

STOW-on-the-WOLD PRIMARY SCHOOL

heart hand mind

Fire Emergency Plan & Fire Safety Policy



Approved by:	Full Governing Body	Date: 7 th July 2023
Last reviewed on:	7 th July 2023	Signature: T. A. Bartlett
Next review due by:	7 th July 2024	Chair of Governors

Stow on the Wold Primary School

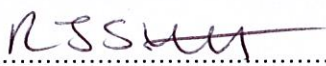
Fire Emergency Plan and Fire Safety Policy

The aim of the Fire Emergency Policy and Plan is to ensure that in the event of fire, staff, children, visitors, contractors and other employees know the action they should take to ensure that the school can be safely evacuated.


Copies of the Fire Emergency Plan, Fire Safety Policy and Fire Risk Assessments are kept in the main office and in the heads office and are available for inspection by staff, fire service and health and safety enforcement officers. They are also available on the school website

Reviewed by : 
Chair of Premises & Health & Safety Committee

Date: July 23

Signed: 
Head teacher/ Deputy DSL Fire Officers

Date: July 23

Signed: 
Chair of Governors

Date: July 23

Fire Emergency Plan

The list below identifies key areas for a fire plan; all staff should be made aware of its content.

Action on discovering a fire,	<ul style="list-style-type: none">✓ Raise the attention of others by sounding the fire alarm.✓ Notify other members of staff what the fire involves✓ If competent, trained and at no risk consider use of fire fighting equipment.
What to do if the fire alarm sounds	<ul style="list-style-type: none">✓ Make your way to the nearest fire exit and assembly point on the playground.✓ Ensure windows and doors are closed.✓ Listen to directions given by fire marshals/ head teacher
Calling the Fire Brigade	<ul style="list-style-type: none">✓ On hearing the alarm the identified responsible person to put emergency call into the fire service (office staff or headteacher)
Evacuation of the workplace including those particularly at risk,	<ul style="list-style-type: none">✓ All persons on site should evacuate to the assembly point (playground)✓ Fire marshals (teaching partners) should check their designated areas to ensure the building is empty (toilets/corridors/staffroom/kitchen).✓ Ensure arrangements are in place for disabled persons, visitors and contractors
Power and process isolation	<ul style="list-style-type: none">✓ If working in area of risk e.g. kitchens, ensure that any processes that could be hazardous or assist the fire are isolated
Assembly points outside the building	<ul style="list-style-type: none">✓ On exiting the building go to the identified assembly point in the playground, these are the children's usual line up areas

Liaison with Emergency Services	<ul style="list-style-type: none"> ✓ On arrival the emergency services will require the following information ✓ Where is the fire located ✓ What does the fire involve (size and description) ✓ Are all persons evacuated from the building? ✓
Escape routes and fire exit use,	<ul style="list-style-type: none"> ✓ Means of escape routes are checked daily by staff ✓ Staff must be aware of alternative routes out of the building ✓ All doors must be opened without use of a key; staff should be familiar with and securing arrangements. School doors have a turn handle lock easily opened by all.
Fire fighting equipment use,	<ul style="list-style-type: none"> ✓ Fire fighting equipment is provided to assist in securing your means of escape. ✓ Only competent persons who have received training, and providing it does not place themselves or any other persons at risk should tackle a fire
Responsibilities and duties to assist in case of fire,	<ul style="list-style-type: none"> ✓ All persons have a responsibility to ensure the building is evacuated by making there way to the nearest fire exit and assembly point. ✓ Fire marshals have the added responsibility to ensure their designated areas are evacuated ✓ Staff that are trained in first aid fire fighting, if appropriate and at no risk to themselves may tackle the fire with a fire extinguisher
Training required to meet the requirements of the fire plan	<ul style="list-style-type: none"> ✓ All staff, Induction and refresher training on fire evacuation with termly fire drills ✓ Fire marshals, training on duties of a fire marshal ✓ First aid fire fighters.

