

North Mundham School

Fire Safety Policy 2023

Discovering fire

The person who discovers fire will immediately sound the alarm from the closest 'breakpoint' and trigger evacuation of the building. If safe to do so, inform office staff of location, source and extent of fire. Office staff will phone the emergency services. If the location or spread of fire is extensive this phone call will be made from the assembly point. The assembly point is the school field.

Procedure in the event of fire

See Appendix A

Senior Leadership will decide the appropriate action following an incident of fire. This may include moving pupils and staff away from the school buildings to the North Mundham Village Hall or to the church. (see emergency procedure)

Inspections

Regular inspections of fire safety equipment, exit routes etc will be carried out by the premises manager. Any defects or shortcomings should be brought to the attention of the Business Manager who will ensure the arrangements for replacement or replenishment.

The Headteacher and Governing Body are responsible for health and safety in the school. They will complete a fire risk assessment 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 by the premises manager. 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 School Premises 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. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the premises manager as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the *School Business Manager*, who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers and the alarm system are undertaken and recorded.

Good Housekeeping within the School

All staff are required to assist with the following advice:

- Fire doors/fire exits not obstructed and closed at all times unless they have a fire door closure system fitted.
- Where there are locks on fire exits, the premises manager is responsible for unlocking these each morning and completing the log book accordingly. Staff in these classes must ensure these doors are not locked in any way while people are on school premises.
- Extension Leads with various outlets (reel) are fully unwound.
- No personal electrical equipment is brought into school for use. School electrical equipment is all appropriately PAT tested.
- No overhanging visual displays from wall to wall (will aid spread of fire considerably.)
- No visual displays around light fittings.
- Be aware of mix of items stored together.
- Storage to be secure, ensure no risk of anyone setting fire to it.
- 'Back up' of software – office back up taken home each night, curriculum etc 'back up' is off site.

Protective Equipment - Fire Extinguishers

Fire fighting equipment 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. It has been recommended by the LEA Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

Lettings

This policy is given to any organisation 'letting' the premises. Access to the phone is discussed. (See lettings policy)

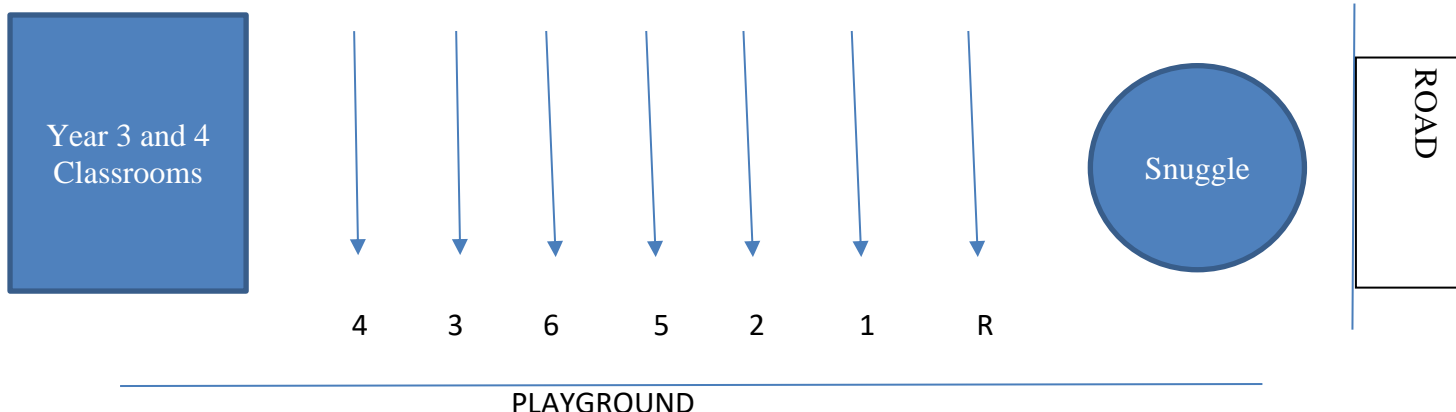
Reviewed September 2024 TBR September 25

Appendix A

Emergency Fire Plan

1. On discovering a fire, the alarm will be raised immediately. No attempt will be made to extinguish the fire before raising the alarm.
2. On hearing the Fire Alarm Bell, the building will be evacuated immediately. Children will leave the room or space that they are in via the nearest fire exit or safest route. They will be led to the fire assembly point by the teacher. Class TAs will ensure that classrooms are empty and that classroom doors are closed, they will then follow the class to the assembly point.
3. Any child with a PEEP (personal evacuation plan due to additional needs) will be assisted by class adults. (See sep PEEP)
4. Office staff will contact the emergency services.
5. Fire wardens will sweep specific areas to ensure that the whole school is empty (this includes toilets and communal areas).
6. Fire wardens will follow rest of school to Fire assembly points.
7. Teachers will count class and check names against the paper register to ensure all are present.
8. Teachers will remain with classes, unless instructed otherwise by the Headteacher, until stand down is announced.
9. All adults will report to assembly point and Office staff will check against the electronic visitor sign in.
10. In the case of a bomb scare the, the same emergency procedure will be followed.
11. The headteacher (or deputy in her absence) will liaise with the emergency services when they arrive on site.
12. If the emergency alarm is not working the school bell will be rung throughout the school to evacuate the school.

Fire Assembly point.



Fire extinguishers and Fire Blankets are available:

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|-------------------------------|----------------------------------|
| Library- Water and CO2 | Corridor (ICT Rm)- water and CO2 |
| Corridor (opposite Hub- water | Community Room- Blanket |
| Hall- water and CO2 | Staff Room- Blanket |
| ¾ Building- Water and CO2 | Kitchen- CO2 |

Belong, Believe, Achieve