



Devonshire Primary Academy Fire Safety Policy



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Devonshire Primary Academy – Fire Safety Policy

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Objective

This Fire Safety Policy is designed to help Devonshire Primary Academy comply with their duties under the Regulatory Reform (Fire Safety Order) 2005. This policy aims to explain how Devonshire Primary Academy complies with the Fire Safety Order to ensure that, where possible:

- all persons are safeguarded from injury or death in the event of fire by effective management of fire safety
- fire is prevented
- fire risks are adequately controlled
- the potential for fire to disrupt services, damage buildings and equipment, or harm the environment is minimised

The Governing Body has a legal responsibility to ensure that the Academy has suitable and sufficient arrangements for complying with their statutory duties. Devonshire Primary Academy will ensure, so far as is reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises. The academy's Fire Safety Policy forms part of the Health and Safety Policy.

Responsibilities

All members of staff are responsible for assessing fire risks and ensuring that they are aware of the requirements of this policy. The Headteacher has overall responsibility for the implementation of this policy.

All staff must ensure:

- they know what to do on hearing the alarm
- they know what to do if they discover a fire
- they are aware of the location of and how to activate the fire alarm points
- they are fully aware of the evacuation procedure including all assembly points and when to use them
- they are familiar with all exits from the building and are able to operate the opening devices on each of them (ask at the office for the barrel lock number to open the wooden gate at the bins to the playground if this exit route applies to your class evacuation procedure – east stairway)
- know the location and types of all fire extinguishers and blankets provided
- know the location of the alarm panel
- the minimum amount of resources are stored in the classroom
- when purchasing resources, they fully consider the potential fire hazard they pose
- electrical equipment is turned off before leaving any room each evening and all windows and doors are closed
- their workplace is tidy and uncluttered by observing good housekeeping routines
- escape routes are free from obstacles at all times; fire exits and fire doors should always be closed and not wedged open (unless directed to do so by SLT due to exceptional circumstances)
- they report any issues to the health and safety co-ordinator immediately (N Horabin – the site supervisor or main office)
- they do not allow waste materials to accumulate in corridors, classrooms, in outside areas, stairwells or obstruct fire exits or any other means of escape
- a risk assessment has been carried out for any activity which includes the possible hazard of fire
- they follow safe practices for handling and storing flammable materials
- pupils know the action to take when the alarm goes off
- fire evacuation plans are displayed clearly in their work spaces
- conduct fire safety inspections using checklist (Appendix 1)

The Site Manager is responsible for ensuring the following:

- appliance testing is carried out annually
- grounds and waste maintenance is disposed of safely and efficiently on a daily basis
- any combustible waste is stored in the bin compound area and the store secured
- the security of the premises
- liaising with contractors and those who let the premises
- testing the fire alarm, emergency lighting system and sprinkler system and ensuring they are compliant and in good working order
- carrying out/arranging day to day improvements to premises to reduce fire risk
- making the Fire Log available to the Fire Brigade in the event of a fire
- respond to the fire alarm when activated and contacting appropriate services
- all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times, taking into account the needs of any disabled users
- firefighting equipment is maintained and inspections carried out as scheduled
- assisting in the Fire Risk Assessment process
- the safe use and storage of hazardous materials (something that has the potential to cause a fire or something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire)
- closing all doors and windows before the building is locked each evening
- all fire exits are kept clear, are clearly marked and unlocked and that corridors are free from obstacles
- contractors are made aware of procedures and that any work they carry out on the premises complies with the academy's policy
- flammable stores have appropriate signs on the outside to warn others of the nature of the materials stored within

The Health & Safety representatives, in collaboration with the Headteacher, will:

- carry out safety risk assessments of the school buildings to ensure that the facilities are compliant, either annually or when circumstances change
- communicate the findings of the risk assessments – risk assessments are available to all staff via google drive
- ensure this policy is available to all staff through the health & safety notice board and on the School Bus or directly to individuals where requested
- monitor and review this policy annually or when circumstances change
- arrange fire safety training on available courses as necessary
- ensure regular fire drills are conducted for the whole school
- monitor fire drills and ensure any lessons learned put into practice
- ensure fire evacuation plans are available in all rooms
- ensure all staff read and sign the Emergency Procedure Plan annually (in conjunction with this policy)

