



Robert Le Kyng Primary School

Fire Safety Policy

Reviewed at the Resources Committee meeting	24 th June 2019
Review date	24 th June 2020

Fire Safety

Robert Le Kyng Primary School places the highest importance on fire safety, and is committed to raising awareness of the risk of fire; its prevention and reaction of both pupils and staff should a fire occur, through training and education. This policy applies to all members of our school community. RLK seeks to implement this policy through adherence to the procedures set out in this document.

RLK is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

This document is reviewed annually by the Business Manager or as events or legislation change requires. The next scheduled review is June 2020.

The following standards shall be adopted to discharge this policy:

Fire Prevention

- Suitable and appropriate means for giving warning in case of fire will be provided.
- Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
- Sufficient and suitable emergency lighting will be provided where necessary.
- Suitable fire signage will be provided.
- Sufficient and suitable firefighting equipment will be made available.
- Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
- Provision of comprehensive and relevant information and adequate training for staff.

RLK makes provision for a fire risk assessment to be carried out by a relevant body. It is formally recorded and reviewed by the Head and Business Manager on an annual basis or when significant changes have been made to the buildings.

Control of risks and general fire prevention

Everyday management and vigilance by staff is imperative to ensure that potential hazards are kept under control to prevent the occurrence of fire.

- Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.
- Flammable materials are not to be stored near any form of heating.
- Electrical appliances are to be switched off when not in use.
- Combustible materials (paints and solvents) are to be removed to a safe external location on cessation of work.



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- Readily combustible materials such as paper and art displays should be situated in areas free from sources of ignition such as heaters and light bulbs.
- Combustibles and rubbish containers which could be used by vandals must not be left unsecured.
- Curtains and soft furnishings should be kept clear of heat sources.

Staff Responsibilities

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk. It is the duty of the employees to familiarise themselves with the Fire Safety Policy, their roles and responsibilities and the layout of the building and the fire exit routes.

Staff with designated responsibilities

The person responsible for Fire Safety is the Head who appoints the Business Manager and Caretaker to act in matters of Fire Safety. RLK's Fire policy complies with the all Regulatory Fire safety legislation. We provide instructions to all staff, pupils and visitors to ensure safe evacuation of the premises in the event of fire.

Admin staff

Admin staff play a key role in ensuring that all procedures identified in this policy are adhered to on a daily basis. Key responsibilities include:

- Taking registers and contact details to the assembly points
- Liaising with the emergency services
- Keeping the Headteacher informed

Fire Marshals

At the beginning of the academic year members of the non-class based staff, Admin team and some teaching assistants are appointed as Fire Marshals. Their responsibilities are outlined as part of their training during the first TD day and include

- Relaying information and directives from the head during an evacuation
- 'Sweeping' specified parts of the building to ensure all areas are evacuated
- Ensuring that the Headteacher is kept informed of any relevant information

First aiders

The school has trained first aiders who have either undertaken the School's First Aid or Emergency First Aid at Work course. They are available during the school day and, should the need arise during a fire evacuation, they would be on hand to administer first aid at the scene until the emergency services arrive.

A list of those trained in First Aid is positioned at key points throughout the school building.

Class teachers, supply teachers and teaching assistants



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Class teachers, supply teachers and TAs have the key responsibility for ensuring all children are safe at all times. With regards to the Fire Safety policy they must ensure that they are confident with the fire evacuation processes as outlined in this policy.

Kitchen Staff

Kitchen staff are responsible for ensuring safe working practices when working with cooking appliances. On evacuation during a fire they may close the roller shutter to the hall if it is safe to do so.

Contacting/liasing with the emergency services

The school is not routinely visited by the Fire Brigade but will comply with any recommendations made by the Fire Service, and will regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.

RLK recognises the importance of raising awareness of Fire Safety and seeks to ensure all possible fire risks are addressed. In line with this aim, RLK will:

- Disseminate information about the elimination or reduction of risks from dangerous substances to relevant departments and support staff
- Carry out training of all staff on initial appointment, which will be repeated periodically
- Ensure the safety of staff and anyone else legally on the premises through effective: fire prevention, evacuation procedure and maintenance of fire routes and equipment
- Ensure fire drills are carried out six times a year to raise awareness and confidence in fire procedure across the whole school.
- Ensure the Business Manager, caretaker and staff are confident in contacting the Fire Services in the event of a fire
- Ensure staff are appointed and trained to act as Fire Wardens to take preventative and protective measures and to assist with evacuation in the event of a fire
- Provide staff and those working on the site (e.g. contractors) with a copy of this policy.
- Maintain fire routes, exits, signs, notices, emergency lighting and fire detectors, alarms and extinguishers

It is a school requirement that all those working on the school site are provided with information about fire safety at RLK. This policy is included in our induction pack which is given to all staff on appointment. It is reviewed annually, or as legislation changes require, by the Business Manager.

Fire Procedure

All emergency routes are clearly marked with **FIRE EXIT SIGNS**.

All emergency evacuation maps are by the fire exit door in each room.

Action to take on discovering a fire



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In the event of any member of the RLK community finding a fire they must:

- Manually break the call point glass
- Ensure Fire Services are contacted by dialling 999 (the admin office will do this automatically during school hours)

Action to take on hearing the fire alarm

The fire bell is a continuous sound and staff and pupils should follow the evacuation procedure:

- Close all windows
- Evacuate via the appropriate route from the area of the school, closing the door behind them.

Do not attempt to fight the fire unless there are exceptional circumstances, such as, in order to create a safe escape route.

All pupils and staff must walk in silence and gather at the assembly point to be registered and receive further instructions.

- The assembly point is at the far side of the Key Stage 2 playground. Classes line up in numerical order starting from the left. The children from each class should line up in “register order”.
- The Business Manager will check the fire panel to establish the area of the fire. The fire panel is situated in the main admin office
- The Business Manager will then establish if there is a fire and its location and contact the emergency services where appropriate.
- The Business Manager will then await the arrival of the Fire Services and notify them on the location of the fire. The Business Manager will give them the Fire Information file.
- The Admin Staff are responsible for taking the registers, ‘Fire Box’, visitors’ book, staff signing in book and a first aid box to the assembly point.
- Class teachers/designated supply teachers/ HLTAs/ TAs with class responsibility will register pupils.
- If pupils are missing the member of staff taking the register should cross check with the sign in/sign out sheet held by a member of the School Office. The Head/ senior member of staff will then inform the Fire Services of any missing pupil.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Headteacher or senior member of staff.
- Once the ALL CLEAR has been given by the Business Manager or the Fire Service the pupils will be dismissed back into the building.
- In line with the School Emergency Plan, in the event of an emergency the Admin Team will send a text to all parents, requesting that they collect their child from a designated location.

Breakfast Club



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If the alarm sounds between 8.00 and 8.45am Breakfast Club pupils and staff will follow the normal fire procedure and evacuate to the assembly point. Then in the event of a fire, a member of the Senior Leadership Team (SLT) or the Business Manager will inform the Fire Brigade.

After School Clubs

If the alarm sounds after main school has finished but during After School Clubs, club leaders will follow the evacuation procedures as above and liaise with the designated member of the SLT to ensure all children are accounted for. The admin staff will ensure that all staff are accounted for by checking the signing in and out lists.

Out of hour activations

If the alarm sounds out of hours the out of hours 'Homeline' will contact the Fire Brigade on 999. They will then inform the Headteacher who will action the Emergency Plan.

Fire drills

To ensure that the fire evacuation procedures run as smoothly as possible it is imperative that regular fire drills are undertaken (at a minimum six times per year).

Fire Extinguishers

Within school there are a variety of different fire extinguishers, which need to be used for different types of fire.

Type	Use
Water	<ul style="list-style-type: none"> • Combustible materials such as wood, paper, cardboard. • Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. • Do not use on flammable liquids.
Carbon Dioxide (CO2)	<ul style="list-style-type: none"> • Electrical fires and small fires involving flammable liquids
Foam	<ul style="list-style-type: none"> • Flammable liquids and combustible materials
Fire Blanket	<ul style="list-style-type: none"> • Deep fat fryers and frying pans etc.

False alarms



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Occasionally there may be a false alarm either due to a fault or to someone mistakenly setting off the alarm. If the alarm rings continuously the procedures for a fire practice drill are still relevant and evacuation takes place.