Fire Safety Policy

Section 1

School Details

Stow on the Wold Primary School

St Edwards Drive
Stow on the Wold
Cheltenham
GLOS GL541AW

Use Of Premises: Education

Fire Safety Co-ordinator: Mrs Scutt

Deputy Safety Co-ordinator Mrs A Swallow

Fire Marshals: Mrs Swallow, Miss Heath, Miss Harris, Mrs Nicholson, Mrs Pulham, Mrs Meakin, Mrs Holyoake

Lunchtime Fire Marshals: Mrs Stubbs, Mrs Barber, Mrs Akerman, Miss heath, Mrs Nicholson, Mrs Meakin

Number of Workers in Workplace: 27

Number of Other People in Workplace: 140 children max plus max of 26 in nursery

Section 2

Organisation and Responsibility for Fire Safety

The Head teacher will ensure that the fire risk and potential for damage have been properly assessed and the building complies with all statutory requirements in respect of fire precautions.

The Head teacher is responsible for assessing the degree of fire risk and for formulating and regularly updating this school Fire Safety Policy.

RESPONSIBILITIES

Fire Safety Co-ordinator: Mrs Scutt, headteacher (Mrs James, in absence of Head)

The Fire Safety Co-ordinator will:

- ensure that all procedures, precautionary measures and safety standards as laid down in the school fire safety policy and plan are clearly understood and complied with by all those within the workplace
- ensure that weekly checks of fire fighting equipment are carried out, the fire alarm system is tested on a rotational basis regular testing of all fire detection devices is arranged (conducted by the cleaner in charge Mrs Catley)
- conduct regular visual inspections of escape routes, fire brigade access, fire fighting facilities and classrooms and monitor the requirements laid down in this policy
- liaise with the local fire brigade including arranging pre-fire planning familiarisation tours, if requested
- ensure a written record of all checks, inspections, tests, and fire drill procedures is maintained (by administrative staff) following each check or drill) These are kept in metal box by fire panel in entrance hall
- regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade

- during an alarm, execute those duties required for the safe evacuation of the school, and ensure that all staff, children and visitors report to the assembly points in the playground
- promote "a fire safe working environment" at all times with particular reference to housekeeping and where there are sources of ignition such as the cookers, kitchen, photocopier, boiler rooms, storage areas and bin store, electrical appliances and wires.
- give the officer-in-charge of the first fire appliance to arrive with the following information:

a) How many persons are still in the building?

b) If relevant - any dangerous substances stored in the building that are likely to become involved

c) Where the seat of the fire is thought to be located

d) The best route to get to trapped persons or the seat of the fire

e) Consider any proposed material changes for fire safety implications and where necessary carry out a review of the fire risk assessment

f) Assist any fire or health and safety enforcing officer who wishes to inspect the premises/building, and they must give him/her any information or assistance, which he/she needs in order to complete the inspection

In the absence of the head teacher, the assistant head or most senior member of staff on the premises will assume these responsibilities/

Fire Marshals

The Fire Safety Co-ordinator appoints fire marshals and deputy fire marshals (members of staff), to assist in building fire evacuations, fire safety checks and the implementation of the school fire emergency plan.

Fire Marshals are responsible for clearing their designated area of all adults and children, in a fire evacuation. (namely toilets, staffroom, offices and corridors). Fire Wardens have the added responsibility of:

a) Assisting with those children/ adults with special needs in the building

b) Reporting their area is clear to the Fire Co-ordinator at the fire assembly point

c) Attacking fires with available fire-fighting equipment only if so trained and it is safe to do so.

Section 3

School Fire Precautions

Emergency Procedures

The means of raising an alarm in case of fire is dealt with in section 4.

Written fire action notices are displayed in prominent locations near call points and final exits

Clear access to the school is maintained at all times.

Clear fire safety signs are installed and maintained where required in prominent positions indicating the locations of fire escape routes and fire extinguishers.