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Hazardous Materials - *Something that has the potential to cause a fire OR something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire*

- electrical hazards have the potential of starting a fire and should be controlled in the following ways:
 - always purchase to the appropriate British Standard
 - ensure equipment is regularly tested and maintained in accordance with the manufacturer's instructions
 - ensure equipment is used for the purpose for which it was intended
 - ensure equipment is visually inspected before each use, any faults reported immediately and the equipment taken out of circulation if damaged and repaired by a qualified electrician
 - unqualified persons must not interfere with any electrical appliances in any way
 - prohibit the use of adaptors and limit the use of extension leads
 - ensure electrical intake rooms are kept clear of any combustible material at all times
 - staff should switch off electrical items when not in use and particularly at the end of the day

- chemical hazards will accelerate the spread and ferocity of fire and should be controlled in the following ways:
 - ensure all chemicals purchased comply with the control of Substances Hazardous to Health and data sheets are requested and retained where necessary
 - ensure stocks of chemicals are not excessive and do not exceed safe storage capabilities
 - ensure storage areas for chemicals have suitable health and safety signage
 - ensure disposal of chemicals is undertaken in a manner prescribed in the Hazard Data sheets

- gas hazards have the potential to start a fire and will accelerate the spread and ferocity and should be controlled in the following ways
 - ensure all staff working in areas with gas equipment are made fully aware of the cut off valve location
 - ensure isolation valves remain accessible at all times and are free from obstructions
 - boilers and other gas equipment is maintained and tested regularly
 - no combustible materials are to be stored in the boiler room or near any other gas equipment

- furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways
 - furniture and furnishings should have suitable fire retardant properties and be compliant with the Furniture & Furnishings (Fire Safety) Regulations Reform 2005
 - regular inspections of furniture and furnishing to identify damage which may affect their fire retardant properties

- Stationery, paper, cardboard etc. will accelerate the spread and ferocity of fire and should be controlled in the following ways:
 - minimum amount of paper to be stored within classrooms and workrooms. All other supplies should be stored centrally
 - stocks are to be kept at a reasonable level and not exceed safe storage capabilities
 - artwork should not be displayed on stairways
 - ensure displays do not obstruct doorways, exit signs or fire alarm points
 - ensure fire exits are not blocked or obscured by artwork/display
 - ensure all packing materials are removed from the premises at the earliest opportunity

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- Cooking in the workplace where staff prepare food for themselves can be hazardous and has the potential to start a fire, it should be controlled in the following way:
 - ensure any combustible materials such as cloths, towels and loose fitting clothing are kept well clear of any cooking appliances
 - microwaves, toasters and cookers should not be left unattended when in use
 - cooking appliances should always be turned off at the end of each use
 - all equipment must be tested annually
- **Shows and Productions**

Productions & events should have a risk assessment completed. Any activity within the production which includes the hazard of fire, e.g. using candles, scenery or props must be avoided. Props must not be purchased unless they are fire retardant and considered safe to use within the risk assessment. A maximum number of spectators must be agreed with the Headteacher and any seating plans or staging must not obstruct fire exits, signs or escape routes. The audience must be notified of fire exits and exit routes before the performance begins on each occasion.
- **Lettings and Community Use**

Before lettings take place the emergency evacuation procedure must be read by each adult in the party and signed to acknowledge its understanding. The hirer is responsible for assessing the risks associated with the activities which it plans to undertake during the letting. The hirer should provide evidence of its risk assessments prior to the letting taking place.

