



# **Ferndale Primary and Nursery School**

## **Fire Procedure and Policy**

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Estates Manager and Fire Safety Manager

November 2017

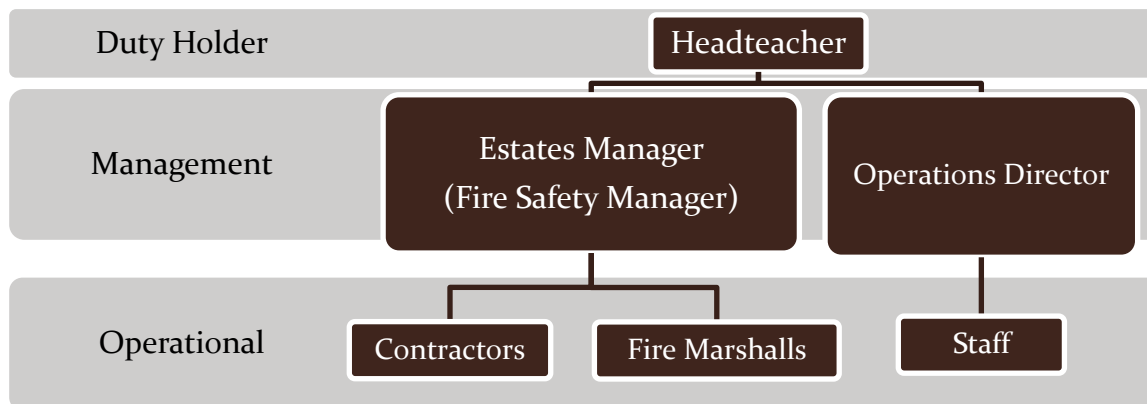
## Introduction

Ferndale Primary and Nursery School (FPNS) is committed to providing a safe environment for all staff, pupils and visitors. Part of that responsibility is the provision and management of fire safety systems and procedures. All users of FPNS have a legal obligation to comply with fire safety provisions within this policy.

Even a small fire has the potential for harm and damage to the school's assets and FPNS, as far as is reasonably practicable, will manage the risk in compliance with Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation.

## Management Responsibilities

This Fire Safety Policy applies to all areas and activities within the control of the School and Nursery. The main responsibility for compliance lies with the School and its management. The statutory duty holder is the Headteacher and the management and supervision of the regulations are devolved to relevant staff.



### Headteacher:

The Headteacher has a responsibility to ensure that the School and Nursery complies with all the requirements of the Regulatory Reform (Fire Safety) Order 2005 and all other relevant legislation.

In the case of a fire and/or an evacuation the Head Teacher or their Deputy assumes control of any actions.

### Operations Director:

The Ops Director ensures that arrangements are made in respect of the fire safety provision within the school and nursery that will include:

- Maintenance and testing of fire warning systems
- Firefighting equipment is provided and maintained
- Means of escape are maintained
- Emergency lighting is maintained and inspected
- Electrical installation tests are undertaken as required

- Ensure that any recommendations from fire risk assessments are responded to
- Liaise with the Fire Safety Manager on all matters likely to impact on the fire safety provision
- Ensure that contractors are supervised and permits obtained for any 'hot works'
- Ensure the appointment of a Fire Safety Manager
- Ensure that adequate records are kept of all testing and inspections
- To ensure that all staff receive fire safety training on induction and at regular intervals

### **Estates Manager (Fire Safety Manager):**

The Fire Safety Manager directly supports the Operations Director in all areas of Fire Safety Policy and is responsible for the testing, maintenance and record keeping for:

- Fire alarm testing
- Fire alarm Maintenance
- Emergency lighting tests
- Electrical portable appliance testing
- Prepare and review fire risk assessments
- Provide liaison and support on all matters relating to fire safety to the School and Nursery
- Liaise with Local Authority Fire and Rescue services
- Attend out of hours alarm activations
- Liaise with Alarm Receiving Centre (ADT)
- Ensure all fire incidents are investigated
- Storage and use of harmful substances (COSHH)

### **Class and Nursery Teachers:**

Teachers will record the number of children in their class on the whiteboard or in a similar fashion.

Teachers are responsible for ensuring their classrooms are clear.

Teachers are to ensure that the children understand the action to take on hearing the fire alarm. Children in class are under that class teacher's supervision. Children in any other area of the school are to join up with the nearest class, proceed to the playground and then report to their teacher.

Teachers will then verify the number of children in their class that day. The register is checked if there are any missing children. These are reported to the Headteacher.

