

Fire Safety Strategy and Procedures

Thornton Primary School



***Achieving Success
By Working Together***

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1.0 Aims and Objectives Introduction

- 1.1 It is the overall aim of Thornton Primary School to minimise the risk of fire to staff and employees. 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. This strategy and procedural document has been developed to assist the school in complying with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 and forms part of the school general health and safety policy.
- 1.2 Thornton Primary School is committed to providing a safe environment for both staff and pupils. The school will take all steps reasonably practicable, to secure the safety of its staff, pupils and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation.

2.0 Organisation of Fire Safety

- 2.1 The responsible persons or 'duty holders' for fire safety at Thornton Primary School is Sarah Acton, Headteacher. The nominated responsible persons for Fire Safety on site are Sarah Acton (Headteacher) and Daniel Wagg (Business Manager).
- 2.2 The Headteacher and Business Manager are responsible for organising fire safety training.
- 2.3 The Headteacher and Business Manager are responsible for undertaking and reviewing fire risk assessments.
- 2.4 The Headteacher and Business Manager are responsible for organising and reviewing fire drills and recording associated information.
- 2.5 The Premises Officer is responsible for checking all fire detection and protection systems/equipment to ensure they are maintained and serviced as required.
- 2.6 The Premises Officer will be responsible for undertaking regular informal inspections of the premises to ensure that fire escapes, escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly.
- 2.7 Staff with specific responsibilities in the event of an emergency is detailed within the Fire and Emergency Evacuation Plan.
- 2.8 All members of staff are responsible for ensuring that fire escapes are unobstructed and have a responsibility to take care of themselves and others.

They must co-operate with the Duty Holder and inform them of situations that present serious and immediate danger or a shortcoming of protection arrangements.

3.0 Fire Safety Arrangements

The school fire safety management system consists of:

- Minimising the risk from fire thorough risk assessments
- Ensuring adequate fire safety training has taken place
- Producing a Fire and Emergency Evacuation Plan and displaying fire notices
- Conducting fire drills on a termly basis
- Checking the adequacy of firefighting media, equipment and fire detection systems
- Checking the adequacy of fire doors, fire exits and fire exit routes.
- Ensuring fire alarms, smoke & heat detectors, emergency lighting and fire extinguishers are maintained & serviced as per statutory and manufacturers requirements and records kept
- Making frequent informal checks
- Ensuring Fire Safety Log Book is kept up to date, all internal and external checks, reports and documentation are formally recorded and are accessible.

4.0 Fire Risk Assessments

- 4.1 The Headteacher and Business Manager will make a suitable and sufficient risk assessment to identify the general fire precautions required and record significant findings.
- 4.2 The fire risk assessment will be completed annually, or sooner if there are significant changes to the premises or work practices that could impact upon fire safety and the means of escape.
- 4.3 The fire risk assessment will be reviewed following a fire or other emergency incident, or after an unacceptable fire drill. An action plan will be produced, arising from the significant findings of the assessment.
- 4.4 The fire risk assessment will be signed by the Headteacher and the Chair of Governors. Reasonable targets will be set, for completion of individual

actions, together with acknowledgement of who is responsible for the completion of actions.

5.0 Information, Instruction and Training

- 5.1 Appropriate instruction and training relating to fire safety including safe evacuation, emergency procedures and use of equipment (E.g. Provision of Evac - Chairs to staff, agency workers, temporary workers, work placements and work experience.). Information and instructions will be provided to pupils, visitors and contractors by either formal instruction (inductions and briefing forms), in house training such as termly fire drills or by external training provided by competent training providers (E.g. Fire Extinguisher and Fire Risk Assessment Training). All instruction and training will be recorded and retained.

6.0 Emergency Evacuation Plan and Fire Action Notices

- 6.1 An emergency and fire evacuation action plan has been developed which details actions to be taken in the event of a fire. All staff should be familiar with this plan and their responsibilities. In addition, fire notices are displayed in various locations around the school to instruct pupils, visitors and contractors on actions to be taken in the event of a fire.

7.0 Fire Drills

- 7.1 Regular fire drills will be undertaken at least once a term; drills will include before and after school activities and lunch/break periods. Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.
- 7.2 Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.
- 7.3 All activations of the fire alarm system will be recorded.
- 7.4 All incidents including small fires extinguished will be formally recorded.

8.0 Maintenance of Firefighting Equipment and Fire Detection Systems

- Firefighting equipment and detection systems will be tested at regular intervals in accordance with statutory requirements and manufacturers/suppliers information and guidance.
- Fire extinguishers will be checked monthly for correct apparent function and be subject to a full annual check and test by a competent service engineer.

- Emergency lighting will be checked every month for state of repair and apparent function. In addition, it will be subject to a full test by a competent service engineer on a half yearly basis.
- Fire warning systems including call points will be checked every week for correct operation and a full annual test of the system will be carried out by a competent service engineer.
- All records of inspection, testing and maintenance of fire equipment/detection systems will be retained in a fire log book. These records will be kept on the premises for a period of 6 years plus current year.

9.0 Inspections

- 9.1 Regular informal inspections will be undertaken to ensure fire escape routes and fire exit doors/ corridors are unobstructed and doors operate correctly. In the event of obstructions, remedial action will be taken immediately and areas will be monitored.

Agreed by Sarah Acton on:

Signed:

Agreed by the Local Governing Body on:

Signed: