



Fig Tree Primary School

Fire Safety Policy

Policy Name	Fire Safety Policy
Version	V11
Authorised :	Headteacher
Authorised by School Governors	Nazia Raza
Date of Issue	Sep 2019
Next Review	Sep 2020
Owner	Head Teacher

Introduction

We aim to promote a love of learning within a safe and happy school in which every person matters. Islamic values and spirituality are at the heart of all aspects of school life. We provide a creative and challenging curriculum in order to encourage children's confidence and self-esteem.

Aims

It is the overall aim of Fig Tree Primary to minimise the risks to staff and employees which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimizing the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

The Head Teacher has overall responsibility for fire safety matters at the school he/she can delegate this responsibility to other members of staff. He/she will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He/she will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at reception, staff room and each class room.

Responsibility of all School Staff

All school staff is 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. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the induction when fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. All staff participate in the regular fire evacuation drills. It is the responsibility of the head teacher / appointed person to ensure this induction is given to staff before they start working.

The head teacher/ appointed person will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. Fire drills will be carried out at least once every half term and evacuation within 4 minutes must be achieved. When a fire drill

is held, comments will be recorded in the Fire Drill record book, held by the office manager and appropriate measures taken to overcome any shortcomings in the procedure.

Assembly Points

Assembly point 1: Primary School – the Main Primary Playground

Assembly point 2: Main entrance

Assembly point 3: Forest ground (main entrance from Noel street)

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Emergency Lighting	Monthly Weekly	Operation of test switch or circuit breaker. Check that light illuminates.
Fire extinguishers, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating. Stairwells and Stairwell Enclosures Daily check that combustible material has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Raising the alarm

In the event of alarm failure a siren will automatically ring to alert proprietors of a fault in the system.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire, the

Named Fire Officers (**Kosar Yousaf and Hafiz Muntazir**) have the authority to summon the Fire and Emergency Services immediately and as required.

Where the alarm is raised by the school's automatic smoke detection the Named fire officers (**Kosar Yousaf and Hafiz Muntazir**) will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

Meeting the Fire Brigade

The Named fire officers (**Kosar Yousaf and Hafiz Muntazir**) are responsible for ensuring that one member of staff is available to meet the fire brigade on arrival.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

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 that the Head Teacher/ appointed person is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place.

Notices: All fire exit routes will be signed by clear signs.

Records: The following records will be kept by the Fire Officers:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, 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 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 hirer through the fire safety procedure as displayed at the fire alarm call points, 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 emphasize 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.
- Address of school should be displayed with fire escape notice.