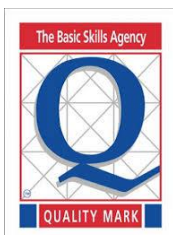


# Saint David's CIW Primary School

Gynradd yr Eglwys yng Nghymru Dewi Sant



## Fire Strategy Policy



|                           |                                |
|---------------------------|--------------------------------|
| <b>Organisation</b>       | St David's Church in Wales     |
| <b>Title</b>              | <b>Fire Strategy Policy</b>    |
| <b>Author</b>             | LA                             |
| <b>Owner</b>              | Headteacher and Governing body |
| <b>Protective marking</b> | NOT PROTECTIVELY MARKED        |
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Revision history

| <b>Revision Date</b> | <b>Revision</b> | <b>Previous version</b> | <b>Description of revision</b> |
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| November 2019        | 1.0             | N/A                     | Policy created and signed off  |
| Sep 20               |                 | N/A                     | Policy review and agreed       |
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Signed by Chair of Governors on behalf of the Governing Body:

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Signed by the Headteacher:

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Date approved: ..... (by full Governing Body)

Date of review: .....

## Introduction

This fire strategy sets out the basis on which the premises manager (Headteacher), intend to manage and control the risk from fire at the premises (School). It is derived from the relevant fire legislation, the building design and construction, current building regulations, fire safety guidance and the outcomes of the specific fire risk assessment for the premises and takes into account:

- The construction and layout of the building together with the standard of installed fire precautions systems.
- The quality of fire safety management and best practice fire prevention measures aimed at reducing the level of fire risk so far as is reasonably practicable.
- The occupancy risk including members of staff, visitors, contractors and specifically, the occupancy risk presented by the service user group assessed as having special needs in terms of age, infirmity, potential physical and mental impairments that will require assistance in the event of a fire or other emergency.
- Maintaining, through close management, regular inspection and testing, the physical fire precautions measures provided at the premises, including fire compartmentation; available means of escape; the means of giving warning in case of fire (Fire Alarm); emergency and escape lighting systems; the provision and maintenance of fire fighting equipment in the form of portable fire extinguishers and fire blankets.
- Method of calling the fire bridge.
- The pre-planned evacuation procedures.
- Ensuring that members of staff, service users, visitors and contractors are fully conversant with the action to be taken in the event of a fire and that staff are provided with the necessary information, instruction, training and supervision to enable them to effectively carry out their role in the Emergency Action Plan.
- Any hazards to emergency services personnel are removed or minimised and any residual risk is recorded with information kept readily available within a Premises Information File.

The plan gives priority to life safety and will be formally communicated to staff through the fire safety training programme. It will benefit from being regularly tested; practised and reviewed as a result of evaluation of the outcomes of structured debriefs of fire drills and evacuation exercises.

The main priority is the protection of life, therefore the evacuation of all persons from the premises is paramount, buildings can be replaced our staff and students cannot.

## **Fire Prevention**

In accordance with the requirements of the fire safety order, the fire strategy must include specific control measures to ensure that the potential for a fire starting is minimised through cohesive fire prevention practices including:

- Having in place a strictly no smoking policy that applies to all occupancy groups within the cartilage of the Offices / Day Centre.
- Controlling the use of naked flames and other sources of heat.
- Limiting the storage and use of flammable substances.
- Cooking restricted to the main and satellite kitchens under staff control.
- Exercising close management control of portable electrical appliances including the use of extension leads and portable appliances in bedrooms.
- Not permitting the use of multiple electrical adapters within the offices / Day Centre.
- Restricting and exercising management control over the use of any portable electric heaters.
- Radiant type electric heaters fuelled by gas or flammable liquid will not be permitted for use within the Care Home.
- Completion of the arson checklist and adequate building security measures.

## **Fire safety duties roles and responsibilities**

**THE FIRE CO ORDINATOR** Senior member of staff on duty with overall responsibility for the Emergency Action Plan.

**OTHER MEMBERS OF STAFF** Detail action to be taken in the event of a fire alarm.

### **The Fire Co-ordinator**

Responsibility for the co-ordination and overall supervision of the Emergency Action Plan will be delegated to the most senior member of staff on duty at any particular time and nominated as the **Fire Co-ordinator**.