Adequate numbers of extinguishers appropriate to the hazard are placed at points around the school.

Use and Storage of Combustible Materials and Waste

Combustible materials are used safely and kept clear of any likely ignition storage.

Combustible materials are stored with adequate space separation between them and ignition sources e.g. in cupboards, away from electrical equipment.

Good housekeeping practices are maintained in this school. Waste material, in the form of waste, packing materials etc is removed daily from each classroom.

Unwanted materials from other parts of the school are collected at regular intervals and removed from site.

All collected waste materials awaiting disposal are kept in a brick built bin store or a locked metal bin.

All dry vegetation is cleared regularly from the perimeter and external escape routes of the building. Rubbish is not burned on site.

Electricity and Gas Supplies

All electrical supply installations, both temporary and permanent, are installed in accordance with The Institution of Electrical Engineers' Regulations for Electrical

Installations and the Electricity at Work Regulations 1989, by competent electricians.

Installations and portable appliances are inspected regularly and tested with results recorded in the appropriate register.

Main switches are to be turned off when work ceases and all electrical equipment should be unplugged when not in use.

Section 4

Means for Raising the Alarm in Case of Fire

The means of warning of fire in this school is an electrical break glass fire alarm system which is clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

The position of trigger devices and important components of the fire alarm system are indicated on the school fire plan drawing.

Trigger devices are situated in each classroom and practical area, in the hall, kitchens, entrance hall, staff room and by all main exit points in the cloakrooms and front door and staffroom door.

In the event of the system being triggered in the nursery building and children's centre, the main school will be evacuated and vice versa.

Section 5

Procedure for Calling the Fire Brigade

Written emergency procedures are displayed in prominent locations.

An example of the school's fire action notice is shown on the next page.

The fire brigade will be summoned from the office by dialling 999.

The fire brigade will usually be summoned by the nominated person, namely the school administrator.

Fire Action Notice

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices sited where shown on the fire emergency drawing, is:

If you discover a fire you must:

Raise the alarm by operating the nearest fire alarm call point

If you hear the fire alarm you must:

Leave the premises by the nearest available exit, closing all doors behind you

Ensure all children in your charge leave the building with you

Report to the person in charge of the assembly point in:

The playground

Your Responsibilities

You must know how to find the escape routes provided

You must know how to operate the fire alarm

Teachers must know how many children are in school in their registration group and check that all children are present. Report any missing children to the Head.

Whoever is in the office must bring the class registers out with them and call the fire brigade

Calling the Fire Brigade

A nominated person (office staff) will call the Fire Brigade immediately as the fire alarm sounds. The Head must ensure that the Fire Brigade is called, even if the designated person fails to do so).

In the unlikely event of the playground being inaccessible, arrangements have been made to assemble in the Brethren Meeting House car park at the foot of St Edwards Drive.

Section 6

Means of Escape in Case of Fire

The means of escape facilities from the school are indicated on the school fire plan drawings and associated key.

Escape routes (corridors, walkways etc.) and exits are sited as shown on the drawing.

All escape routes are kept free from combustible materials, obstructions, and trip hazards.

External doors have a turn handle lock that is easily opened by all.

All door widths are at least 750 millimetres wide unless shown otherwise on the plan(s).

All corridors and stairways are at least 1100 millimetres wide unless shown otherwise on the plan(s).

Clear and appropriate means of escape signs are installed and maintained in prominent positions indicating the locations of fire escape routes and positions of fire extinguishers.

The position of such signs, is indicated by the appropriate symbol on the drawing that forms part of this plan

The means of escape from the building are checked on a weekly/daily basis by the head teacher.

Section 7

Fire Fighting Equipment

Portable Fire Extinguishers

Adequate numbers of suitable types of portable extinguishers are available throughout the school and are indicated on plan by the appropriate symbol.

