



*RUSSELL SCOTT
PRIMARY SCHOOL
DENTON*



FIRE SAFETY POLICY

Including Security Procedures

This policy and procedure was drawn up with the assistance of Phil Bradbury Grtr Manchester Fire Safety Officer.

INTRODUCTION

The safety of all children, visitors and staff at Russell Scott Primary School is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may have mobility problems, from the School

In this policy you will find procedures to follow on:-

- *Protective Equipment – Fire Extinguishers*
- *Inspection Procedures/Good Housekeeping Practices*
- *Raising the Alarm*
- *Action to be taken on hearing the alarm*
- *The assembly points around the building and roll call procedures*
- *The procedure for re-entry to the building*

Each member of staff has access to the Fire Safety Policy and have signed to say they have read it. The policy will be updated for staff with key responsibilities.

IMPORTANT CONSIDERATION

The school was closed in March 2015 whilst fire compliance measures were installed.

Greater Manchester Fire and Rescue attended in February / March 2015 as a result of the above and advised the school on protocols and policies.

Following the closure for non-compliance a fire risk assessment was carried out by Rob Hewitt, Carillion Building Control on 11th March 2015 and that advice together with GMFRS used to draw up this policy and evacuation plan.

It was assumed by RH in his report and indicated to the school that magnetic door closures are to be fitted to all front elevation doors.

There is a conflict between fire safety, security and disability compliance that will need to be managed in the short term whilst these issues are resolved.

All staff must check that the room they occupy has the thumb turn on and the door unlocked at all times when the building is occupied.

Please make sure you read this policy and the relevant section relating to managing fire safety and security.

As an interim measure the orange double doors from the hall and 'lobby', together with the final exit fire door of the foundation classrooms need special consideration. These doors compromise either fire or personal security and must not be left unattended when the spaces are occupied. The doors must be unlocked with the thumb turn on the closed position, the dead bolts in place and locked with a key. **An adult with the relevant key must be in attendance at all times.** Do not lift the bolts or the school is insecure and can be accessed from outside which has unrestricted access to the road.

The management of the Foundation doors is complex: **When the gates to the foundation stage are open to allow nursery change over all children must be inside behind the secure doors. These doors can only be locked from the outside but must be secure with the dead bolts in position or they can be pulled open. In an emergency the deadbolts will need to be opened and the door pushed against the lock to force exit.**

Maglocks installed 2020

PROTECTIVE EQUIPMENT – FIRE EXTINGUISHERS

Firefighting equipment and relevant signage is provided throughout the building. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. In the event of fire the alarm should sound and the relevant evacuation procedure undertaken. However if you are in the vicinity of a fire immediately starting press the manual emergency call point alerting the rest of the building and the fire brigade.

Exit the building as quickly as possible

INSPECTION PROCEDURES AND GOOD HOUSEKEEPING PRACTICES

Regular inspections of fire safety equipment, exit routes, etc. will be carried out by the Site Manager in accordance with the details in the Fire Precautions Log Book. The Site Manager will ensure the arrangements for replacement or replenishment.

The Headteacher and Governing Body are responsible for health and safety in the School. They will arrange for a Fire Risk Assessment to be completed, and implement the control measures identified. Review of the Fire Risk Assessment takes place annually if no modifications have taken place in the building within 12 months

Fire alarm tests will take place weekly (Friday 10.00am). An evacuation exercise will take place at least once a term and as soon as possible after any new intake of pupils is admitted to the School. A record will be kept of the results

The Site Manager will have responsibility to undertake a weekly visual inspection of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. The Site Manager will arrange for any repair work or replacements.

Daily physical checks will be carried out by the Site Manager as follows:

- *Check the fire alarm panel to ensure the system is active and fully operational.*
- *Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully*
- *Open all final exit doors to the full extent and walk exterior escape routes.*
- *All classrooms have a fire exit to the outside. All doors will be unlocked but secured for security by a thumb turn. Teachers will check these doors are unlocked and secured by the thumb turn when they enter the classroom or other teaching space.*
- *Check escape routes to ensure they are clear from obstructions and combustible materials, and in a good state of repair.*
- *Check the physical state of the fire extinguishers*
- *Check that all safety signs and notices are legible.*
- *Where practicable, visually check that emergency lighting units are in good repair*
- *Report all defects to the Contractor responsible (Fire Queen), who will ensure that remedial action is taken*

The fire alarm break-glass call-points, sounders and 'green' button door release unit should be tested weekly, using a different call-point in rotation to simulate activation of the fire alarm. These will be recorded in the relevant log sheet and kept by the Site Manager (see appendix 1)

Regular annual checks of all fire extinguishers will be undertaken by the Contractor (Fire Queen) and will be recorded on each extinguisher

Good Housekeeping within the School

Fire doors and fire exits not obstructed and are closed at all times

No locks to be placed on any fire exits. Doors are fitted with fast release door mechanisms