The person in charge is responsible for:

 - raising the alarm
 - ensuring the safe evacuation of all those attending
 - liaising with the fire service if present
 - ensuring a full head count at the evacuation point
 - informing the academy Site Supervisor or H&S representative of any alarm activations, false or not
 - ensuring all adults on site are fully aware of the Emergency Procedure Plan
- **Exit Plans**

Every room must have a plan of its escape route and its assembly points shown. Every classroom, office, hall, community room and meeting room must have a fire action notice detailing how to raise the fire alarm.
- **Visitors**

Every visitor must be provided with a visitor lanyard. Each lanyard must have the fire evacuation procedure inside the plastic wallet to inform visitors what to do if the alarm is activated. All visitors must report to the assembly point (usually the MUGA) and report to the office staff who will be wearing orange tabards. Staff must direct visitors directly to the office assembly point for registration.
- The **HEADTEACHER** will oversee the day to day development and implementation of safe working practices and conditions for all staff, pupils and visitors. Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff. Work with staff to update this policy and identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

Devonshire Primary Academy Evacuation Procedure

Anyone discovering a fire should:

- Sound the alarm immediately
- Inform the Headteacher, site supervisor or main reception office - only if safe to do so
- The lift should not be used in any circumstances

On hearing the alarm, teachers in charge of children must:

- Line up their children
- Escort the children quietly and calmly out of the building via the allocated route, closing the door if possible (staff must be aware of alternative routes in the event that their route is blocked)
- Ensure the line of children is led by a Teaching Assistant or the most responsible member of the class if a TA is not available. The Teacher in charge should remain at the end of the line of children and be the last person to exit after checking their area. They must remain at the rear of the line until they reach the assembly point
- Ensure children exit the building quietly and remain quiet when in the assembly point
- Assemble in your allocated position (inside the MUGA) or at the alternative assembly point
- Check each child is present against the register (paper or iPad)
- Check all support staff that should be timetabled to be working with you are present
- Inform the 'person in charge' (usually the Headteacher or most senior person on site) of any children or staff not accounted for by holding up your red card – someone will come to your line if you hold up a red card
- Children with special needs or disabilities must be supervised by support staff to ensure rapid evacuation
- Direct any visitors (other than those supporting children 1:1) to the office assembly point
- Remain at the front of their class line once at the assembly point at ALL times keeping their children orderly
- When all staff & children are accounted for hold up your green card so that is clearly visible to office staff
- When the all clear is given, return to your classroom via the same route you exited from ensuring you secure all doors/gates etc. behind you. **Unless a member of staff is directly behind you, do not assume someone else will secure the building.**
- **Staff with responsibility for children requiring the use of the EVAC Chair must wait until the stairwell is clear and evacuate using the evac chair. If this is not possible the member of staff and child will exit the building/deck via the external emergency stairwell. They should use the intercom to notify the fire brigade/staff members that they are unable to exit the building and wait until given further instruction if it is safe to do so.**

Staff not in charge of children must:

- Leave the school via the allocated route supporting other staff escorting children
- Ensure children exit the building quietly and remain quiet when in the assembly point
- Escort any children to their class teacher – then report to office staff and remain there e.g. Learning Mentors
- If you are timetabled to a class – report to their allocated position in the assembly point and remain there
- If you are not timetabled to a class – report to the office staff and remain there

Person in charge – usually the Headteacher or most senior person on site must:

- Supervise the safe departure of all persons from the building
- Check with the Site Supervisor, or senior leadership team that the Fire Brigade have been notified
- Ensure all persons are accounted for by looking for red cards/green cards
- Report to the Fire Brigade when they arrive – if greeting fire brigade at the carpark barrier, the member of staff should wear a tabard so that they can be quickly identified
- Give the all clear when appropriate to do so
- Reset the panel and gas supply or delegate as appropriate

Office Staff must:

- Press print on the Inventory Evac symbol on computer desktop and collect printout if safe to wait
- Collect gate key from the notice board
- Collect fire evacuation box and Office vests and spare Fire Marshal vests
- Collect staff list and class check list from notice board
- Collect children signing in/out book (please hand to attendance officer)
- Collect I Pad and leave area checking area is clear, closing all doors behind you
- Assemble in MUGA or alternative assembly point and check all visitors from Inventory list are present
- Tick off all classes on the class list – report any red cards
- Report to the person in charge of missing visitors (usually the Headteacher)

Attendance Officer must:

- Take the signing in/out book to the assembly point and wait for any queries from teachers – the register must be in the main office or in the care of the attendance officer
- Tick off all staff who have reported to office assembly point on the EVAC report
- Report to the person in charge of any missing staff (usually the Headteacher)

Lunchtime Procedure:

- Welfare staff to gather all children in the MUGA or alternative assembly point where they will be formed into class groups by teachers
- Children in the building will be escorted out by the persons supervising them
- All staff on the premises will leave by allocated exits and assist with the supervision of the children and follow instructions as above
- The person in charge will undertake the duties as outlined above

Fire Marshals:

- Fire Marshals will be responsible for ensuring that their respective areas are cleared in the event of an evacuation – do not return to your 'area' if you are not already in situ
- Please wear your vest if it is readily available or collect a spare from the box which will be located with office staff in the MUGA or alternative assembly point
- Report 'all areas clear' to the person in charge of the evacuation (usually the Headteacher)
- Return to the class group to assist with the supervision of children
- Following an evacuation, Fire Marshals should ensure that no one returns to the building until cleared to do so
- Please see appendix 2 for full Fire Marshal duties

Site Supervisor / Senior person in charge:

- Call 999 and notify Fire Brigade if false alarm only on the instruction of the Headteacher or most senior person in charge
- Site Supervisor to unlock wood side gates (if available to do so) near bin store - check perimeter after all clear given (if available to do so)
- Site Supervisor to report to the assembly point
- Silence the alarm if instructed to do so by the Headteacher in the case of a false alarm
- Reset the alarm and gas safety circuit when instructed to do so by the Headteacher
- Schedule and carry out fire drills termly (to include activations)

All visitors must be directed to the office staff wearing ORANGE tabards – and remain there

In case of fire in the Year 5/6 satellite building or close to the fire assembly point, the 2nd assembly point is located in the staff car park on the pavement area under the windows. Line up on the East or West side relevant to your classroom location.

- Reception and Nursery to line up in the front garden area. Nursery/Reception staff to ensure gates are secure as these may have already been opened as part of the normal evacuation procedure. Nursery/Reception staff send a member of staff to notify the office that they are all clear/present.
- Year 5/6 to exit site through the gate on Devonshire Road (near Preschool) if safe to do so and line up in front of the minibuses.
- Visitors & staff not attached to a class and office staff to assemble near the rear staff entrance door.
- Please use the car park as an over flow if necessary.
- Staff must not re-enter any building until told it is safe to do so.

In the event of a whole site evacuation – pupils staff and visitors will assemble at St Thomas Parish Church, Devonshire Road – contact David O’Brien for access on 07939 619106 or 399276. The Headteacher and members of the senior leadership team will be responsible for ensuring everyone is evacuated from the site safely. The Headteacher or, in their absence, the most senior member of staff will be the last person to leave and secure the site.

Please note that the main assembly point is inside the MUGA – in the event of this not being a safe location staff must be aware of the alternative assembly point locations and proceed to these alternative assembly points if directed by senior members of staff during the evacuation procedure.

Re Entering the Building - No one must re-enter the building for any purpose unless it is to the complete satisfaction of the Headteacher that it is a false alarm. Only the FIRE BRIGADE can authorise return to the building.

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Termly Fire Safety Checklist:

	YES/NO	Comments
Is the academy fire safety policy up to date		
Is staff training up to date		
Are firefighting appliances in the correct locations		
Is the equipment regularly checked		
Are relevant staff trained in its use		
Have pupils been instructed in what to do in case of fire		
Are fire safety notices posted in each area		
Is the alarm system regularly checked		
Are all fire doors signed and kept closed		
Are all exit routes free from obstruction		
Are all stair wells free from obstruction		
Are fire drills held at least once per term		
Is a log kept of all fire drill practices		
Are lessons from fire drills analysed and acted upon		
Is everyone aware of the action to take if the alarm is sounded		
Are good housekeeping practices being observed in all classrooms/workrooms		
Are all areas inside and outside the premises clear of all kinds of refuse or anything combustible		
Are all flammable liquids stored safely and appropriately		
Are all electrical appliances safe to use		

Appendix 2

Fire Marshal Duties

The following duties only apply during normal working hours and with the proviso “if safe to do so”. Nobody is expected to put themselves at any risk of harm.