### **Specific responsibilities of the Fire Co-ordinator:**

In the event of a fire alarm, the Fire Co-ordinator:

- Assume control of the situation until the arrival of the fire service.
- Determine the location of the affected area as indicated on the Fire Alarm Control Panel.
- Proceed with other members of staff to the affected area and make an assessment of the situation.
- Determine the appropriate action to be taken in accordance with the Emergency Action Plan for the premises.

- At all times ensure effective and close communication with designated fire wardens supervising other parts of the building.

#### **In the event of a fire:**

- Delegate the school office, Mrs Sheedy to call the fire service ensuring they provide all the relevant information to the control room.
- Continuously monitor the situation and, in the event of a worsening fire situation, be prepared to carry out further evacuation of persons from any fire refuges within the building or, if necessary, order the full evacuation to the designated external assembly point.
- Organise staff in the evacuation of persons from the effected area in accordance with the principles of full evacuation.
- Ensure that lifts are called to ground floor, checked for occupants and isolated against further use during the emergency.
- Delegate one member of staff to meet the Fire Service on arrival.
- Ensure that a Roll Call is carried out at the earliest opportunity.
- Assess if safe and appropriate to attempt to tackle a small fire using the available fire fighting equipment.

#### **In the event of a false alarm:**

Where, on investigation, the Fire Co-ordinator determines that, following a thorough investigation there is no sign of fire or there is a credible cause for a false alarm, the following action is to be taken:

- Persons will be allowed to remain in the area but with increased supervision by staff until such time as the incident is stood down.
- The fire alarm sounders may be silenced.  
Note: The fire alarm system must not be reset pending the attendance of the Fire Service.
- In the event of a false alarm, further call may be made to the Fire Service using the 999 system and the Fire Control Operator may elect to send one appliance to check. However, it must be ensured that:

Full supervision of the affected area is maintained during the full duration of the emergency.

#### **Fire action - Teachers**

- Teachers or their cover will lead the evacuation by taking charge of the pupils in their control and evacuating the building by the nearest exit to the assembly point.
- Teachers or their cover will be responsible for the role call of their class and informing the fire co-ordinator once completed or if anyone is missing.

## **Fire Action – General Instructions to staff and public**

### **On discovering a fire:**

- Operate the nearest fire alarm call point and verbally, raise the alarm.
- If possible, close doors and windows immediately surrounding the fire.
- If necessary and without putting yourself at risk, commence moving persons away from the immediate vicinity of the fire. Move people to a place of safety at least two fire doors away from the fire.
- Report to the assembly point.
- Provide details on the location and nature of the fire.
- Comply with instructions from the Fire Co-ordinator.

### **The following persons have additional fire safety responsibilities within the school**

#### **Head Teacher**

Will ensure the fire risk assessment is informally reviewed each year and kept up to date. Formal reviews will be completed by a competent person (Corporate Health and Safety) on a regular basis. Significant changes to the buildings, introduction of new equipment and/or working practices could prompt a formal review of the fire risk assessment and Corporate Health and Safety should be informed. The Head will also ensure that preventative and protective measures are in place.

#### **Caretakers**

The caretaker during the course of his duties ensure that fire safety measures are in place and that all routine testing of the fire safety measures are undertaken. All means of escape and external escape routes are maintained clear of obstructions, trip hazards at all times

#### **Teachers**

Will actively ensure that the means of escape in their classroom/area is never obstructed or blocked.

#### **Admin Staff**

Take registers, visitors' book and contact details to assembly point for role call. Check the admin area when leaving if possible.

#### **Employees (including work placements)**

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent

fires, and how these measures will protect them if a fire breaks out. The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

### **Non-Employees**

The school will inform relevant persons, such as students, volunteers temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. Parents who work within the school on a voluntary basis are relevant persons and must be provided with suitable information. The information will include any part they will be expected to play in the evacuation of pupils from the premises, fire procedures, assembly point and the fire alarm sound.

### **Shared Premises**

In premises that are shared with another organisation the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks, which might affect the safety of their employees. Other organisations using the premises will be issued with a copy of the school's emergency procedures and will be expected to co-operate with the preventative measures.

## Fire Evacuation Procedure

**The FIRE ALARM will be an alarm bell ringing continuously.**

**THE FIRE ALARM SYSTEM** will be **tested daily** at approximately **8am**– the bells will be allowed to ring continuously for around 30-60 seconds.