All school staff will be trained in the use of portable fire fighting equipment as soon as possible

Extinguishers are located in conspicuous positions near exits and near ignition sources.

To protect items of electrical equipment, appropriate sized carbon dioxide extinguishers are provided close to the equipment concerned.

Extinguishers, hydrants and other fire protection equipment are maintained and regularly inspected to a schedule established by the head.

Section 8

Access and Sources of Water for the Fire Brigade

Water Supplies

Adequate water supplies for fire fighting are available. The sources of water supply for fire fighting purposes are as follows:

Statutory/Private fire hydrants located around the school entrance.

All water supplies are clear of obstruction and suitably marked.

Access for Fire Appliances and Fire Fighters

The surrounding access roads are of sufficient width, headroom and loading for fire service appliance access.

Fire fighters are unlikely to have to travel more than 45-metres from a final exit to deal with a fire or carry out a rescue within the building.

Section 9

Fire Records

A **fire log book** is kept in the premises and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- the fire risk assessment documentation for the past three years
- this fire emergency plan
- the means for detecting fire and for giving warning in case of fire, e.g. a manually operated electrical system
- the means for fighting fire, e.g. portable equipment
- any smoke management systems e.g. smoke detectors
- the emergency escape lighting system
- instruction and training
- fire drills

Where appropriate records also include:

- the date on which the testing and maintenance was carried out and by whom
- the date on which any defects were reported and the action taken to remedy such defects
- the date on which the defect was remedied and by whom

Fire records include details of every defect and the action taken to remedy them.

Fire Alarm System

Daily

The fire alarm control panel is checked to see that it indicates normal operation, or if not, that any fault shown is recorded in the logbook and remedial action taken. All faults are rectified without delay.

Weekly

The correct operation-of the alarm system is checked by actuating at least 1 trigger device, i.e. one call point. At every test a different trigger device is used so that all trigger devices are tested over a period of time. The entry in the fire precautions logbook must identify the trigger device used for each test.

Additional Tests

There are additional tests, which are done quarterly, annually, and five yearly in accordance with British Standard 5839. These tests require specialised equipment and knowledge and are carried out by a competent person.

Lighting

All escape routes are adequately lit when the premises are in use. External lighting switches on automatically when there is insufficient daylight.

Ambient street lighting also helps at night.

Escape Lighting

The emergency lighting system utilises self-contained battery operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than 1 hour.

All component units of the system are located as indicated on the plans.

The lamps will remain lit by emergency power for 1 hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

Daily

A check is made of the emergency lighting for obvious defects e.g. broken glass

Monthly

Every luminaire and internally illuminated exit sign is energised from its emergency supply by simulating a lighting circuit power failure. During the power failure simulation, all luminaires and signs are checked to ensure that all lamps are illuminated. The test need continue only until this has been done.

Six monthly

The monthly test is carried out, but every 3-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 1 hour and every 1-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 15 minutes.

Three Yearly

Every luminaire and internally illuminated sign is energised from the emergency battery supply or back up battery supply for its full duration by simulating a lighting circuit power failure.

Subsequent annual test

All self-contained luminaires with sealed batteries is tested in the same way as described for the three yearly tests.

At the end of every test all indicator lamps is checked to ensure that all batteries are recharging.

Fire Fighting Equipment

All fire extinguishers conform to British Standard EN 3 and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building.

The extinguishers are of a suitable size and weight for use by the occupants of the building.

Monthly:

All fire extinguishers, spare gas cartridges and replacement chemical charges is examined visually to ensure they are in good condition and that extinguishers are in place, have not been discharged or lost pressure and have not been damaged.

Annually:

All fire fighting equipment is inspected and serviced by a competent person.

Periodically:

Discharge tests of fire extinguishers and hose reels are carried out at the frequency recommended by British Standards.

Section 10

Security Measures to Minimise the Risk of Arson

The whole school has a fence erected around the perimeter as an effective method of deterring trespassers as well as preventing malicious fires.

