

Ysgol Gynradd Georgetown Primary School

Headteacher- Miss Lisa Thomas



Fire Safety Policy

September 2020

'Together We Learn'

1. INTRODUCTION

Georgetown Primary School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. RESPONSIBILITIES

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Headteacher has the ultimate responsibility for the implementation and management of this policy;
- The FSO places duties on the '**Responsible Person**'. If the Local Authority is the employer they are therefore the '**Responsible Person**'. Certain day to day responsibilities can be delegated down to a 'duty holder'.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

3. POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

4. MANAGING FIRE SAFETY

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. The Headteacher.

The Headteacher will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all firefighting appliances and devices including:
 - a) Fire detection and alarm systems;
 - b) Emergency lighting systems;
 - c) Firefighting equipment;

- d) Notices and signage relating to fire procedures;
 - e) Means of escape, taking into account the needs of any disabled users.
3. Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
 4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
 5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
 6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
 7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
 8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

5. MONITORING

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by Brecongate Building Solutions, Unit 3D, Upper Boat Business Park, Pontypridd, CF37 5BP

The alarm sounders are tested on a weekly basis Mr. Karl Moyle, Caretaker

The school emergency lighting is checked quarterly by Brecongate Building Solutions, Unit 3D, Upper Boat Business Park, Pontypridd, CF37 5BP

Notices and Signage are updated as and when required and checked annually by Mr. Karl Moyle, Caretaker

Firefighting equipment is visually checked weekly by Mr. Karl Moyle, Caretaker and extinguishers are replenished or replaced annually by Fire Safety Direct Ltd, Ryers House, 52 Morris Street, Morriston, Swansea, SA6 8DB

A Fire Log Book which contains records of fire safety issues is maintained by the Mr. Karl Moyle, Caretaker and located at the caretaker's storeroom. These issues include:

- Fire drills;
- Hot work permits, etc;
- The storing of hazardous materials;
- The inspection and testing of:
- Fire detection and alarm systems;
- Emergency lighting systems;
- Firefighting equipment;
- Staff training records.

6. FIRE RISK ASSESSMENT

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept in the main office.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located. The fire risk assessment will be reviewed and amended annually or immediately if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

7. FIRE SAFETY TRAINING

- All staff receive basic fire safety induction training from the LA and attend refresher sessions every three years.
- Key staff in the individual school buildings receive more detailed instruction including 'Responsible Person's Training'.
- Pupils are given instruction by their form tutors during the first week of the term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff during staff meetings and through Google Classroom. Any conclusions and remedial actions are recorded and implemented.

8. EVACUATION PROCEDURES

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The document also includes specific Guidance on the Evacuation of Disabled Persons from the school Buildings.

Appendix 1

EVACUATION PROCEDURE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm and office staff (9)999 on hearing alarm. If fire is in the kitchen Catering Manager rings (9)999 and immediately sends a member of staff to break glass of alarm and tell office staff that the Fire Service has been notified.

On hearing the fire alarm **ALL PERSONS PROCEED TO ASSEMBLY POINT (See evacuation posters)**

Where appropriate, ensure master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is likely to be as a result of verbal instructions rather than a fire alarm sounding, if possible leave windows open to dissipate gas and no electrical switches should be used.

In classrooms, pupils nearest windows should be told to close them. Staff assemble pupils calmly and instruct them to proceed to the Assembly Point walking rapidly NOT running. The classroom door should be closed behind the last person to leave.

Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary.

Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to their Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their classrooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.

Fire registers should be collect by each class teacher from the class door on the way out and office staff will collect the I-Pad that is used to sign in visitors.

Headteacher will make contact with the caretaking staff to establish their whereabouts and to direct them to specific tasks as necessary and will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

Classes line at Assembly Point.

call registers and supervise roll call.

Once roll call is completed, absences to be noted and any important information such as pupils missing to be reported to the Responsible Person or the Deputy Responsible Person.

Staff/Visitors Reporting Procedure:

The office staff will check with the Deputy or Headteacher (or with the most senior teacher or member of staff in their absence) that all persons are accounted for, and will await the arrival of Fire Service and respond to and relay Fire Officer's instructions.

No-one should leave the Assembly Point until instructed to do so by the Headteacher

Appendix 2

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held by class teachers and office staff.

Having considered the risks, the Responsible Person(s) proposes specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly. Disabled staff must have identified themselves to the Headteacher and any specific requirements must be addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation. Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without

assistance should wait for assistance in the refuge areas (areas outside fire exits).

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must not be used during an emergency evacuation

GEORGETOWN PRIMARY SCHOOL- EVACUATION PROCEDURE



FOUNDATION PHASE BUILDING (INFANT BLOCK)

	MAIN ROUTE	ALTERNATIVE ROUTE	ASSEMBLY POINT
NURSERY	Through classroom/cloakroom onto yard	Along corridor to foyer onto yard	Lower yard
RECEPTION	Through classroom external door onto yard	Through classroom internal door, passed boys toilets onto yard	Lower yard
YEAR 1	Through classroom and exit passed toilets onto top yard	Via staircase through foyer and hall using side exit	Top yard
YEAR 2	Through emergency door next to ASC room	Via staircase through foyer onto lower yard	Bottom of main steps
MAIN HALL	Through emergency side exits	Through main doors to foyer	Top Yard

FIRE WARDENS

Donna Davies (Ground Floor)

Leeanne Rees (Upper Floor)

DUTY HOLDER

Lisa Thomas

GEORGETOWN PRIMARY SCHOOL- EVACUATION PROCEDURE



KEY STAGE 2 BUILDING (JUNIOR BLOCK)

	MAIN ROUTE	ALTERNATIVE ROUTE	ASSEMBLY POINT
YEAR 3	Through corridor, down stairs and out through main entrance	Main door leading onto bridge	Junior Yard
YEAR 4	Main door leading onto bridge	Through corridor, down stairs and out through main entrance	Junior Yard via gate by crossing
YEAR 5	External classroom door	Through internal classroom door, along corridor and through main foyer	Junior Yard
YEAR 6	External classroom door	Through internal classroom door and exit through Y6 cloakroom	Junior Yard

FIRE WARDENS

Huw Morgans (Ground Floor)

Sian Howells (Upper Floor)

DUTY HOLDER

Hayley Kaya