in all classrooms;
- to ensure that all fire signage is in place and directed correctly.

### **Administration Staff**

Role to:

- ensure all visitors, supply teachers, contractors etc, sign the visitor's book and wear a visitor's badge. (the visitors badge will contain details on the action the visitor should take in the event of an emergency);
- the visitors book is to be kept in the reception area (this is to be retrieved in the event of an emergency);
- to issue all staff with a copy of the school evacuation plans at the start of each school year (this is to be reiterated at the start of each new term).

### **All Teaching Staff**

- every member of staff is ultimately responsible for the pupil in their care;
- all staff will acquaint themselves with the location of the fire alarm points;
- all staff will read and be responsible for their part in the fire evacuation plan;
- all staff will sign in and out of the building if leaving the school at any point during the school day;
- the teacher is in charge of the class and is responsible for any visitors in their class in the event of an emergency.

### **Fire Marshals**

- to ensure all evacuations are carried out as safely and efficiently as possible;
- to notify the Fire Safety Co-ordinator if any defects are found in the building;
- to attend all training sessions arranged for fire marshals;
- to clear buildings in an evacuation.

### **All Staff**

- all staff are to acquaint themselves with the location of the fire points;
- are ultimately responsible for the children in their care;
- are to acquaint themselves with the staff handbook section associated with fire and vacuation;

## **Actions in the event of discovering a fire during normal school hours**

### **Raising the Alarm**

On discovering of a fire, an adult will break the glass in the nearest fire alarm call point to sound the fire alarm. The fire alarm is a continuous bell.

The fire brigade are called automatically by ADT monitoring but the incident will be required to be confirmed as "Live Fire" before any Fire Appliances (the Fire Service) will be mobilised. The main Fire Marshal present at the Alarm panel will contact the emergency services (999) once the fire has been confirmed.

Teachers will supervise the evacuation of the children and other adults according to the emergency plan displayed in each classroom.

The students and staff to assemble on the school field in tutor groups and houses.

The Attendance officer will hand out registers to heads of house who will distribute to form tutors, any students missing will be identified to the head of house who will report to senior staff member on field who will relay the information back to the fire officer.

All non-teaching members of staff will be signed in by the Head Teachers PA.

Registers will be returned to administration staff when all children are present.

### **Assembly Points**

Teachers will supervise the evacuation in accordance with the emergency plan displayed in each classroom.

The fire assembly point is on the school field

## **Outside of Normal School Hours and the Dormston Sports & Arts Centre**

The centre Duty officer has responsibility for any evacuation during evening or weekends, the centre has its own EAP (Emergency Action Plan).

Arrangements are made to ensure all perimeter gates can be opened for evacuation and access purposes.

For any events when children are left in the care of, or are taking part in an activity run by an outside organisation, a register will be kept and checked should an evacuation be necessary. Individual risk assessments will be required for these organisations.

It is the responsibility of the most senior member of staff present to ensure the safety of children and adults on site.

School staff working out of hours, e.g. in school holidays or at weekends, should record their names in the main entrance area and cross through when leaving so there is a record of who is present.

### **Evacuation Procedures**

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight the fire nor should they go back into the building until the all clear is given by the Fire Officer.

### **Lunchtime/After School Clubs**

The evacuation process is the same for all school hours. Registers are kept of who is on site and the fire marshals or centre staff ensure the evacuation is carried out.

### **Location of Fire Safety Equipment**

The location of all fire alarm points are recorded on the map located beside the main fire panel. Fire points are located all around the site.

The types and location of fire extinguishers are recorded on the Fire Risk Assessment plans completed 11<sup>th</sup> September 2012 and are located in file F2 in the centre office.

All Fire extinguishers are checked annually under contract by Dudley MBC.

### **Fire Alarm Tests**

The alarm system is tested at a given time each week (usually Friday afternoons).The buildings team will carry out this testing. In addition to weekly tests, inspections are carried out by the contracted company for fire safety. All results are recorded in file F5 in the centre office.

### **Alarm Call Points**

All staff should ensure they are aware of the location of the fire alarm call points around the building and how they work.

### **Portable Fire Fighting Equipment**

Fire fighting equipment is sited on all corridors within easy reach. All devices are clearly displayed and available for use. No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished.

All fire extinguishers should be Red in colour and give clear instructions on how to tackle certain types of fire. A colour coded reference guide should display which extinguishers are suitable.

Red – Water – Not Electrical or Flammable Liquid

Black – Co2 – Any Fire

Blue – Powder – Any Fire

Cream – Chemical – Not Electric Fires

## Training

Training (induction) is given to any new member of staff and repeated as necessary for existing members of staff. This will cover:

- the outcome of the fire risk assessment;
- fire prevention strategies;
- actions in the event of fire;
- location and operation of the fire alarm system;
- location and use of escape routes and exit door operating systems if appropriate;
- location of assembly point;
- how to contact the fire service;
- roll Call system;
- fire marshal systems if appointed.

The majority of fires are caused by people's actions and the failures of fire systems within the workplace are inevitable due to the actions of people. Training staff in fire safety matters is a vital part of the management of fire safety within the school. Training will be based on the outcomes of fire risk assessment and emergency plans as follows:

**A. Standards.** Ensuring all staff work so that they do not have an adverse effect on fire safety standards: Good Housekeeping/Storage of Goods/Obstruction of Escape Routes/Fire Fighting Equipment/Keeping Fire Doors Closed/Safe Operation of Equipment/Handling of flammable products.

**B. Prevention.** Ensuring all staff work so they actively prevent fires from starting: Smoking Policy/Hot Work Processes/Safe use of Electrical Equipment/Control of Ignition Sources/Ventilation of Flammable areas/Security Measures/Reporting Faults.

**C. Actions.** Ensuring all staff know what to do in the event of a fire: Action to take on discovering a fire / Raising the alarm and what happens then/Procedures for evacuation of the public/Evacuation Procedures/Specific duties/Fire Wardens and assembly points/Information required by the Fire Service.

Any training will be identified then set at regular intervals.

## Emergency Contacts

The direct line contact to the Fire Service for emergencies is 999 and this is printed on all fire notices. It is the responsibility of the person attending the main fire point to ensure the fire service is called, this is usually the duty of the deputy head teacher (SC).