Fire Marshals should work together to encourage occupants from the building and move them promptly to the identified Assembly Point.

When everyone has been cleared away from the immediate vicinity ensure that there are sufficient Door Guards in place. If not required as a Door Guard, then continue on to the Assembly Point encouraging others as you go.

REMEMBER:

- No one expects you to do anything which will put you at risk.
- Your priority is ALWAYS to get out of the building safely.
- It would be greatly appreciated if you could continue to act as Fire Marshal once safely out of the building encouraging people to the Assembly Point.

Before an emergency evacuation:

- Work out the area for which you will be responsible for.
- Get to know your area, fire exits, evacuation routes etc.
- Discuss with other colleagues exactly where you will cover between you.

Know the area you will ‘sweep’ during the evacuation; and BE VIGILANT – look out for fire related risks e.g. blocked fire exits, build-up of combustibles (paper, boxes etc.) in evacuation routes, fire doors not shutting properly etc. during an evacuation.

During an evacuation:

- Be visible (hi-vis) - wear your vest. Be confident and assured when asking people to leave
- When the alarm sounds encourage all staff/students and visitors within your area to evacuate the building.
- As you sweep your area, close doors/windows in passing but not delaying your own escape unduly.
- Check your area, including toilets.
- Never open doors when you suspect there may be a fire behind it.
- Once outside, direct people away from the building towards to the Assembly Point.
- Find out from those present if anyone is missing; report your findings to the Person in Charge (usually the Headteacher).
- When everyone has been cleared away from the immediate vicinity ensure that there are sufficient Door Guards in place. If not required as a Door Guard, then continue on to the Assembly Point encouraging others as you go.
- Assist office staff in checking that all staff, pupils and visitors are accounted for – if not needed, assist class teachers.
- Wait for the ‘all clear’.
- After the evacuation / event has taken place – feed back to H&S representative any positive observations or future development points to be considered.
- Be vigilant at all other times ensuring fire exits are kept clear, wedges are not in use and fire doors are kept closed.

Fire Marshal Sweep Areas & Door Guard Duties

	Sweep/Area	Door Guard	When building secure and automatic doors activated and building clear go to MUGA
Ground Floor			
J White	Meeting room onwards, yellow corridor, hall, community room, music room, library	N/A	Assembly Point MUGA
D Nixon	Main entrance & Bottom West Stairs	Main entrance – West stairs	Assembly Point MUGA
M Booth	Main admin area	Main yellow corridor entrance	Assembly Point MUGA
J Richmond	Boiler room, kitchen – open wooden gate & barrier	Staff entrance	Assembly Point MUGA
A Guest / S Coultas	Reception & Preschool Rooms	N/A	Assembly Point MUGA
D Simm	Library	N/A	Assembly Point MUGA
1 st Floor			
S Kirk	1 st Floor Middle area on landing	N/A	Assembly Point MUGA
N Horabin	1 st Floor East Deck	N/A	Assembly Point MUGA
S Kirk	1 st Floor West Deck (Tower Side)	N/A	Assembly Point MUGA
2 nd Floor			
CA Brownlie	2 nd Floor Middle area on landing	N/A	Assembly Point MUGA
A Coldwell	2 nd Floor East Deck	N/A	Assembly Point MUGA
A Brannigan	2 nd Floor West Deck (Tower Side)	N/A	Assembly Point MUGA
Year 5/6 (satellite) Building & Other			
J Dodding/D Hazelhurst	Year 5/6 (satellite) Building	N/A	Assembly Point MUGA
Jo Green	Kitchen	N/A	Assembly Point MUGA
S Kirk/S Binns	Breakfast Club/Afterschool Club	N/A	

Please ensure the security of the building is not compromised when the door locking mechanisms are de activated during an evacuation. However ONLY remain as door guard if it is safe to do so – please go directly to the MUGA when your area is clear, safe and secure