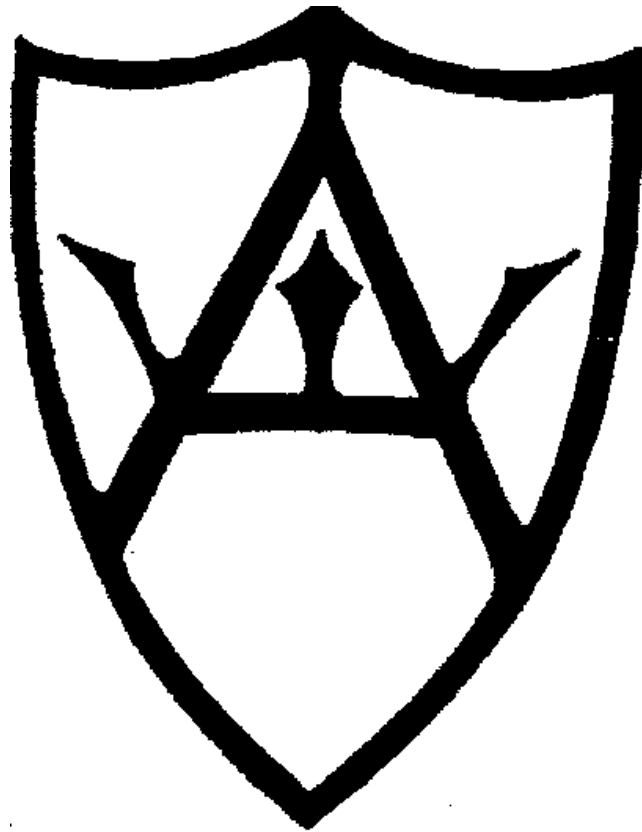


# **Alfriston School**



# **Fire Safety Management Policy**

Reviewed: Sept 2014

## Introduction

This policy has been written in compliance with the Model Fire Safety Management Policy produced by East Sussex County Council.

The following documents comprise the Fire Safety Management System for the school;

- East Sussex County Council Fire Safety Policy
- School Fire Safety Policy
- Fire Safety Risk Assessment
- Fire Safety Maintenance Records
- Fire Safety Log Book
- Written Fire Evacuation Plan
- Records of Staff Fire Safety Training

The ring binder containing these documents is located in ***the headteacher's office (bright pink file)***

Power for Health and Safety have been delegated by the Headteacher to the Health and Safety Committee who are;  
Lindsey Hudson  
Pete Leonard

### **The Health and safety Committee will ensure ...**

- The Fire Safety Risk Assessment is reviewed annually or when significant changes have been made or a fire has occurred
- Fire Safety inspections are carried out in line with the document "Fire Safety Risk Assessment for Educational Establishments" available at [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)
- Emergency lighting, fire alarm system and fire fighting equipment are serviced regularly
- Staff receive Fire Safety training in line with the document "Fire Safety Risk Assessment for Educational Establishments"
- Records of staff fire safety training (including participation in fire drills) are maintained
- Appropriate staff are trained to operate fire-fighting equipment
- Fire drills are carried out every other term and any issues identified are addressed
- Evacuation Plans are displayed in each classroom around the school
- An Arson Risk Assessment is carried out each year.
- This policy is complied with by all employers

**The Caretaker (Site Manager) will ...**

- Ensure Fire Alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained
- Ensure that contractors working within the school comply with the Health and Safety Policy and that risk assessments are carried out for specific activities (e.g. Hot Work permits used)
- Ensure that the designated person is aware of specific hazards associated with the premises (e.g. oxygen cylinders, chemicals) so they can make fire service aware in the event of an emergency.
- Ensure there is annual testing of portable electrical equipment (PAT) and 5 yearly checking of fixed electrical installation.

**Office Staff will ...**

- Ensure that there is a system in place to evacuate and account for visitors
- On hearing the fire alarm, ensure that
  - class registers
  - visitors/contractors book
  - staff attendance list

are taken to the assembly point

**All employees must ...**

- Familiarise themselves with the Emergency Plan
- Report to their manager any concerns regarding fire safety
- Be familiar with escape routes
- Not wedge fire doors open, nor block or obstruct them
- Be aware of the actions to be taken on hearing the fire alarm
- Evacuate the premises, in accordance with the Emergency Plan, to a safe place without putting themselves or others at risk,
- Not attempt to extinguish a fire unless they have been specifically trained to do so
- Comply with the County Councils No Smoking Policy

**Risk Assessment on people with disabilities (PEEP)**

- This will be carried out on all staff / pupil depending on their needs and a Personal Emergency Evacuation Plan devised to meet their need using the forms provided on c-zone.

### **Arrangements for evacuation**

- On discovering a fire operate the nearest fire alarm call point
- Staff are to ensure children leave the building by the **nearest available exit** and walk in an orderly / safe manner to the assembly point
- The assembly points is ***on the playground, by fence to quiet garden – see assembly point notices***
- The School Secretary will take registers to the playground to be distributed to teachers.
- Mrs Hudson will be responsible for KS2 / KS1 and Foundation. In her absence, the deputy will be responsible. In the absence of both, a nominated teacher will be in charge.
- Office staff will take the list of staff to the assembly point and check all staff are accounted for
- Office staff will take the visitors book to the assembly point and check all visitors are accounted for
- Teachers will check their register –once all children have been accounted for they will raise their arm in the air.
- The **Headteacher / Deputy head** will ascertain whether this is a false alarm or fire and call the Fire Service if necessary
- The **Headteacher or Deputy Headteacher** will meet the Fire Service and identify;
  - where the fire is,
  - what is on fire
  - whether anyone is missing
  - where they were last seen
  - potential hazards e.g. chemicals, cylinders, electrical intake etc
  - take/direct to Alarm Panel if required

### **Crisis Management**

In the event of a fire or other emergency making the school unusable staff will take the pupils to **the War Memorial Hall or St Andrew's Church.**

## **Emergency Evacuation Plan**

**Fire Alarm Signal:        Continuous bell**

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

1. The Teacher will lead the class out of the nearest exit to the assembly point.
2. Pupils should move quickly and quietly to the assembly point. There will be **NO RUNNING, SHOUTING OR TALKING.**
3. **If time allows**, staff should close all windows and doors.
4. Once at the assembly point, classes will line up and teachers will call the register, reporting the results to the Headteacher as quickly as possible and within 5 minutes of the alarm sounding.
5. The designated assembly point, unless otherwise instructed is: **on the playground, in front of the activity trail/gazebo.**
6. Office staff will take the following to the assembly point
  - Class registers
  - Staff list
  - Visitor book
  - Mobile phone
7. The Kitchen Staff will isolate gas/electricity supplies in the kitchen and evacuate to the assembly area.
8. The Emergency Services will be summoned on the instruction of the Headteacher.
9. The Headteacher will brief the Emergency Services on;

- location of the fire
  - what is involved in the fire
  - whether anyone is missing
  - where they were last seen
  - potential hazards e.g. chemicals, cylinders, electrical intake etc
  - take/direct to Alarm Panel if required
10. In the absence of the Headteacher, the senior staff member on site will assume all the responsibilities of the Headteacher.
11. The Headteacher will determine whether evacuation to an area more remote is necessary. In which case the school will go to **the War Memorial Hall or St. Andrew's Church.**

*Staff shall explain these Fire Drill instructions to classes at the beginning of each term and additionally as they see fit.*

Lindsey Hudson, Acting Headteacher

Date: Sept 2014