



BREWSTER AVENUE INFANT AND NURSERY SCHOOL

FIRE SAFETY POLICY

This has been adapted from the Peterborough Local Authority Model Policy

This policy was ratified by the Policies Committee on 2nd February 2024

Date for review (this policy will be reviewed every three years): Spring 2027

1. Aims

It is the overall aim of Brewster Avenue Infant School 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 minimising the effects of an outbreak of fire and evacuating the premises are in place.

2. Overall Responsibility for Fire Safety Matters

The Headteacher is appointed as the evacuation controller for the school and will have overall responsibility for fire safety matters at the school. They 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. The Headteacher will also ensure that a fire evacuation drill is undertaken each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

3. Fire Risk Assessment

The Local Authority commission has responsibility for commissioning a fire risk assessment. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

4. The School Fire Procedure

- The main aim in any fire is to remove all children, staff and other adults from the building quickly and safely, ensuring, as far as possible, that doors and windows are closed behind as each class exits.
- We follow the Fire and Rescue Service's Policy: 'Get out, call the Fire Brigade out, Stay out.'
- No-one is permitted to re-enter the building without express permission of the Fire Brigade or the Headteacher.
- Notices displaying the school fire procedure are displayed at each fire alarm call point on the standard form.
- The plans showing the situation of fire extinguishers, fire alarm points and fire blankets are displayed in the entrance lobby.
- All fire exit routes will be signed by clear signs with directional arrows.

5. Responsibility of all School Staff

- All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence.
- Every member of staff is ultimately responsible for the children in their care and any decision to deviate from the normal exit route.

- All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for volunteers or visitors working with their class.
- It is the responsibility of all staff to ensure that Fire Exits/Escape Routes are not blocked at any time and Fire Doors are kept shut.
- All staff must sign in and out of the building, whenever entering or exiting and visitors will sign the Visitors Book in the school office.

6. Raising the alarm

- It is the school policy that the fire brigade will be called on any confirmed outbreak of fire.
- On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm.
- The Office Manager or nearest adult to the telephone will contact the emergency services (999).
- The fire alarm is a continuous bell.
- In the event of alarm failure a hand bell will be rung in order to raise the alarm – the bell can be found in the stationery cupboard, on the right just inside the door.

7. Evacuation and assembly during normal school hours

- Assembly Point for all adults and children is the playground at the rear of the school building.
- When leaving the building, the Office Manager is responsible for taking: a mobile phone; staff attendance board, gate keys, hi-vis jacket and visitor book, which includes a plan of the premises in case the Fire Brigade should require this information.
- Teachers will supervise the evacuation of children and other adults according to the plans displayed in every room.
- The teaching assistant will check the toilets and any other spaces that children may be, and close windows and doors before departing the building.
- Class teachers will take the red pupil number cards, completed each morning and check children by headcount.
- The teacher will raise a hand to indicate that all children are present and safe.
- Where there is a discrepancy in pupil numbers, ScholarPack will be accessed on the Office Managers mobile phone, so that a full register can be taken.
- The office team will use the visitors book and staff in/out boards to account for all adults on site.
- The Headteacher will delegate responsibility for unlocking gates and meeting the Fire Brigade, usually to the Office Manager

- If no children are present, adults will leave the school by the nearest exit and assemble on the playground. The headteacher will be responsible for taking the staff signing in/out board and the visitors book in the absence of the Office Manager.

8. Evacuation and assembly out of school hours

- In the event of a fire, the alarm will be raised as above.
- Assembly Point for all adults and children is the playground at the rear of the school building.
- For events when children are left in our care (e.g. after school clubs), a register will be kept and checked should an evacuation be necessary. It is the responsibility of the most senior member of staff present to ensure the safety of children and adults on site.
- Staff working in school out of hours, e.g. in school holidays or at weekends, should use the staff signing in board in the main entrance area and ensure this is changed when leaving.

9. Evacuating persons with disabilities

- In this context, disabled persons may include anybody who may have difficulty leaving the building unaided.
- Adults who may require assistance should inform the Headteacher of their requirements to enable suitable arrangements to be made.
- Children who have a disability will have a named member of the support staff who will assist them accordingly and arrangements will be outlined in their Care Plan as required.
- All staff will be made aware of any adult or child requiring assistance in the case of evacuation and any arrangements will be put in place accordingly.

10. Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure. All staff, whether temporary or permanent, will have the 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. For new staff, this is included in the induction checklist.

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

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered 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.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, 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.
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

Records

The following records will be kept by the school:

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.