

# **Gillespie Primary School**



## **Emergency Fire Policy November 2021**

# Gillespie Primary School

Educational establishment for children aged 4-11

## Mission Statement

- To ensure and support the safety of all persons that work, are educated or visit Gillespie Primary school.

## Aim

It is the overall aim of Gillespie Primary School to minimise the risks to staff, pupils and visitors, 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.

## Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff fire training has taken place
- To produce an emergency plan and put up fire notices
- To conduct regular fire drills
- To check adequacy of fire fighting equipment and its maintenance
- To implement recommendations from the Fire Risk Assessment within agreed timescales
- To consult with the Local Authority/ fire safety contractor on matters of fire safety
- To conduct regular fire safety inspections and record the findings in accordance with the RRO
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Management folder/ Log book is kept up to date and accessible

## Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. **See appendix 1.**

<b>Persons responsible for fire safety</b>	<b>Name those with delegated responsibility</b>
Responsible Person	Mark Owen Headteacher
Competent person	Peter Langsdon Premises Manager
Fire safety training, induction and revision	Peter Langsdon Premises Manager
Fire risk assessments	Peter Langsdon Premises Manager
Fire drills	Mark Owen Headteacher
Updating of management folder	Mark Owen Headteacher
Updating of fire log book / recording	Peter Langsdon Premises Manager
Checks on call points	Peter Langsdon Premises Manager
Checks on emergency lighting	Peter Langsdon Premises Manager
Fire escapes unobstructed	Peter Langsdon Premises Manager
Check all fire detection and protection systems are maintained	Peter Langsdon Premises Manager
Checks on electrical safety	Peter Langsdon Premises Manager
Fire warden checks	Fire wardens *see below

### Fire safety training

Appropriate specific training for the **Responsible and Competent persons** will be undertaken at least every three years.

All staff will have internal training annually during the month of **September**. This will include:

- Understanding the emergency plan/ fire procedure
- The role and importance of fire doors
- The significant findings of the Fire Risk Assessment including outstanding issues
- Guidance on the use of relevant fire fighting equipment e.g. fire extinguishers, fire blankets – to protect life safety
- The importance of signing in and out
- Reporting to the assembly area and role call
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

### In addition:

- **Practical Fire extinguisher training can be provided every 3 years for all staff (Not applicable to most premises)**
- All agency/ temporary staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Management Folder **located in the office**.

- **Fire Wardens**

Katrina Moses  
Peter Langsdon  
Lyn Brett  
Anna Di-Sciullo  
Sue Egan  
Karen Glove

**Fire Risk Assessment appraisal**

To be carried out every three months by the Nominated person, Peter Langsdon, Premises Manager

*Note: This frequency is up to the site but the LA & fire safety fraternity expectation is annually, the legal requirement is a "periodic" review which should be no longer than 3 years or following any significant change which includes to the building or staff particularly those involved in fire safety.*

Future risk assessment reviews may be carried out by Local Authority/ Fire Risk Assessment contractor as decided by the school/ service level agreement.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures. In any case the action should always be completed to demonstrate and provide evidence to an enforcement officer.

**Evacuation Drills**

The procedure for emergency evacuation (**appendix 1**) is displayed by each fire alarm call point. **See appendix 2 for emergency plan.**

The main alarm indicator panel is situated in the **foyer by the office**. Fire drills are executed by the **nominated person** via this panel.

Evacuation drills should be carried out a **termly / minimum 6 monthly**. Fire drills should capture all persons that regularly use the building to ensure they are familiar with the procedures. Consider deliberately blocking exits or holding person(s) back from evacuating etc to test individuals' knowledge and site procedures.

Different times and days of the week should be used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

**Staff roles and responsibility in the event of an evacuation alarm**

Action	Person responsible	In case of absence
Evacuation of all staff/ pupils	Teacher/group section leader	Most senior person in section
Evacuation of all contractors/ visitors	Person with designated responsibility / visitors contact	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Secretary	Admin support
Collection of school mobile phone	Secretary	Admin support
Checking of toilets (all areas)	Fire Warden	Deputy fire warden
Checking rooms in designated areas	Fire Warden	Deputy fire warden
Administrating First Aid (where applicable)	First Aiders	Emergency First Aiders
Calling the fire brigade	Nominated person	Nominated person
Meeting the fire brigade	Responsible person	Senior Fire Marshal

All staff will assemble at the designated assembly point, unless the source of the fire makes this impossible then the alternative assembly point should be used

Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the senior Fire Marshal and Responsible person.

**Fire Doors and exits**

All doors should be closed after the last person has exited where safe to do so . This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

**Follow up to evacuation drills**

Drills must be recorded in the Fire Safety Management Folder/ Log Book located in **the office**. Timing of each evacuation must be recorded accurately. **(Current guidelines state 2 ½ minutes per storey of a normal risk building)**, All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the **responsible/competent person** will periodically check the Fire Safety Management Folder/ Log Book and the evacuation schedule to ensure completion.

**Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out the routine tests on the systems and precautions as follows:

**A plan of where fire extinguishers are located and their specific use can be found in **appendix 3**.**

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal fire doors	Daily	Confirmation that doors open and close fully and aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual	Service
Fire extinguishers	5-yearly	Extended service

Records for these tests are kept in the Fire Safety Management Folder / Log Book located in the office.

**Disabled pupils/ members of staff**

Any persons that require assistance to evacuate the building must have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

**A Generic Emergency Evacuation Plan, (GEEP), can be written for groups that may share similar disabilities or where the evacuation methodology is the same. A GEEP may also be written based on foreseeable evacuation issues for people present that are unfamiliar with the building. The evacuation of special needs persons must be included in the site emergency plan. Please refer to the fire safety guide for Residential Care & the supplement "Means of Escape for Disabled Persons" at [www.communities.gov.uk](http://www.communities.gov.uk)**

This policy was written by **The responsible person and the Competent person**.

Date:

Signed:  
Position:

Signed:  
Position:

It will be revisited annually according to legal requirements.

Appendix 1



**Fire Procedure at Gillespie Primary School**

**In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed.**

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The signal will be given by the person who discovers the fire.
- c) Alarm call points are situated in each room.
- d) The **Previously nominated person** will be responsible for summoning the Fire or other necessary services.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) The office administrator will be responsible for taking the registers to the assembly point.
- g) Fire Wardens will ensure that the main buildings are empty.
- h) The office administrator will take responsibility for taking a means of communicating (**mobile phone**).
- i) In general all staff will meet at the assembly point, unless the source of the fire makes this impossible.
- j) **Heads of teams/line managers** will immediately do a head count and if used then call the register. Absentees will immediately be reported to the **nominated person or fire warden** who will organize a search.
- k) Permission to re-enter the building will be given by the head fire warden.

**Appendix 2**

**School/ Business fire emergency plan to be inserted here each floor must have separate page**