No visual displays from ceilings and around light fittings

Extension leads with various outlets are fully unwound

No overhanging visual displays from wall to wall

Boiler rooms – no combustible items to be stored there

Storage to be secure, ensure no risk of anyone setting fire to it

Storage of all back up software in fire protective cabinets

HEADTEACHER EVACUATION PROCEDURE

This Headteacher procedure is for a 'Planned Simultaneous Fire Evacuation Drill' where every person in the school building must evacuate to a designated place of safety in less than 3 minutes in response to the fire alarm sounding. In the absence of the Headteacher the next person who would deputise the headteacher would follow this procedure. The evacuation will be timed and logged on Smartlog by the site manager. Any observations should be noted and corrections or required actions will be logged and carried out with immediacy.

The following sequence of actions should take place when a fire is detected:-

- *When the fire alarm is activated and sounds the Headteacher will check the fire alarm display panel to see the trigger location.*
- *The Headteacher will proceed to the trigger location and assess whether the activation is real in the presence of burning smells, smoke or fire. If it is a real fire call 999 and confirm the location of the fire and then leave the premises by the nearest and safest fire exit doors.*
- *If it is clear the activation is scheduled or false, the Headteacher should return to the fire alarm panel and silence the alarms.*
- *If it is a scheduled or a false activation, a final return to the trigger location to confirm that there is no presence of burning smells, smoke or fire.*
- *Let pupils and staff know it is a fire evacuation drill.*
- *Check with the Site Manager on the resetting of the alarm panel.*
- *Check with fire marshals of any issues, faults or dangers that need to be addressed.*

In the absence of the Headteacher this procedure must be carried out by a member of the senior management team that would deputise the Headteacher at the scheduled time.

SCHOOL EVACUATION PROCEDURE

1. *Russell Scott has a monitored alarm system (Custodian) and there is a set procedure the monitoring station will undertake. When the alarm is activated the monitoring station will call the fire service and will inform the school they have done so.*
2. *A number of staff (SMT, Office Staff, Site Manger and Tech Support) have received training to understand the fire alarm panel. One of these staff members will locate the detection point and investigate its activation.*
3. *Evacuation of the premises via the nearest exit point*
4. *The secure fence line gate adjacent to the Reception will be opened. The key is held in the office, site manager, Headteacher, IT Manager, Nursery Staff, Sports coach and midday supervisor.*
5. *Report to the Assembly Point*
6. *Duties of employees with key responsibilities should be followed. The Headteacher will brief everyone with key responsibilities*

Alarm – *Anyone discovering a fire should, without hesitation, activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher’s responsibility to ensure children are aware to notify a member of staff on discovering a fire). If anyone does not know how to activate the alarm please notify the Site Manager/Headteacher*

*The alarm is tested weekly by the Site Manager (**Wednesdayat 5.00pm**) who will activate a different call point each week and log any faults in Smartlog. These faults need to be reported to the Contractor, HUB.*

Calling the Fire Brigade – *All outbreaks of fire will be reported to the Fire Service. It is the duty of the School Business Manager (if the School Business Manager is absent – Headteacher) to make the call before vacating the premises*

Evacuation of Premises – *on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are not to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises*

The evacuation should take place in a quiet and orderly manner so that instructions can be heard

All classes have their own final fire exit fire door.

Key Stage 1 classes will temporarily assemble on the Key Stage 2 playground whilst the field being redeveloped and place of safety compromised.

Nursery will assemble on the flagged area adjacent to the studio at the front of school whilst the field being redeveloped and place of safety compromised.

Report to Assembly Point – At the assembly point classes will begin to line up in class order to enable a headcount of each class

Call the register – Class teachers/members of staff in charge will immediately call the register and show that all are present by raising their register in the air

Assembly Co-ordinators – one should be appointed for each set of buildings as follows:

Nursery - Assembly Point Co-ordinator is **Mrs V Jones**

Foundation – Assembly Point Co-ordinator is **Miss Zauscinski**

Key Stage One – Assembly Point Co-ordinator is **Mrs West**

Key Stage Two – Assembly Point Co-ordinator is **Mrs Matthews**

Once the Assembly Point Co-ordinator has seen all registers in the air for their assembly point, they will report to the Headteacher/School Business Manager/Site Manager who will be located near the fire alarm panel awaiting the Fire Brigade

Re-entering the Building

Once the Headteacher/School Business Manager/Site Manager has the all clear they will report this to the Assembly Point Co-ordinator, who in turn will inform their assembly points

DUTIES AND RESPONSIBILITIES OF DELEGATED MEMBERS OF STAFF

School Business Manager/Headteacher – On hearing the alarm, will contact the monitoring station or phone Fire Service using the 999 telephone system. Headteacher's responsibility only if the School Business Manager is not present in School

School Office – On hearing the alarm should unlock front gate and collect all class registers and distribute to class teachers

School Office – Will be responsible for all visitors, to ensure all visitors to the School at the time of the fire alarm sounding are accounted for. EntrySign Evacuation Print to be activated for list of all visitors. All visitors will be directed to the designated assembly point on hearing the fire alarm. This must be communicated to all visitors (this is done at the point of signing in on the EntrySign screen).

