



Date: Spring 2022

# Fire Safety Policy

Watcombe Primary School



TORBAY COUNCIL

# **Fire Safety Policy/Procedures**

## **Contents:**

General Statement  
Employees Duties  
Communication  
Procedures  
Emergency Evacuation Plan

## **General Statement**

This Statement underpins the commitment and responsibilities of the Governing Body in setting the fire policy and the Head teacher and staff in the school implementing this on a daily basis. The aim of the statement is to require that all reasonable practical steps are taken to ensure that the risk from fire and arson attack is minimised and that robust arrangements are in place and reviewed regularly.

In securing these arrangements it is necessary to ensure that the Governing Body and teaching and support staff are aware of the fire risk associated with the activities of the school and in the construction of the building. This requires an understanding of;

- The relevant regulations and guidelines provide by the DFEE, Torbay Council, Fire Authority and the internal fire procedures within the school.
- The need for staff and pupils to work collectively to identify potential fire hazards and report these to the Head Teacher/Relevant person.

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, pupils and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

## **Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

## **Communication**

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

**Procedures**—the following procedures are in place to ensure high standards of firesafety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes.
- Fire Risk Assessments are carried out by the School Business Manager.
- The fire evacuation procedure will be practiced 3 times a year (every term).
- A record will be kept of the date and the time taken to evacuate the buildings.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the cleaning supervisor & SBM.
- Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the SBM.
- Alarms are checked every 6 months by a suitable and tested weekly.

- Emergency lighting is checked every 6 months by a suitable contractor and monthly by the caretaker or SBM
- All visitors must be logged into the Visitors Book at the main school reception on arrival on site.

## **Emergency Evacuation Plan**

### **If you discover a fire:**

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridors, classrooms and kitchen. These can be activated by pressing hard again in the centre of the call point with your thumb.

Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. The lift must not be used. Everyone should report to the fire assembly point located at the far end of the playground near to Combe Pafford School.

Do not enter the building until you are told it is safe to do so.

### **If you hear the fire alarm:**

Leave the building immediately using the nearest available fire exit. Staff need to ensure that all children leave the premises via the nearest fire exit. If you know that a child is in the toilet or another part of the building away from the class, inform the fire marshal as you leave.

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

### **Persons responsible for taking roll calls are:**

The teachers and office staff.

The teachers and support staff check the roll and report to the

Headteacher & SBM everyone is present.

### **Fire Marshals – on hearing or setting off the alarm:**

Encourage everyone around you to evacuate as soon as possible.

Check rooms and toilets are all empty, and then evacuate the building to the assembly point closing doors behind.

### **Fire Alarm Status:**

In the event that the fire alarm is for a genuine fire, then the staff in school office must call the fire brigade as soon as possible.

In the event that the fire alarm is a false alarm, then the Headteacher & SBM should establish the cause before letting anyone re-enter the building.

### **Assisted Evacuation (Personal Emergency Evacuation Plan)**

Any member of staff or pupil who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.

Completed PEEP forms are kept in the fire safety folder.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a pupil with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS.