

St Barnabas CE Primary School

Fire Safety Policy

St Barnabas School considers the safety of staff, children and visitors to the school to be of paramount importance.

This policy has been developed in response to the Fire Protection risk assessment.

Fire Hazards & Prevention

Ensure that adequate separation is always provided between combustible materials (paper and fabric) and ignition sources throughout the building. This is detailed below.

- Combustible materials should not be placed directly behind electrical appliances or close to light sources (including in store cupboards)
- Display materials should not cover plug sockets or electrical appliances.
- The use of drapes should be limited and used mainly on display boards.
- In the hub room, materials should be securely placed away from the server and the door kept securely locked.

Please avoid using personal electrical appliances in school. If a personal electrical appliance does need to be used regularly in school it must be PAT tested.

Please avoid using extension leads. If an extension lead is necessary, please inform the Headteacher. Adaptor plugs may not be used.

Please inform the Headteacher if you notice any damage to electrical cabling or appliances.

Housekeeping should be of a good standard in all store cupboards. In the hall store cupboard there should be adequate separation between the gas main and combustible materials.

Use of Cooker

- The cooker should be used in a location that is clear of combustible materials. The most suitable location is the rear of the hall.
- Ensure that there is adequate distance between the cooker and flammable materials or flammable liquids.
- The cooker should not be placed adjacent to a fire exit or obstruct an escape route.
- Whilst the cooker is being used an adult should regularly monitor the cooker to ensure that foodstuffs do not burn.
- Ensure that the cooker is unplugged after use and is cold before putting it back in the store room.

Safe Use of Candles within school environment

- Candles only to be lit when absolutely necessary.
- Only adults to light candles
- Lit candles never to be left unattended
- Use a stable base on which to stand the candle
- Maintain a distance of two metres between lit candle and audience
- Ensure fire extinguisher is within 20 meters of area of lit candle
- Ensure flame is fully extinguished after use.
- After use candle to be checked to ensure it has been extinguished.
- Lighters are not permitted on the school premises.
- Matches are to be placed in a inflammable container and stored in a secure environment.

Fire Evacuation Procedures

Means of escape in case of fire

Fire exits must be kept clear of obstructions and kept unlocked when the room is occupied. It is the responsibility of all staff to check this in their own areas on a daily basis. Staff should make themselves familiar with the appropriate evacuation routes from different locations in school.

If any part of the building is occupied after school hours or in the school holidays, shutters must be kept open on the fire exits in the hall/dining room and all three cloakrooms as a minimum.

When discovering a fire: raise the alarm by breaking an alarm point then evacuate the building.

On hearing the alarm:

Teachers: Lead the children out of the classroom through the nearest exit to the appropriate fire assembly point. Ensure the escape route is not compromised by smoke. For all classes, the assembly point is in the playground. Occupants of the front part of the hall should go to the assembly point at the front of the school. Take out card showing no. children present and hold this up to indicate that all children are present.

Teaching assistants: Check that the toilets and areas outside the classroom are clear of occupants. TAs should check the toilets and areas for the Key Stage they are working with and check classroom doors are shut.

Office Staff: Check the toilet next to the office and hall. Take the registers, visitors book and staff signing in sheet outside. Check that staff and visitors are accounted for.

Headteacher: make a 999 call to the fire service stating school address. Carry out a sweep of the building to ensure it is clear of occupants & proceed to rear assembly point. Check that all children, staff & visitors are accounted for. Proceed to front of school to meet fire service.

Other staff and visitors: Evacuate the building through the nearest exit and go to a fire assembly point in the playground.

Following evacuation of the building.

Teachers check all children are present and out of the building by doing a headcount then checking the register. Give this information to the Headteacher by raising hand.

Teachers to lead children to the front of the school, through one of the exit gates. (Headteacher to decide if this is necessary & which is safest exit).

Wait until the Headteacher has given the 'all clear' signal before re-entering the building.

Lunchtime evacuation procedures:

Lunchtime staff in the hall lead the children out of the fire exit at the rear of the hall. Children assemble with their class at one of the assembly points in the playground. Teachers meet their classes in playground and check all are present. If secretary is not on premises, Headteacher or teacher in charge (if no HT or DHT) to take out registers & check everyone is accounted for.

Lunchtime staff on playground – 1 person stay on playground, 1 person check toilet and cloakroom areas.

Alternative lunchtime evacuation - If exit at rear of hall is unable to be used – evacuation route will be through the front of the exit. A gap must be left in the shutters to allow this to be a means of escape.

Alternative location in case of full evacuation of school site

Pupils will be taken to St Barnabas Church or The Barnabas Centre. If both of these are unavailable, pupils will be taken to Poppleton Road Primary School. From here, parents will be contacted and children collected.

After school events

Attendance registers must be taken at all clubs and after school activities (e.g discos) and must be held by the club leader until all children have been collected. The club/event leader is responsible for evacuating the children and ensuring they are all accounted for.

Monitoring these procedures

- Sewell will carry out monthly fire inspections, including a weekly fire alarm test and keep records of these.
- An annual fire risk assessment will take place. Sewell and school will jointly carry out any actions arising from this.
- The Headteacher is responsible for ensuring that these procedures are communicated to all staff and visitors to the school site.
- The Headteacher will regularly monitor these procedures.
- A fire drill will take place termly.
- The Headteacher along with a Sewell Health & Safety Representative will formally monitor these procedures termly.
- The Headteacher is responsible for ensuring these procedures are reviewed and communicated to all employees and users of the building annually or when any changes take place and as part of the induction of new staff

Date: April 2015