

Bordon Junior School

Fire Safety Policy

Aims

It is our aim at Bordon Junior School to minimise the risks to pupils, staff and visitors which may arise from fire. 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.

Overall Responsibility for Fire Safety Matters

The Head teacher is the Fire Safety Manager for the school and takes care of day to day responsibility for fire safety matters in school. and will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions are maintained.

He/she will

- co-ordinate the implementation of fire safety measures
- monitor the standard of fire precautions are maintained

He/she will also ensure that

- staff and pupil training is taking place
- a fire evacuation drill is undertaken early in each term,
- fire action notices are clearly displayed through the school and are kept up to date
- fire safety equipment is being maintained

The School Fire Procedure

Notices displaying the school fire procedure will be displayed in every room within the school as well as at each fire alarm call point.

Responsibility of all School Staff

All staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. All staff should ensure that they are fully aware of the fire evacuation 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 Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

Specific training will be organised for the Fire Safety Manager, both on appointment and at least every two years by Hampshire County Council.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly point. It is the responsibility of the Fire Safety Manager to ensure that this instruction is given in accordance with the Checklist in appendix A.

The Fire Safety Manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The Head teacher / Fire Safety Manager will provide a report to the Governing Body through termly meetings of the Site and Premises committee.

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

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However the Site Manager will carry out the following tests on the system and precautions between maintenance visits.

SYSTEM	FREQUENCY	METHOD OF TEST
Fire Alarm	Weekly	Test key operation of different call point each week in rotation
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
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

Raising the Alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school 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 office staff will call the fire brigade, if a fire is confirmed, or within two minutes of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The Headteacher (or Deputy in the absence of the Head) is responsible for meeting the fire brigade on arrival.

Events Taking Place Out of School Hours

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are in place, see Appendix B.

Notices

All fire exit routes will be signed by clear signs with directional arrows

Records

The following records will be kept by the Site Manager and overseen by the Fire Safety Manager :

RECORD TYPE	INFORMATION TO BE RECORDED
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory
Free Operation of Fire Exit Doors	List of all exit doors checked, date of check and results
Practice Fire Evacuation Drill	Date of drill, and problems encountered and time taken to evacuate
Fire Safety Training	Nature of training, names of those in attendance, name of instructor and duration of training

C James
Headteacher
June 2014

APPENDIX A

CHECKLIST FOR FIRST DAY FIRE SAFETY INSTRUCTION

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular;

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.

- Describe 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 straight to the assembly point in the front playground.

- Describe and walk the escape route and alternative escape routes that the member of staff is likely to use and show the operation of any push bars or exit fixings.

- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if
 - the staff member has been previously trained
 - it is safe to do so
 - if the alarm has been raised first
 - after an evacuation has been started.

APPENDIX B

CHECKLIST FOR USE OF SCHOOL PREMISES BY EXTERNAL GROUPS

Take the person in charge through the fire safety procedures as displayed at the fire alarm call points, in particular;

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular emphasise leaving the building with everyone present at the event and going straight to the assembly point
- Describe and walk the escape route and alternative escape routes that are likely to be needed. show the operation of any push bars or exit fixings.
- Show the location of the fire extinguishers, but emphasise that they should only be used if previous training in use of fire appliances has been given. This must only ever be done if it is safe to do so, if the alarm has been raised first and an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Ensure the person in charge would be able to give clear instructions of the location of school.

This policy is reviewed every 2 years by the governing body in line with the policy review schedule.