



*"I am able to do all things by the one who strengthens me" - Phillipians 3:14*

**GROWING - BELIEVING - SUCCEEDING**

*" We will all achieve our very best by loving learning, showing resilience and by developing Christian values within our community".*

**PLEASE REFER TO THE COVID-19 POLICY FOR SUPPLEMENTARY GUIDANCE**

## **FIRE SAFETY**

### **Establishment**

Management and staff at Sale and Davys CE Primary School will take all reasonably practicable measures to prevent or minimise the likelihood of fire within the school buildings and their grounds.

It is acknowledged that despite measures being in place for fire prevention, it cannot be assumed that a fire will never break out. Management has therefore put in place systems to deal with the consequences of any outbreak of fire as set out below:-

- We will ensure that all employees are given suitable instruction on basic fire prevention measures, undertake regular fire evacuation drills, means of escape and use of fire fighting equipment. Information for reference is provided in Appendix 1.
- Any employees involved in activities that give rise to an increased fire risk shall be given appropriate additional training in fire prevention.
- All employees will be expected to report all concerns regarding fire hazards to their line manager so that appropriate preventative action can be taken to eliminate the problem.
- In the event of a fire, the safety of life shall override all other considerations. If a fire is discovered the alarm shall be raised immediately. Responsibility for summoning the Fire and Rescue Service is detailed in the Fire Evacuation procedures to be found in each room.
- No employee will be required to attempt to extinguish a fire unless human life is at risk. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point/s.
- No person shall re-enter the building until the Fire and Rescue Service or the Officer in Charge of the establishment declares it safe to do so.
- The person responsible for the implementation of this policy is the Headteacher.

These systems will be regularly monitored to ensure that they are adequate, eg fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

Policy approved.....at a Full Governors Meeting

Date of meeting: 6<sup>th</sup> July 2023

Minute Number: 12.5

Renewal Frequency: Annual



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## **FIRE SAFETY**

### **Appendix 1**

#### **FIRE SAFETY PROCEDURE**

#### **FIRE PRECAUTIONS**

Heat sources and flammable materials should be kept apart eg. Keep aerosols away from radiators.

Flammable materials/ liquids permitted on the premises should be stored in the lockable caretaker store (see section on COSHH).

#### **FIRE ALARM CALL POINTS**

Alarm points are located by:

1. Exit door in Dart
2. external exit from the staff room
3. Exit to Trent Class
4. Exit to Merlin Class
5. Exit to junior playground by the Griffon toilets
6. Exit to the hall
7. Exit from PE store in hall
8. Exit to Griffon Class
9. Exit to disabled door
10. Atrium by main door
11. Headteacher's office

Staff should familiarise themselves with the location of **all** fire alarm call points.

#### **FIRE EXITS**

The following routes should be taken:

- Merlin, Dart and Trent classrooms - exit directly onto the playground – line up at rear of infant playground
- Office – exit through the Headteacher's office onto the infant playground
- Staffroom – exit through the staffroom external door onto the infant playground
- Hall - exit directly onto the junior playground and walk round to the infant playground
- Griffon class - exit through the fire exit door and walk round through the car park to the infant playground

#### **FIRE EXTINGUISHERS**

Located:

- Foyer
- Staff room
- Office

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## **FIRE SAFETY**

- Rear of atrium
- Exit to classroom Merlin
- Exit to classroom Dart
- Exit to classroom Trent
- Exit to classroom Griffon
- Teaching area of atrium
- Corridor between Trent and Merlin
- Outside Griffon classroom by the hall doors

Staff should familiarise themselves with the location of **all** fire extinguishers.

### **A PERSON DISCOVERING A FIRE**

Anyone discovering a fire or suspected fire should immediately close the door (if appropriate) and break the glass on the nearest fire alarm call point immediately to alert the fire brigade.

### **FIGHTING FIRES**

Staff should not fight fire unless human life is at risk. You are not expected to put yourself at risk. The safety of **people** is far more important than the risk of property damage.

### **FIRE FIGHTING EQUIPMENT**

Fire extinguishers – located as above.

Fire blanket – Staff room and school office.

### **ON HEARING THE FIRE ALARM**

All staff and children should evacuate the building. The teacher should follow the class out of the room, closing all doors behind them. Any additional adults in the room should lead the children to the fire assembly point. Dart teacher should take the playground gate key with them. Office staff will collect the front door key, telephone, Visitors' Book and class registers.

### **FIRE ASSEMBLY POINT**

The fire assembly point is at the rear of the infant playground. Lines of children should be silent.

### **FIRE WARDEN**

The most senior member of staff will take on the role as Fire Warden i.e. usually the Headteacher.

The Fire Warden will initiate a sweep of the area to establish that all staff and visitors have left the building. The Dart class teacher will check the toilets in the classroom before leaving the room. The office staff will exit with class registers, visitors log, staff rota and portable telephone.

### **FIRE DRILLS**

There will be 2 fire drills per full term. Fire drills should be logged and checked by the Headteacher for effectiveness.

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