### **Fire Marshalls:**

Because of the size and number of rooms within the School and Nursery, fire evacuation can be achieved more easily with the support of staff who are familiar with the escape routes, final exits and room locations

The fire marshal team is made up of class TAs, and each class TA has an area of the School to search before evacuating themselves and joining their class. **Please see Appendix I for list of Fire Marshalls.**

### **Admin Team:**

The Administration Team are responsible for bringing out the Registers to Staff in the playground and obtaining a report of visitors from the IPad entry system and/or visitors book.

### **Staff:**

All staff have a responsibility to comply with the Fire Safety Policy, including:

- Observe all instructions, information and training intended for fire safety
- Not to interfere with any building fabric or equipment intended for fire safety
- Report any obvious defect of short coming in the School and Nursery fire safety provision

### **Visitors:**

Members of the public or other visitors must be signed in using the IPad system or the visitor's book situated in reception and should be advised of evacuation plans for any area in the School or Nursery that they visit.

### **Contractors:**

Where contractors are on site the relevant person responsible for the tasks being undertaken should ensure that the appropriate level of fire safety provision is incorporated in the scheme

The Fire Safety Manger should agree the works and any permits for 'hot work' must be applied for beforehand.

Contractors should also be made aware of emergency evacuation procedures especially for the area they are working in. This information is included in the yellow Contractors Log available in the main school office.

### **Staff Training:**

Regulations within Regulatory Reform (Fire Safety) Order 2005 require an employer to ensure that employees are provided with adequate fire safety training. The Management team will ensure regular training takes place and that new employees are advised of the Fire Safety Policy, its content and the arrangements for evacuation.

Training for fire marshals will be provided when necessary or when there are changes to building layouts and/or equipment.

### **Personal Emergency Evacuation Plans (PEEPS):**

Where there is a requirement for any person to have assistance in evacuating the School, a PEEP will be required and the relevant staff members informed of its requirements.

**Fire Action:**

On discovering a fire you should raise the alarm by activating the nearest alarm call point, evacuate the building by the nearest route and proceed to the meeting point for your class or office.

The School has an alarm system monitored by an Alarm Receiving Centre (ADT) and automatically informs the Fire and Rescue Service.

In the unlikely event that this does not happen the Fire and Rescue Service should be called using the **999 service**.

On hearing the alarm the School evacuation procedure should be instigated as follows:

# Emergency Evacuation Procedure

**The fire alarm is a continuous electronic siren.**

On hearing the fire bell, Staff are to bring their classes out on to the playgrounds in a quiet and orderly fashion, by the following routes:

**PPA Room (by FS entrance), Yr 2 kitchen, Northern Lights and Olympus Classes**

Exit these areas into the FS corridor then exit the fire escape door onto the KS1 playground via the FS courtyard.

**Stonehenge, Uffington and Avebury Classes**

Exit these areas into the KS1 corridor and then exit through the fire escape door onto the KS1 playground via the FS courtyard.

**KS1 library, staffroom , Tintagel and Loch Ness Classes**

Exit these areas into the KS1 corridor then exit through the fire escape door in the cloakroom onto the KS1 playground.

**KS1 Hall**

Exit the hall either via KS1 corridor then exit through the fire escape door or exit through the fire escape door in the hall to KS1 playground via FS courtyard

**Colosseum and Park Guell Classes, KS2 Support Room, SEN Office and KS2 Library**

Exit these areas via the main corridor and exit through the blue fire escape door onto the KS2 playground.

**KS2 hall:**

Exit the hall through the fire door directly onto the KS2 playground, or through the opposite external fire escape door, following the path around the building to the KS2 playground.

**Catering:**

Exit the kitchen or KS2 hall through the fire escape door directly onto the KS2 playground or through the opposite external fire escape door, following the path around the building to the KS2 playground

**Kalahari, Zambezi and Amazon Classes:**

Exit these areas via the main corridor and exit through the nearest blue fire escape door onto the KS2 playground.

**Uluru:**

Exit the classroom through the classroom fire escape door, walk alongside the building in the car park onto the KS2 playground.

**Andes and Barrier Reef Classes and ICT Suite:**

Exit the classroom through the classroom fire escape door onto the KS1 playground.

**Head's office:**

Exit this area into the main corridor and exit through the nearest blue fire escape door onto the playground.

**Trust Office**

Exit offices into main corridor and exit via the nearest blue fire escape door onto the KS2 playground

**Admin/Office**

Exit the offices via the main corridor, through the fire door located at the back of the finance office, walk alongside the building in the car park into the KS2 playground.

**Nursery**

Exit through the nearest safe route, either from the classroom fire escape door or the main entrances. Proceed to the flower shelter in KS1 playground

**Community Hall**

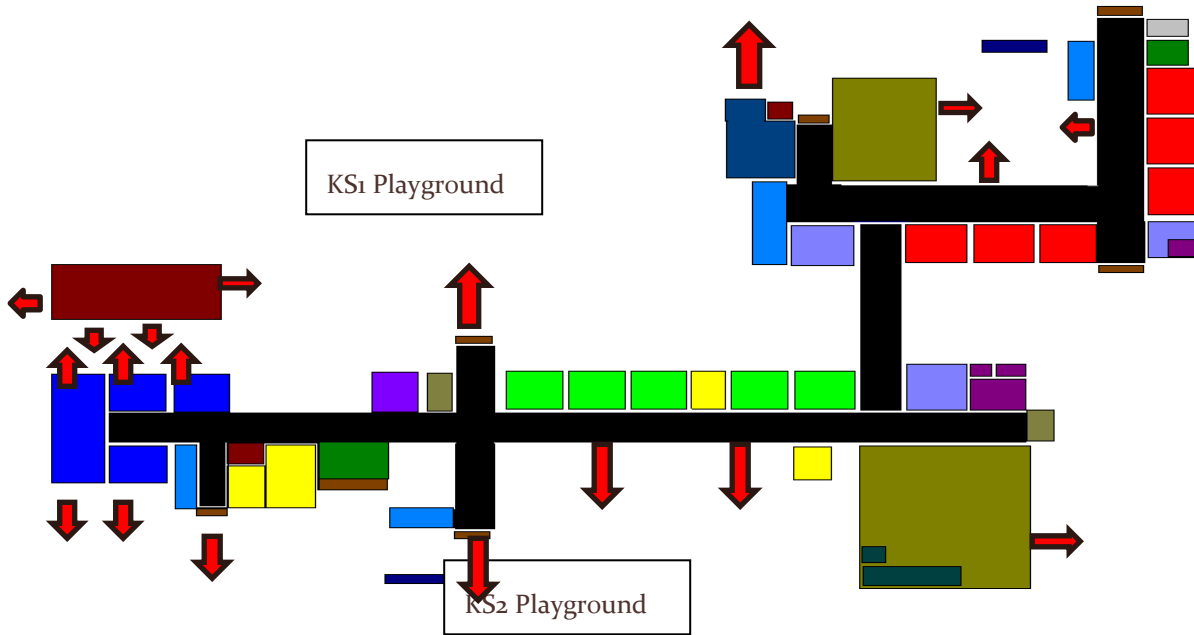
Staff accompanying children in the community hall will be contacted by radio or mobile phone or the Head Teacher/ Deputy may send someone in person. The staff member should check their pupils against the class head count. Staff and pupils will stay in the hall unless instructed otherwise until the all clear is given

**Playing Field/ Forest**

Staff accompanying children in these areas will be contacted by radio or mobile phone or the Head Teacher/ Deputy may send someone in person. The staff member should check their pupils against the class head count. Staff and pupils will stay in these areas unless instructed otherwise until the all clear is given.

