

# Bibury C of E Primary School



## **FIRE SAFETY AND ARSON PREVENTION POLICY**

Date of policy: **October 2019**

Date of review: **Annually**

Senior staff responsible: Headteacher

This policy was formulated by a working party consisting of the Headteacher, Chair of Governors and a teacher.

## BIBURY C OF E PRIMARY SCHOOL

### FIRE SAFETY POLICY

**Aim:**

To ensure all aspects of fire safety management are co-ordinated, consistently applied and supported by staff training, drills and equipment maintenance, for the benefit of all staff, pupils, contractors and visitors attending Bibury C of E Primary School.

**Policy:**

This policy has been produced in response to the Fire Risk Assessment in October 2007 and reviewed every 3 years.

**Responsible Persons:**

Responsible Person:	Mrs Suki Pascoe Executive Headteacher
Fire Precautions Manager:	Mrs Suki Pascoe and Mrs Stephanie Morris
Senior Fire Wardens:	Mrs Helen Godwin
Evacuation Area Manager:	Mrs Suki Pascoe Mrs Amy Bennett-Bright Mrs Wendy Armstrong Mrs Sally Spring Mrs Elizabeth Davies
Fire Wardens:	Mrs Helen Godwin
Office:	Mrs Wendy Armstrong
Classrooms and corridors:	Mrs Helen Godwin, Mrs Sally Spring and Mrs Elizabeth Davies
Toilets	Mrs Wendy Armstrong or senior member of staff on site

**Responsibilities:**

Responsible Person:

- To ensure all aspects of Fire Safety are in place and adhered to.
- To ensure the Fire Brigade is called in the event of alarm activation (999 or 112).
- To deputise for the Fire Precautions Manger in her absence.

Fire Precautions Managers:

- To ensure all aspects of the policy are in place.
- To carry out regular testing of evacuation procedures.
- To ensure that equipment is well maintained and regularly tested.
- To complete the fire log.
- To ensure that all regulations regarding signs are complied with.

Senior Fire Wardens:

- To ensure all staff, students and visitors evacuate the building safely.
- To assist in the control of the assembly area.
- To clear the building in the event of an evacuation at lunchtime.

Evacuation Area Manager:

- To ensure good order at the Assembly Point
- To communicate all information to the Fire Precautions Manager.
- To ensure all staff, pupils and visitors are accounted for.

**Fire Wardens:**

- To ensure, in the event of an evacuation, all areas within their responsibility as listed above are clear.
- To ensure that all areas are kept clear of combustible materials, or that all combustible materials are stored safely.
- To ensure that all of the correct notices and signs are displayed in all areas.
- To check, during a fire bell test, that the bell can be heard in all areas of their zone.
- To report any equipment malfunction Fire Precautions Manager
- To carry out a Risk Assessment of Fire Safety for their zone.

**Zones:**

<b>Zone</b>	<b>Area of School</b>	<b>Person Responsible</b>
1	Main entrance, top of the stairs and exit by toilets	Mrs Suki Pascoe Mrs Wendy Armstrong Mrs Helen Godwin
2	Classrooms and all other areas	Mrs Sally Spring Mrs Elizabeth Davies Mrs Helen Godwin

If the Person responsible is not a Fire Warden, it is their responsibility to clear their area and to then report to their Fire Warden that their section is clear. It is the responsibility of the Fire Warden to report that their area is clear when they reach the Assembly Point. The information should be given to the Evacuation Area Manager, who should then pass this information to the Fire Precautions Manager. The Fire Precautions Manager should have a checklist of areas to record the reports from the Fire Wardens.

**Evacuation Procedures:**

The Evacuation procedures can be found in the School Office and a copy should be displayed in each classroom, and other general areas. All staff should be reminded, annually, of the procedures at a staff meeting and all new staff should be given specific training by the Fire Precautions Manager as soon as possible after they arrive.

**Drills:**

The following drills will take place during the school year, at times decided by the Fire Precautions Manager.

<b><u>Term</u></b>	<b><u>Arrangements</u></b>
Autumn term 1 or 2	Staff and pupils know of the drill in advance
Spring term 3 or 4	Staff only know of the drill in advance
Summer term 5 or 6	No advance warning

The day and time of day for the drill will be varied and a full report on each drill will be submitted to the Governing Body Premises Committee. For each drill the length of time taken to clear the building and the length of time taken to register all staff and pupils will be recorded.