Communication of fire safety information to visitors

All visitors sign the signing in and out sheet in the entrance hall which details the school's fire procedures. These sheets are used to register visitors at the assembly point.

Fire evacuation routes are clearly labelled around the school, which visitors should follow.

Fire Risk Policy and Procedures

All records relating to Fire Safety are kept and maintained by the Business Manager. They are reviewed in consultation with the Head who records any matters arising. The following records are kept, maintained and reviewed as appropriate:

- The Fire Risk Assessment and its review
- The Fire Evacuation Plan
- Training Records of Fire Marshals and other staff training
- The Fire practice drill log
- Certificates for the installation and maintenance of fire-fighting systems and equipment.

The Caretaker carries out regular checks as outlined in appendix 1. They walk the site and their findings are recorded in the red folder in the caretakers tray, located in the SBM office.

Regular checks by the Caretaker include:

- Fire exits and emergency routes are kept clear
- Signs and notices are in place
- Emergency lighting is correct
- Fire extinguishers are not used to prop open doors
- Fire appliance check
- Checks on all fire doors to ensure they remain closed.
- The Caretaker and Business Manager test the call points weekly on a Thursday before 8.00am and record the results in the log book

The School Business Manager will ensure that:

- An approved contractor carries out annual maintenance of fire extinguishers in February each year.
- OSE Ltd test fire alarms every three months (February, April, August and November).
- OSE Ltd carry an annual 'drop test' on all emergency lighting in April.
- The caretaker 'flick tests' the emergency lighting every month.
- The location of COSHH substances are kept in the Fire Information File which is kept in the School Office. This is made available to the Fire Brigade on arrival.



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All Employees should

- Familiarise themselves with the fire procedures and escape routes.
- Be aware of the location of the keys to the green gates of the reception classes' outdoor learning environment. The keys hang from a hook by the fire exit doors in classes 2 and 4.
- Report to the School Business Manager any concerns regarding fire safety
- Ensure that doors are **not held open** by fire extinguishers or wedges and fire exits are not blocked.
- In accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- Not attempt to extinguish a fire unless it is necessary when escaping a fire.
- Comply with the School's **No Smoking Rule**.
- Carry out appropriate risk assessments for any activities that may present an additional fire risk.

Risk Assessment on People with Disabilities/ Personal emergency evacuation plans (PEEPs)

All fire exits are wide enough to enable wheelchair users to leave the building easily and safely.

A risk assessment will be carried out on staff and pupils depending on their needs and a PEEP will then be created for these individuals. The SRP has a specific fire drill tailored to the needs of its pupils. See Appendix 2.

How fire safety is communicated to staff and training

Fire safety training shall be delivered to all staff at induction and at regular periods thereafter. Records of this training will be maintained in the admin office for inspection.

The training will be based on:

- Fire risks in the premises
- General fire precautions in the building.
- Actions in the event of a fire
- Action on hearing the fire alarm signal
- Method of operation of manual call points
- Location and use of fire extinguishers
- Means for summoning the fire and rescue service.
- Identity of persons nominated to assist with evacuation.
- Identity of persons nominated to use fire-extinguishing appliances.
- Procedures and responsibilities indicated in the emergency plan.
- Issues arising from the regular fire evacuation drills.



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Any employees with additional fire safety duties i.e. Fire Marshals, will be given training on appointment to their specific duties and refresher training on an annual basis.

New staff are inducted with Fire Procedures and they complete the checklist and return to the Business Manager for recording.

Contractors

Any contractors working on site must sign in at reception and wear a visitors badge at all times. The contractor's host must ensure that they are briefed on the schools fire procedure including the no smoking policy.

Any 'hot works' must be authorised by the Business Manager before work begins, and will only be allowed on receipt of a completed risk assessment and method statement and after being issued with a hot work permit.

Fire alarm panel zones/areas

The fire alarm panel indicates the location of a fire. The panel is located in the main office.

Kitchen shutdown procedures

On hearing the alarm, kitchen staff should close the roller shutter to the hall if safe to do so and evacuate the building .