## Emergency Escape Routes:

Exits shown by red arrow as below

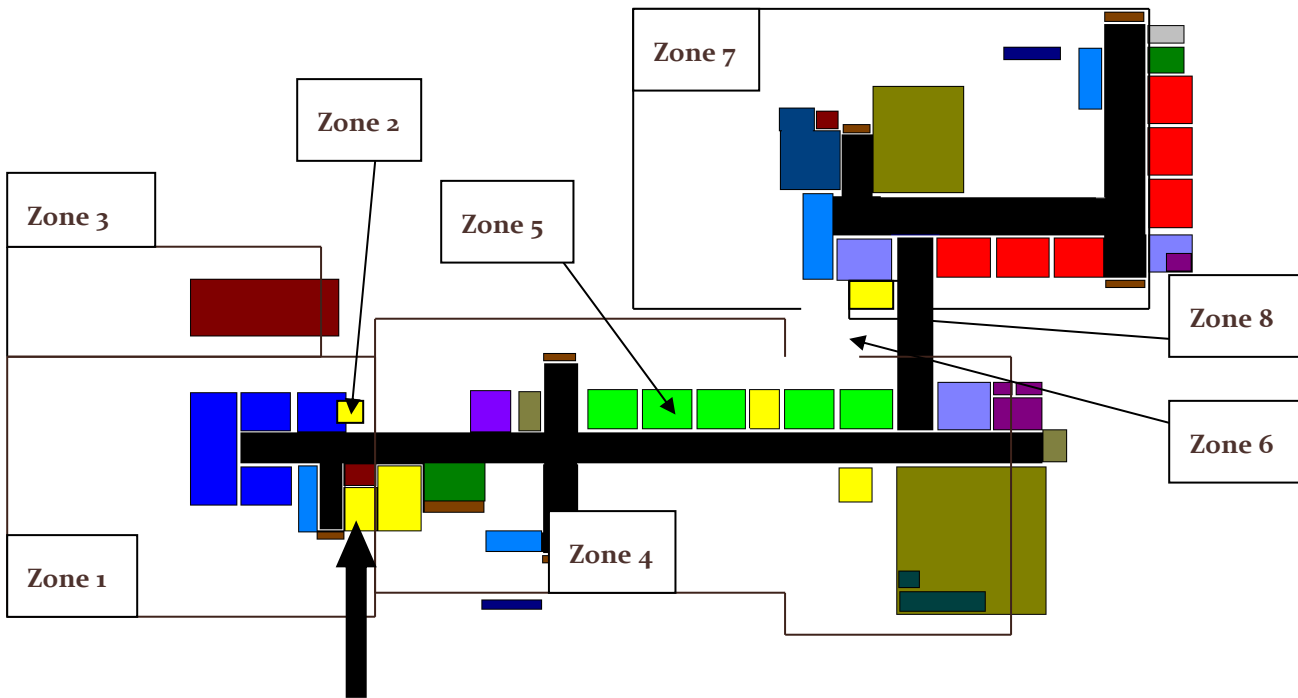


A diagram in each classroom and office area shows the nearest point of exit for that area.



## Fire Alarm Zone Plans:

The fire alarm panel is organized into 7 zones as shown below. This helps to identify where an alarm activation occurs so investigation can be made and the Fire and Rescue service can be directed to right area