The external area surrounding the school is illuminated as an additional deterrent to unauthorised access.

Stores of combustible materials awaiting collection from the site are held in metal locked bins or in a brick built storage area.

Section 11

Staff Training Programme

Fire Safety Co-ordinator and Fire Marshals are made aware of their particular responsibilities.

Fire Marshals are designated to check all sections of the building to ensure that everybody has left the school e.g. toilets, cloakrooms

All staff will be regularly trained by a competent person to ensure that they understand the fire precautions and the action to be taken in the event of fire.

Holding fire exercises, which include an evacuation drill, reinforces training. For the purpose of this drill, at least one exit or escape route may be declared unavailable so that staff will become familiar with the alternative escape routes. Occasionally a child may be removed to check registration and roll call procedures are effective in identifying missing persons.

The training is based on written instructions based on the fire procedure described in this policy and will include the following:

- Familiarisation with the means of escape from the premises
- Appreciation of the importance the need to close all doors at the time of a fire and on hearing the fire alarm
- The method of calling the Fire Brigade
- The location and practical use of fire fighting equipment
- The action to be taken on discovering a fire
- The action to be taken when the fire alarm sounds
- Evacuation of the building (staff/children)
- The location of the assembly point(s) and the correct roll call procedure
- Instruction, training and exercises are carried out not less than once in each of the following periods:

1. Instruction and training for new workers, a minimum half-hour fire training period on the first day on workplace (induction session)

2. A 1 half-hour fire awareness training session is carried out every 2 years for all staff (staff meetings, MDSA's meeting, and TA's meetings)

3. Fire evacuation drills are carried out at least every term for the whole site

Section 12

Fire Safety Inspections

The school conducts fire safety management inspections as follows:

Fire Marshals will conduct visual monthly inspections of their work spaces using a simple dedicated checklist. Any problems will be passed onto the head for action.

More serious problems requiring capital expenditure will be passed onto the Governing Body for action.











The Premises governors will conduct an annual inspection of the whole of the school.








The Fire Co-ordinator carries out an annual fire risk assessment review of the building and places appropriate documentation including significant hazards action list found in the fire safety register.

Section 13

Fire Plan Legend

The graphic symbols and abbreviations used for fire protection drawings in accordance with BS 1635:1990, BS 5499: Part 1: 1990 and the Health and Safety (Safety Signs and Signals) Regulations 1996. The symbols and abbreviations used for features that are significant for fire safety reasons are shown below:

SYMBOL	DESCRIPTION
	Fire resisting wall
	Fire resisting door
30	½ hour fire resisting rating
60	1 hour fire resisting rating
120	2 hour fire resisting rating
240	4 hour fire resisting rating
sc	Self-closing device
PB	Panic bolt
VP	Vision panel
	Fire alarm control panel
	Fire alarm call point
	Fire alarm sounder
	Smoke detector
	Heat detector
	Water extinguisher
	Carbon Dioxide extinguisher
	Foam extinguisher

	Dry powder extinguisher
	Fire Blanket
	Hose reel
	Emergency lighting luminaire
	Exit sign internally illuminated
	Flammable bin/cupboard
	Roller shutter
S2	Smoking is prohibited
S6	Flammable materials
S7	Oxidising materials
S9	No means of escape
S10	In the event of fire avoid use of lift
S12	Fire action notice
S13	Fire door keep shut
S14	Fire door keep locked
S15	Automatic fire door, keep clear
S16	Automatic fire door, keep clear, close at night
S19	Gangway keep clear
S20	Fire escape keep clear
S22	Green moving person (Fire Exit)
S23	Slide to open
S24	Break to obtain access
S25	Push bar to open
S26	Directional arrow (green)
S27	Fire point

S32	Foam inlet
S33	Dry riser
S34	Wet riser
S35	Fireman's switch
S38	Fire plan
S39	Directional arrow (red)

Section 14

Fire Plan Drawing

TBC