Emergency contact numbers

		Out of hours
Fire Brigade	Dial 999	
Head	Susan Smith	01793 814893 07503 123668
Business Manager	Maria Baskerville	07934668099
Caretaker	Rod Proberts	07506 748531
Assistant Headteacher	Sarah Leighfield	01793 812962 07702 860756
Assistant Headteacher	Rhys Fannin	01793 753486 07846 904841
Assistant Headteacher (on Maternity leave from Sept 19)	Michelle Fisher	01793 340484 07825911567



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Check	Frequency	Person responsible
Emergency lighting	<ul style="list-style-type: none"> • Weekly 	Caretaker
Emergency lighting	<ul style="list-style-type: none"> • February • April • August • November 	Contractors OSE
Fire door release and closure check	<ul style="list-style-type: none"> • Weekly 	Caretaker
Visual check of appliances	<ul style="list-style-type: none"> • Weekly 	Caretaker
Annual appliance service	<ul style="list-style-type: none"> • Annually in February 	Contractors
All external doors, windows, hinges, locks and fixings	<ul style="list-style-type: none"> • Daily 	Caretaker
Inspection of all gas fixings, equipment and pipework	<ul style="list-style-type: none"> • Weekly 	Caretaker
Fire alarm system panels and call points – audible check	<ul style="list-style-type: none"> • Weekly 	Business Manager Caretaker
Fire exits and fire routes	<ul style="list-style-type: none"> • Daily 	Caretaker
PAT testing of all portable electrical equipment	<ul style="list-style-type: none"> • Annually in Feb/March 	Contractor



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- All pupils and staff to leave via the nearest fire door.
- Pupils in wheelchairs etc. to be at the end of the class line for safety.
- Teachers to close the fire door after the last child has left the classroom
- If the SRP pupil is in a wheelchair, whether power or manual, their specialist teaching assistant (STA) is to take control of their chair by either driving or pushing the chair to the assembly point in the KS2 playground / nearest safe point.
- If SRP pupil is in a classchair or standing frame, they are to be pushed by their 1:1 STA to the nearest safe point outside. For all classrooms on the playground side from Reception to the SRP room, this will be on the far corner of the KS1 playground. For all KS2 classrooms on the playground side this will be at a safe distance from the building on the KS2 playground, not necessarily in your class line.
- For all classrooms on the carpark side of the building: if the SRP child is in a classchair or standing frame, they are to be pushed outside to the nearest safe point by the car park. The STA is to confirm to the class teacher or class TA that they are out safely.
- If in the hall, exit through the fire doors and follow the class to the assembly point on the KS2 playground. If the pupil is in a walking frame / classchair, exit through the fire doors and make your way to the nearest safe part of the carpark area. If the pupil is on the floor, transfer them back to their chair if safe to do so. If necessary, as the pupil is likely to be on a mat, they can be dragged out to safety on the mat. Advise the class teacher or class STA that you are safely out.
- If in the toilet with a pupil: All toileting should be carried out by 2 STAs so there will be 2 adults to get the pupil out safely. If the pupil is on the blue wave system or the plinth, they can be covered, to keep their dignity, and pushed out on the equipment if necessary although it may be easier / quicker to transfer the child back to their chair and then push them out to the assembly point. You should leave the building by the nearest fire exit, closing the door behind you.
- The SNUG extension area and the toilet now have a flashing light rather than an audible alarm.
- If carrying out stretches etc. on the plinth, transfer the pupil back to their chair if safe to do so. If necessary, the pupil can be pushed out of the building on the plinth. Always try to carry out stretches in the SNUG area so that you are unlikely to be on your own.
- If in the corridor, exit by the nearest fire door and join your class or get to the nearest safe point depending on the equipment the pupil is using at the time.
- The SRP manager or SRP HLTA is to check that everybody is out safely.
- MEDICATION – The SRP manager or SRP HLTA will collect all emergency medicines from the medicine cabinet and also known pupils' equipment / equipment box from the SNUG. Individual SRP pupils may already have medication with them at all times and this will be known to their 1:1 STA, SRP HLTA and SRP manager.
- If possible and if safe (if you are in the SNUG and able to do so) an STA may collect some blankets from near the fire exit door as some of the SRP children can be adversely affected by cold temperatures.



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Appendix 3 Fire Evacuation Plan for Robert le Kyng Primary School