### Main Entrance

Zone 1 = KS2 Extension

Zone 3 = Nursery Mobile

Zone 5 = KS2 Boiler Room

Zone 7 = KS1

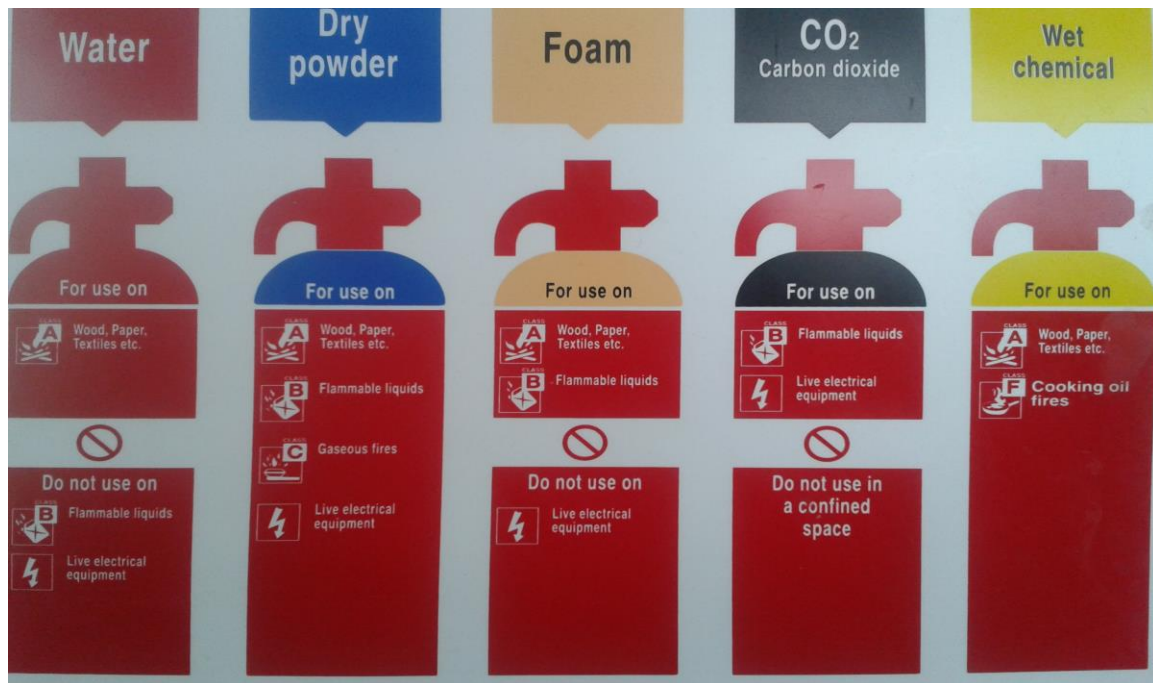
Zone 2 = Extension Boiler Room

Zone 4 = KS2

Zone 6 = Link Corridor

Zone 8 = KS1 Boiler Room

## Fire Fighting Equipment:



Firefighting equipment is provided in strategic places around the school. The extinguishers are provided for use by trained competent persons, but should only be used when safe to do so and the escape route is not blocked. Under no circumstances should a fire extinguisher be used without first raising the alarm. All employees should familiarize themselves with these appliances and which type of fire they can be used on. Any defect in any fire appliance should be reported to the Fire Safety Manager

### Fire Action Notices:

Fire Action Notices are located at various points within the school and nursery. Each notice has simple to follow instructions and the location of that area's assembly point.

### Fire Drills:

The School holds regular fire drill and evacuation training events throughout the school year and these are recorded in the fire system log book. When these drills take place it is important that all staff act as if there was a real incident in order to give the pupils a true reflection of the procedures and behavior required.

### Smoking:

The school operates a ban on smoking over the whole site including car parks, playgrounds and playing fields. Any instance of smoking on the site should be reported to the Fire Safety Manager or a member of SLT.

### **First Aid Provision:**

The School and Nursery has a number of regularly trained staff who act as first aid support as shown below. All staff should be aware of first aiders who are in their particular area of the School. **Please see Appendix II for list of First Aiders.**

### **Kitchen Shutdown Procedure:**

Kitchen staff and anyone required to assist in the kitchen, should familiarise themselves for shutting down the kitchen in the case of alarm activation. The metal grill to the serving hatch lowers when the alarm is activated. There is an emergency shutdown button for the gas.

### **Waste Containers and Refuse Bins:**

External waste containers are a potential fire hazard to all the School and Nursery buildings. Care should be taken when disposing of materials and waste containers should be kept away from the building, especially openings such as doors and windows.

This policy will be regularly reviewed with the minimum period being one year

<b>Review Number</b>	<b>Reason</b>	<b>Date</b>	<b>By</b>
1	Created	April 2015	A Campbell
2	Update to include Nursery and FS/KS1 classroom moves	August 2015	A Campbell
3	Review and update school name, job roles	July2017	A Campbell
4	Review and update to names and roles (First Aid and Fire Marshall)	November 2017	A Campbell
5	Update to evacuation procedures To include community hall and playing field	December 2017	A Campbell



# FIRE MARSHALLS

Effective from July 2017

Mrs Barrett (TA)

Miss Curnock (TA)

Mrs Edge (Operations Director)

Mrs Norton (Office)

Mrs Frost (TA)

Mrs Mansfield (TA)

Mrs Murphy (TA)

Mrs Richmond (TA)

Mrs Uzzell (TA)

Miss Viney (TA)

# First Aiders

Effective from 1 July 2017

## Paediatric First Aid

Mr Allen (Sports Coach/Breakfast Club)	Miss Kardasz (Nursery)
Miss Curnock (TA)	Miss Viney (TA)
Mrs Witherington (TA)	Mrs Uzzell (TA)
Mrs Nolan (Nursery)	Miss Himple (TA)
Mrs Payne (TA)	Mrs Farthing (Nursery)
Miss Boden (Nursery)	Mrs Watkins (TA)
Mrs Butterworth (Nursery)	Miss Russell (Nursery)
Mrs Cunningham (Nursery)	Miss Telling (Nursery)
Mrs Griffiths (Nursery)	Mrs Frost (TA)
Mrs Azevedo (After School Provision)	Mr Ornov (Nursery)

## One Day Emergency First Aid

Mrs Ball (TA)	Mrs Upton (TA, MDSA)
Mrs Barrett (TA)	Mrs K Barrett (TA)
Mrs Barton (TA)	Mrs Hoskins (MDSA)
Mrs Dodson (MDSA)	Mrs Mansfield (TA)
Mrs Phillips (MDSA)	Mrs Murphy (TA)
Mrs Richmond (TA)	Mrs Stacey (TA)
Miss Crane (MDSA)	Mrs Hunt (MDSA)