Assembly Point Co-ordinators – At the Assembly Point will liaise with the class teachers/members of staff in charge to confirm that a roll call has taken place and establish if any persons are missing. When everyone is accounted for, communicate this to the Headteacher/School Business Manager/Site Manager at the fire alarm panel

The **Key Stage 2 Assembly Point Co-ordinator** **Mrs Matthews** will record the time and the findings of the evacuation

Headteacher/School Business Manager/Site Manager – To meet with the Fire Service at the front of the building. The Assembly Point Co-ordinators will inform the Headteacher if anybody is absent

Lunchtime Supervisor **Lisa Young** – will be responsible to ensure all lunchtime organisers are accounted for

Kitchen Manager **Jo Young** – will be responsible to ensure all catering staff are accounted for and join the KS2 playground assembly point

Site Manager – it will be the Site Manager's responsibility to ensure all cleaning staff and contractors are accounted for. They will make their way to the KS2 assembly point.

Evacuation of Disabled Persons – Pupils, staff or visitors

Pupils – it will be the class teacher's responsibility to ensure the pupil is escorted to the assembly point

Staff Member – it will be the responsibility of the line manager to ensure the member of staff is escorted to the assembly point

Visitor – it will be the responsibility of the person they are visiting to ensure they are escorted to the assembly point

Catering Staff/Site Manager/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the nominated assembly point
- Call the roll of staff
- Report to the Assembly Point Co-ordinator with any absences

PROCEDURES FOR LIAISON WITH THE FIRE BRIGADE

The Headteacher/School Business Manager/Site Manager will meet the Fire Brigade on their arrival, and give them details of any persons missing, the location of the fire and access points into the building. The Deputy Head would take this role if the Headteacher is not present in School

EVACUATION OF DISABLED PERSONS – PUPIL, STAFF OR VISITOR

Given the height of thumb turns and the difficult access via classroom doors from the South Elevation KS2 classrooms (nearest Crown Point North) it is imperative that this process is followed: Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact the Site Manager/Headteacher if they have concerns that the persons in question will have difficulty in evacuating the building. The Site Manager/Headteacher will make arrangements to develop a Personal Emergency Evacuation Plan (PEEPs) for the person in question.

APPENDIX A – ASSEMBLY POINTS**Foundation Stage:****Assembly Point for Nursery**

Located outside in the Nursery playground
Assembly Point Co-ordinator – *Verity Jones*

Assembly Point for Reception

Located outside in the reception unit playground

Assembly Point Co-ordinator – Miss Zauscinski

Assembly Point for Key Stage One

Special consideration needed of Yr2 located adjacent to the main hall

Located within the Key Stage One playground

Assembly Point Co-ordinator – Mrs J West

Year 1: evacuate through classroom doors and using the gated access onto the waste land beyond the Infant playground.

Year 2; one Yr2 class will make their way through the lobby doors adjacent to the classroom and make their way to the KS2 playground assembly point. The other facing the KS1 playground will evacuate via the classroom and follow the procedure onto the spare ground beyond the playground.

Assembly Point for Key Stage Two

Located within the Key Stage Two playground

Assembly Point Co-ordinator – Mrs Matthews

Year 3

Year 4

Year 5

Year 6

Assembly Point for Others

Located outside the main reception area

Visitors

Catering Staff

Contractors

Caretaker/Cleaning Staff

Office Staff

Any problems with the evacuation procedures, including raising the fire alarm, should be notified to the Headteacher/Site Manager

Fire Safety Policy – Russell Scott Primary School

Appendix A Logs

Portable Fire Fighting Equipment

A person with delegated responsibility (Site Manager) will carry out a monthly inspection of all portable fire extinguishers (including any fire blanket), to ensure that they are fixed in their proper position and have not been discharged, or lost pressure (in the case of extinguishers fitted with a pressure indicator), or suffered obvious damage.

An annual inspection of this equipment should be carried out by a competent person and preferably by a representative of the manufacturer. This engineer will label and mark with the inspection date, each individual item. Completion of this log sheet will act as an overview of all portable firefighting equipment on the premises.

PLEASE REFER TO **SMARTLOG** (<https://sl.safesmart.co.uk>)
FOR **CERTIFICATIONS, FIRE DRILL, FIRE ALARM,**
EMERGENCY LIGHTING and **CHECKS & TESTS**

Agreed By: _____

(Headteacher)

Agreed By: _____

(On Behalf of the Governing Body)

Date: _____