

Kingston Park Academy

FIRE Procedure

Aims

It is the overall aim of Kingston Park Academy is to minimise the risks to pupils and staff 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

Vicki Pearson (Principal) is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that the staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken each term, that fire action notices are kept up to date and that the fire safety equipment is being maintained.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut and never propped open. Combustible materials (paper, card, fabrics etc) are not stored in any cupboards which have electrical boxes in them. Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, toaster, etc) are to be switched off and where possible unplugged. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Fire Risk Assessments

An annual risk assessment will be made, it will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building
- Review the timetable for Periodic Checks

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.

All new staff will have the fire procedure explained to them, including the location of the escape routes, exits and assembly points. (Appendix B) All visitors to school will be issued with a badge to wear that details the fire procedure on the back of it.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the cleaner in charge and recorded in the logbook.

Updated June 2017

Emergency Lighting

The emergency lighting will be tested each week by the cleaner in charge and each quarter by an external electrical contractor and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

Smoking

Smoking is prohibited in or around the school.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The Finance Manager is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for ensuring that one member of staff is available to meet 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 the fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. (Appendix C)

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass.
2. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
3. Do not attempt to extinguish the fire (Staff must be aware that there are different extinguishers for different fires)

On hearing fire alarm

1. Close all doors and windows as you leave the building.
2. Proceed to your assembly point and wait for the register.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer/ senior manager.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

During lesson times

Escort all children from the building with the class teacher leading the children, all others to check all areas of the class, closing windows and doors if possible. (If you are the sole adult with the class then you must be last – make an initial assessment that the way is clear before you send the class in front of you)

The named staff member will be responsible for individual children with their own specific procedure in place.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.

Lunchtimes and Playtimes all pupils are to remain outside. Staff inside follow above procedure.

ASSEMBLY POINT

In the playground - main school and all staff, including kitchen and office staff.

Excluding Foundation unit and Y3 if they are in their classroom – lead to the big field – office staff to leave Y3 and FS1,2 registers for Y3 teacher to pick up on the way round to big field . Office staff member to take a radio with the register and roll call will be confirmed via radio with member of FS unit

Other areas, including the Bungalow

Staff, children or visitors using all other areas will exit by the nearest door into the playground.

The Office Manager will take the visitors book, class registers and radio out with her.

All staff will call the registers and report to the Principal that the roll call is complete by signalling with hand in the air.

Roles and Responsibilities

| Role | Person responsible | In case of absence |
|---|------------------------------------|--------------------|
| Fire Safety Manager | Vicki Pearson | Bernadette Law |
| Fire Marshals | Vicky Carr | Sam Morris |
| Take radio to field with FS | FS member of staff | FS member of staff |
| Staffroom, office , adjoining corridors and adult toilets | Member of office staff | |
| Y2/ Y1/ toilets and Y1/ Y2 classrooms sweep | Support staff working in that area | |
| KS2 Sweep inc toilets | Support staff working in that area | |
| Foundation unit inc toilets | Andrea Barnes | TA in Unit |
| Staff and visitors call Radio check with FS | Vicki Pearson | Rebecca Bucknall |
| Bringing Fire Box to field (containing mobile phone, radio, visitors book, on admittance sign, first aid) | Front office staff | |
| Calling the fire Brigade | Rebecca Bucknall | Front office staff |
| Meeting the Fire brigade | Member of SLT | |
| All Clear to re enter | Vicki Pearson | Bernadette Law |

**Check List for First Day Fire Safety Instructions
(Included in the Induction Pack)**

Take the new starter through the fire safety procedure 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 in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- 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, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Checklist for persons hiring the school premises

Take the new *hirer* through the fire safety procedure 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 in when it sounds, in particular leaving the building with any *persons for whom* the *hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after 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. Give clear instructions of location of school.