



Corvedale CE Primary (aided) School and Nursery

Fire Safety Policy 2023

Introduction

The Regulatory Reform (Fire Safety Order) 2005 requires an assessment of the risk of fire to be undertaken and suitable control measures put in place to protect anyone who may be harmed. The fire risk assessment will include:

1. Controlling the use of flammables and combustibles in the workplace
2. Reducing or eliminating sources of ignition or excess heat which could cause a fire
3. Means of detecting fires and smoke
4. Warning devices / fire alarms and alerting the emergency services
5. Means of controlling the spread of fire (fire containment)
6. Means of extinguishing fires (where possible and safe to do so)
7. Means of evacuation
8. Staff training and provision of information
9. Recording the risk assessment
10. Sharing the results of the risk assessment with others (including employees of other organisations where they share the same workplace)

This policy is written with reference to the Shropshire County Council School Health and Safety Policy and Code of Practice and Keep Your School in Business.

Means of Escape

A basic requirement for the safety of staff, pupils and members of the public in the event of a fire is that there is adequate means of escape by which all occupants are able to reach a place of safety without being overcome by smoke, toxic gases, heat or flames.

Routes and exits which are means of escape are signed and kept clear of obstructions at all times. Wherever possible, doors used for means of escape are kept unfastened when people are in the building, and no door is so fastened that it cannot be easily and immediately opened from the inside. Where doors are provided to safeguard against the spread of smoke or fire, a regular check is made of all self-closing devices to ensure that they function correctly. The use of wedges or any other device to hold open fire doors, even as a temporary feature, is strictly not allowed.

In January 2021 it was deemed necessary to relocate the First Assembly Point due to flooding at original location. The relocation is the school playground. A Secondary Fire Assembly Point will be established in St Peter's church/yard if emergency evacuation of site is required.

Fire Warning Systems

The primary purpose of giving warning in case of fire is to provide the occupants of the workplace with sufficient time to reach a place of safety before the escape routes become impassable due to heat and smoke. Wall mounted alarms are fitted for use in case of emergency (Appendix 1 – location of alarms)

Fire Instruction Notices

Printed instruction notices are displayed in conspicuous positions in all parts of the premises. They highlight the action to be taken by all staff and pupils upon discovering a fire. The instruction notices are sealed to prevent defacement and fixed in position.

Means of Fighting Fire

Appropriate types of extinguishers are supplied and maintained so as to deal with different fire risks. The method for use is clearly indicated. Staff are aware of the siting of the extinguishers, and training is undertaken in the correct use of and method of operation.

Staff trained include: J Brough, J Condra, H Littlar, J Ebrey, S Rook

Fire Prevention

At Corvedale C of E Primary School we endeavour to prevent fire and spread of fire by:

- keeping all areas clear of rubbish and waste, particularly storerooms, boiler and other plant rooms;
- checking electrical equipment ensuring that, where possible, it is switched off after use;
- checking that all equipment is safe for use overnight;
- closing all FIRE DOORS;
- knowing where fire extinguishers are positioned, how to use them and what fire it is safe to use them on.
- familiarisation with the best escape route from the workplace so that in the event of a fire pupils, visitors and staff may be led to safety.

Instruction and Training

All staff are given appropriate instruction and training as is necessary to ensure that they are familiar with fire precautions including:

- means of escape in case of fire;
- action to be taken in the case of fire;
- location and use of fire alarms;
- location of and method of operating, equipment for fighting fire.

Persons with disabilities, special needs or sensory Impaired

- (a) The needs of those with a disability or special need are identified when planning access to and from the premise. The fire routine is developed in conjunction with the persons involved, taking their needs into account.

Assisting People with Disabilities

- (b) Anyone with a disability or special need would be adequately supervised and reassured in the event of fire and accompanied to a place of safety. Where appropriate, a person may be accompanied throughout the incident.

Fire Equipment Maintenance/Fire Drills

Fire fighting equipment is checked regularly, properly maintained, and kept to a standard so that persons are able to extinguish a small fire.

An assessment of the risks of fire is carried out annually by the person allocated for this duty. If, as a

result of the assessment, any shortfalls in arrangements are identified, the school treats them with high priority to rectify them accordingly.

The fire alarm is tested weekly, and a fire drill carried out each term.

4.21.11 Fire Information

The following persons will be briefed on fire arrangements and emergency evacuation, which may include bomb threats or similar situations:

- all staff
- all pupils
- cleaners and caterers
- visitors to the building - as appropriate i.e., persons not accompanied within the building but present for several hours, this includes supply teachers, contractors, especially those working alone.
- visitors for meetings such as Governors etc.
- groups using the school facilities - especially after school hours.

Suitable fire action notices are posted in prominent positions and not obstructed by other notices or displays.

On hearing the Fire Alarm:

Everyone should leave the building by the nearest fire exit and proceed to the far side of the playground. Try to remain calm and walk.

Do not stop to collect personal belongings.

Do not re-enter the building unless you've been told to do so.

It is the responsibility of the administrator to call emergency services and take registers and contact details to the fire assembly point.

It is the responsibility of the headteacher to ensure everyone has evacuated the building.