### **Staff Training:**

All staff will be trained on the following:

- What to do in the event of a fire.
- How to raise the alarm.
- What to do on hearing the alarm.
- What to do with members of the general public in the event of an alarm.
- What to do at the assembly point.
- Locations of all escape routes.
- Location of all fire fighting equipment.
- All general fire precautions measures.

The Fire Precautions Manager will carry out the training, or it will be delegated to a Senior Fire Officer from the local brigade or a designated training provider e.g. First Response.

### **Record Keeping:**

It is the responsibility of the 'Responsible Person' to ensure that the 'Fire Log Book' is kept up to date.

### **People with Disabilities:**

Individual Risk assessments are carried out on all staff and pupils who have either permanent or temporary disability. It is the responsibility of the Teaching Assistant to assist in, or arrange the assistance of, the evacuation of pupils with disabilities. Where adults need to be evacuated, it is the responsibility of the Inclusion Co-ordinator to organise this.

### **Re-entering Premises After An Evacuation:**

It is the responsibility of the FIRE PRECAUTIONS OFFICER, in conjunction with the appropriate emergency services and the Headteacher, to give permission for the re-entering of the building.

### **Use Of Fire Fighting Equipment:**

Staff should only attempt to fight a fire if they are specifically trained to do so. The first priority is to ensure the safety of the staff and students by sounding the alarm and evacuating the building.

As soon as a fire is discovered, sound the alarm. Do not delay while attempting to fight the fire with an extinguisher.

Fire extinguishers are heavy and can themselves present a hazard during use. Staff should not attempt to use such equipment unless trained and confident that their own escape from the premises will not be impaired by doing so. Fire extinguishers should only be used as an aid to escape.

### **Fire Fighting Equipment:**

The school has a maintenance contract for the fire fighting equipment, but any misuse or problems with equipment should be reported to the Caretaker immediately. All equipment is clearly labelled and each call point is clearly marked.

<b>Fire Type</b>	<b>Materials</b>	<b>Extinguisher to use</b>
Class A	Wood, paper, cloth, plastic	Water or Foam
Class B	Liquids & Liquifiable solids	Foam, CO2 , Dry powder
Class C	Gases or Liquified gases	Turn off supply, Water, Foam or dry powder

### **Summary:**

It is the responsibility of all staff to ensure that they comply with this policy and to report, in writing, any hazards or malfunctions that they find. The policy is designed to ensure a safe working environment for all.

## **Arson Prevention**

### **Facts**

Recent studies indicate that, across all premises types, over 2,100 fires are deliberately set resulting in 2 deaths and 55 injuries occurring every week. All premises can be targeted either deliberately or just because they offer easy access.

### **Immediate preventative measures**

- Ensure the outside of the premise is well lit. School has limited security lighting. The security light for the front door is on a timer
- If practical secure the perimeter of the premises. This is not feasible for the school.
- Secure all storage areas and unused areas of the site that do not form part of an emergency escape route.
- Do not park vehicles or store goods or materials in the open next to windows or doors opening into buildings.
- All litter bins emptied regularly, up to twice a day.
- All doors throughout the premises should be closed at the end of the day.
- All windows should be securely fastened with ground floor windows locked.
- All corridors should be kept free from combustible materials.
- All stores containing combustible materials should be kept locked.
- All waste bins and wheelie bins should be located away from the building in a secure compound or chained to an immovable item away from the buildings (6/ 8metres where possible). If possible lock the lids. The paper / cardboard bin is locked. It is not feasible to store the bins away from the building due to the nature of the site.
- All rooms and stores containing hazardous materials, such as chemicals, should be well managed, clean and permanently secure.

### **Long-term prevention**

- If there is no security patrol or CCTV establish a premises watch. Encourage employees/ site occupiers/ neighbours to report any thing they see suspicious.
- Repair any vandalism and remove graffiti.
- All reports of trespass should be investigated and reported to the police.
- Fire alarm systems should be connected to a central call point. This is not the case with the school fire alarm system.
- When contractors are on site ensure skips etc are kept away from the buildings and remind them of their responsibilities for the disposal of waste and security of the building.

If you require any further guidance or information on arson please contact the arson task force at Gloucestershire fire and rescue service. Further information can be found on the following web sites:

[www.glosfire.gov.uk](http://www.glosfire.gov.uk)

[www.arsonpreventionbureau.org.uk](http://www.arsonpreventionbureau.org.uk)