DANESFIELD MANOR SCHOOL

Fire Policy inc. EYFS

EDUCATE | EXPERIENCE | EXCEL

Updated: Sept 2023, Sept 24, Sept 25, Sept 26
Review date: Sept 2027

Policy Owner: SLT

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Our Proprietors, Inspired Learning Group, understand and fulfil their responsibilities namely to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

The named Fire Wardens on site are the Caretaker, Mr Steve Brightey; the Head, Mrs J. Smith; and a Class Teacher, Miss Griffiths.

Fire Risk Assessments

A risk assessment will be conducted with a qualified person every 2 years. In alternate years it will be monitored during the annual health safety audit. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past year's records of fire practices etc.
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building
- All staff upon induction shall receive a PEEP form and given the opportunity to state any such condition that may impair emergency egress.

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded on the induction form. All members of staff receive refresher training via an online course (Educare).

Students and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills are carried out once a term. This includes a simulated evacuation drill. When a fire drill is held it is recorded in the fire logbook. The evacuation procedure is timed and noted in the logbook. Points picked up at evacuation are recorded and reviewed.

Testing of Fire Alarm System

The fire alarm system is tested weekly by the Maintenance Manager. Each alarm point is numbered and a different number tested each week and recorded in the logbook.

Emergency Lighting

The emergency lighting is tested each Month by the Maintenance Manager and recorded in the logbook.

Annual Service

The fire alarm system, emergency lighting, call points and fire extinguishers are serviced annually by Churches Fire.

Emergency Exits

All emergency exits are to be always kept clear and free from obstruction.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable, they will be securely fixed
- Combustible materials (paper, card, fabrics etc.) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc.) are to be switched off and where possible unplugged
- All electrical items, plugs and cables are checked each year

Smoking

Smoking is prohibited in or around the school.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by pressing the glass.
2. Call the fire brigade by dialling 999 or 9 999 (if you need 9 to get an external line)
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors and windows (if possible)
2. Proceed to your assembly point and take the register.
3. Wait for the Headteacher's instruction or a member of SLT in her absence.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point