**FIRE DRILLS** will be carried out without prior notice being given.

ANY PERSON DISCOVERING A FIRE (no matter how small it may be) **MUST AT ONCE:**

- 1) Shout “**FIRE**” and sound the alarm by **breaking the glass** at their nearest fire alarm call point.
- 2) Ensure that the Fire Brigade is called immediately by dialling **999** on a direct line telephone.
- 3) If possible, attack the fire with a fire extinguisher, **but only where this can be undertaken without risk to yourself or to others.**
- 4) Close all doors and windows in the vicinity of the fire.
- 5) Proceed without delay to your designated assembly point, via the nearest fire exit to your current location.

### **ON HEARING THE FIRE ALARM:**

All persons must immediately leave the building by the nearest fire exit and proceed to your designated assembly point.

The **teaching staff** will supervise the evacuation. All should leave in a quiet, orderly manner.

The **responsible person/s** will go to the fire control panel by the safest route and liaise with the attending fire officer.

### **MEMBERS OF THE PUBLIC / VISITORS**

Staff will take responsibility for guiding members of the public / visitors off the premises.

### **ASSEMBLY POINTS**

The main fire assembly point is in the main yard. Our school’s alternative assembly point is on the playing fields at the rear of the school.

### **Fire Evacuation plan**

A fire evacuation plan can be found on entrance wall to each classroom and by Fire Alarm call points.

### **Arrangements for fighting fire**



Staff should only attempt to fight a fire if they have been trained and can do so without risk to themselves or others. The main priority is to ensure everyone exits the building as quickly and as efficiently as possible.

***If in doubt, get out and stay out.***

#### **Duties and identity of staff that have specific responsibilities in case of fire**

- School secretary: call fire service and take registers, visitors' book and contact details to assembly point. Check staff areas where possible.
- Kitchen staff: shut off any equipment including cookers before leaving kitchen.
- Caretakers: shut off any machinery in use when alarm sounds, assist if required in evacuation.
- Designated staff to check toilets and communal areas for evacuation.
- First aiders will proceed to assembly areas with first aid box.

#### **High risk areas or activities**

- Kitchen, cooking appliances to be turned off, gas isolator valve operated if required.
- Boiler room must be kept clear and not used as a storage area for combustible materials.
- Hot work must be undertaken by a competent person and additional fire precautions must be considered and implemented where applicable.

#### **Fire alarm failure or offline**

- In the event of the fire alarm system being out of order, a manual evacuation will be undertaken by the use of a whistle and word of mouth by any means of communication. Staff must be made aware of the manual evacuation procedure and it should be practiced on a regular basis with records kept in the fire log book.

#### **Training in emergency procedures**

At least one fire drill will be undertaken every term as a minimum with records kept in the fire log book. A debrief should be undertaken where required to discuss any issues that arose during the fire drill or what may affect future drills.

Staff will be provided with fire safety training to include the following;

- Emergency procedures and
- Basic fire awareness training

#### **Responsibilities for short term hiring or leasing**

The school will be responsible for ensuring all fire safety precautions are maintained correctly prior and during the hire/leasing period. The school will also communicate any relevant issues to the hirer in a reasonable period of time.

The fire safety responsibilities of those organising the function, club or other event will be responsible for evacuating the premises in the event of an emergency. They will also be responsible for completing the role call and contacting the fire service of those attending the event/activity.

**Before the event or function, you should be aware of:**

- What fire protection systems are present;
- How a fire will be detected;
- How people will be warned if there is a fire;
- What people should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangements for fighting fire;
- Specific arrangements, if necessary, for high fire-risk areas;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- What instruction employees or helpers need and the arrangements for ensuring that this training is given;
- Limitation on numbers of people within the premises or temporary buildings;
- Any chains and padlocks which need removing from fire exits, etc.;
- Exit doors, which are required to be in the open position, are secure; and checking that all escape routes are clear of obstructions and combustibles.

**Before the event or function, you should decide:**

- The arrangements for fighting fire;
- The arrangements for means of escape for disabled persons;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- The arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- How you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers etc.;

- Who will be responsible for calling the fire and rescue service and any other necessary services;
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and your plans to deal with people once they have left the premises, especially children.

**At the start of the event or function:**

- The emergency warning signal;
- Who is supervising and how to identify them;
- Location of exits and escape routes;
- Taking only valuables immediately to hand but not to go to collect other belongings;
- The location of assembly points; and what will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked;
- Your smoking policy is adhered to;
- No naked flames are started (unless authorised e.g. candles);
- Where naked flames are present that combustible material is kept clear;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the fire alarm; and if necessary, the number of persons in your premises is limited or controlled.

# School Floor Plan

