

# Twyford St. Mary's C of E Primary

## Fire Safety Management Plan

### 1 Introduction

This emergency plan has been developed following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 97. The plan specifies the action staff and other people need to take in the event of a fire. It covers all operational phases of the school.

### 2 Fire risk rating

The fire risk rating of the school is **low**, except on the upper floor of the old house which has a **high** fire risk rating. The rating applies to all operational phases i.e. term time, holiday periods and during the evenings.

### 3 Alarm System

Type: Electric break – glass located as per attached plan, with bell sounders.

Maintenance: Service contract with **Prestige Fire protection**

Routine Testing: Each call point tested twice per term

### 4 Fire Extinguishers

Located as per attached plan. Serviced annually by a contractor.

### 5 Means of escape and emergency exits

Emergency exits are shown on the attached plan.

Adequate means of escape depending on levels of risk will be available in all operational phases. When the school is in session the designated exits can be opened from the inside without the use of a key.

At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

### 6 Evacuation Procedures

See Appendix A and Emergency Response Plan

### 7 People with special needs

Discussions will be held with people with special needs to see how their individual needs can be met. Each individual will be assessed to see if a PEEP (Personal Emergency Evacuation Plan) is needed.

## 8 Contractors

The Headteacher supported by the Administrative Officers will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the school or LA.

## 9 Staff Training

**Staff will be trained in fire safety procedures as follows:**

- by provision and discussion of written information
- by carrying out a fire drill each term
- as part of induction procedures

**The areas to be covered by training will include:**

- action to take on discovering a fire
- how to raise the alarm and what happens then
- action to take upon hearing the fire alarm
- procedure for alerting children and others including directing them to exits
- arrangements for calling the fire brigade
- the evacuation procedures for everyone to reach an assembly point at a safe place
- location and, when appropriate, the use of fire-fighting equipment\* (see below)
- location of the escape routes, especially those not in regular use
- how to open all escape doors, including the use of any emergency fastenings
- importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- the importance of general fire safety and good housekeeping.

**\*The school has a 'flight not fight' policy. Immediate evacuation of the building is paramount and staff are not required to attack fires with extinguishers. Hands on training in the use of extinguishers will not be provided but instead staff will receive information about the location, type and purpose of extinguishers in the building.**

## 10 Records and Monitoring

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. These will be monitored by the Headteacher once a term.

## 11 Review

The plan will be reviewed following termly fire drills and if changes in layout or use of building are made.

**March 2018**

**Review Spring 2019**

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## Fire Management Plan

### Appendix A – Evacuation Procedures

#### If you discover a fire

- **SOUND** the alarm by breaking the glass of a call point
- **INFORM** the nearest member of staff and warn others working with you
- **LEAVE** the building by the nearest exit

#### When the alarm is sounded

- **Administrative Staff** locate the zone on the fire-board and call the Fire Brigade by dialling **999**. Give your number and ask for the Fire Brigade. When they reply say clearly 'Fire at Twyford St. Mary's CofE Primary School,' wait for them to confirm your address.
- **Administrative Staff** take registers, signing in/out book(s) and emergency evacuation pupil contact telephone numbers out to teachers at the assembly points.
- **Staff supervise the evacuation** of children in their charge.
- **Parents, visitors and other volunteer helpers** evacuate with the class they are working with.
- **The Headteacher** or Teacher in charge coordinates the evacuation and checks with teachers that all have evacuated safely.

#### On hearing the fire alarm

- **Leave the building with the class or group you are with** in a quiet, orderly manner closing doors and, if possible, windows behind you.
- **Proceed at walking pace** to the top playground **Fire Assembly Point**.
- **Children** should move to the Assembly Point on their own and join their class if the alarm sounds, even when they are not under supervision.
- **Toilets** should be checked by the Teacher or Teaching Assistant in the classroom nearest to them.

#### When the children are assembled

- **The children stand** silently in line.
- **The class teacher will count** the children in their line.
- **The register is called** by the class teacher, who will then report to the Headteacher or teacher in charge that all the children are accounted for. The registers will be brought out by the Administrative Staff, unless they are already in the classrooms.
- **The Headteacher** or teacher in charge will then inform the Fire Brigade whether all persons are accounted for.

- **No one is to re-enter the premises** until told by a Fire Officer that it is safe to do so.

### Lunchtime procedures

If a fire alarm sounds during lunchtime-

- **All children in the playground** move to the **Assembly Point** on the top playground on their own.
- **The lunchtime assistant on duty in the hall** will instruct children to leave via the main door and/or old front door and go to the Assembly Point
- **The lunchtime assistant on duty on the top playground** will instruct pupils to line up in their class groups
- **The lunchtime assistant on duty on the bottom playground** will direct pupils to the Assembly Point
- **The lunchtime assistant on duty in the school** will instruct pupils to leave the building and to go to the Assembly Point; and will check toilet areas
- **The duties of the Administrative staff and Headteacher** (or teacher in charge) remain as for a lesson time evacuation.
- **All teaching staff** should go to the top playground and take charge of their class.

### Break-time procedures

- **The staff on duty are responsible** for supervising the evacuation to the **Assembly Point** on the top playground.
- **Teachers should evacuate** to join their classes on the top playground, checking the building as they go.
- **The duties of the Administrative staff and Headteacher** (or teacher in charge) remain as for a lesson time evacuation.

### Evening and Holiday period procedures

The **senior member of staff** on site will call the fire brigade and take a roll call.

### General Notes

- **New entrants** must be told of the fire instructions and shown which exits to use by their class teachers.
- **Teachers** must regularly remind their classes of the fire procedures.
- **Summaries of these instructions** must be clearly displayed in each classroom.
- **Fire drills** will be held at least once a term.