Where appropriate, comprehensive fire action information sheets will be issued to individuals for personal reference. Where any staff have doubts as to fire safety or procedures they are to raise the matter with the Headteacher and the person allocated to dealing with fire arrangements. The Fire Safety Officer Telephone: Shrewsbury (01743 253384) will be contacted where fire matters cannot be resolved "in-house".

A suitable Fire Log Book will be maintained in which details of any fire incidents, evacuations, drills, fire training, and fire equipment inspections etc, will be entered.

October 2023

Fire Action

on discovering a fire

- Sound the alarm

Adults and visitors

Operate the nearest fire alarm.

Pupils

Tell a member of staff immediately.

- On hearing the Fire Alarm:

In class: Listen to your teacher and leave the building by the nearest fire exit and proceed to the far side of the playground.

Not in class: Leave the building via the nearest fire exit and proceed to the far side of the playground.

At all times:

Try to remain calm and walk.

Do not stop to collect personal belongings.

Do not re-enter the building unless you've been told to do so.







Fire
assembly
point

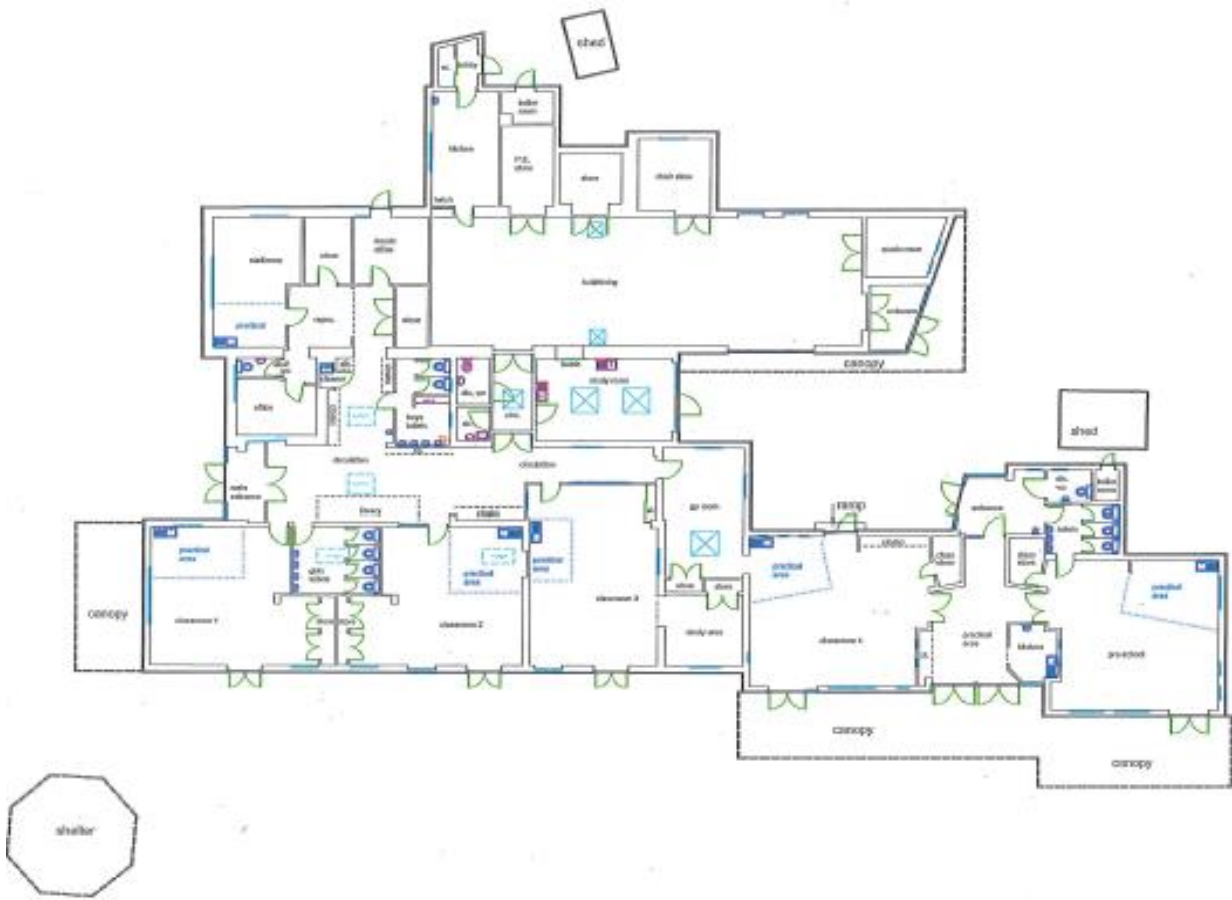


Plan of Premises

Emergency Escape Routes

The attached plan of the school, indicates the positions of the following:

	Fire alarm call points
	Firefighting equipment
	Fire and smoke doors
	Telephones
	Fire exits and evacuation routes
	First Aid points



Key Action Points

- Maintain safe escape routes - keep clear of obstructions and ensure all doors used as a means of escape can be opened easily from the inside
- Keep fire and smoke doors closed
- Test fire alarms weekly and record results
- Practice fire drills at least once per term and record results
- Ensure all staff are aware of fire procedures paying particular attention to new staff and supply teachers
- Provide fire awareness training for staff, including use of the installed fire fighting equipment