



Chapelford Village Primary School

Fire Safety Policy

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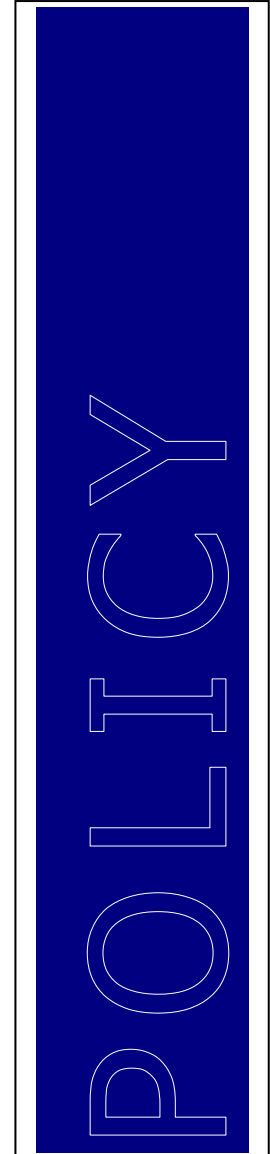
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Respect

Chapelford Village Primary School
Santa Rosa Boulevard
Warrington
WA5 3AL
Telephone: 01925 712554
Email: Chapelford_admin@omegamat.co.uk

DOCUMENT STATUS

Version	Date	Action
1	February 2013	New Document adopted by Full Governing Body
1	Reviewed Annually	



Chapelford Village Primary School

Educational establishment for children aged 4-11

Mission Statement

- To enhance the quality of life to all persons that work in and visit Warrington

Aim

It is the overall aim of Chapelford Village Primary School to minimise the risks to staff and employees, 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 awareness training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of fire fighting equipment and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- 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 Log Book is kept up to date and accessible

Fire Procedures (see guidance note GN40 Fire and Bomb Emergency Procedures)

Notices displaying the fire procedures are displayed at each fire alarm call point.

Persons Responsible for Fire Safety

Overall fire safety	Joanne Hewson Headteacher
Fire safety training, induction and revision	Joanne Hewson or nominated Competent person
Fire risk assessments	Joanne Hewson or nominated Competent person
Fire drills	Responsible person or nominated Competent person
Updating of log book / recording	Graham Jolly or nominated Competent person
Checks on call points	Competent person
Checks on emergency lighting	Competent person
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person

Fire Safety Training

Specific training for the Joanne Hewson (the Responsible Person) and the nominated person responsible for Health and Safety will be undertaken at least every three years.

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of fire fighting equipment e.g. fire extinguishers, fire blankets to protect escape route
- Reporting to the assembly area
- 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:

- Fire extinguisher training
- All agency staff to be given fire procedure information with induction information
- New staff to be taken through the required training as per induction information

All records of training & induction to be recorded in Fire Log Book located in Maintenance Officers room.

Fire Risk Assessment

A Fire Risk Assessment has been completed in Chapelford Village Primary School, has been carried out by Compliance Education and is located in Maintenance Officers Room.

There will be a review carried out annually or following any significant change which includes to the building or staff particularly those involved in fire safety.

Fire Risk Assessments or reviews of the assessments are conducted by the Responsible Person of Chapelford Village Primary School.

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.

Evacuation Drills

The procedure for emergency evacuation is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the main school entrance.

Fire drills are executed by the Graham Jolly via this panel.

Evacuation drills should be carried out a minimum 3 monthly

Staff Roles and Responsibility in the Event of an Evacuation Alarm

Action	Person Responsible	In Case of Absence
Evacuation of all staff	Head Teacher	Most senior person
Collection of registers and staff/ visitor signing in book/ sheets	Office Manager	Office Admin/SBM
Checking of toilets (all areas)	Fire Warden	Fire Warden
Checking rooms	Fire Warden	Fire Warden
Calling the fire brigade	Headteacher	Most Senior Person
Meeting the fire brigade	Head Teacher	Most senior person

In general, all staff / visitors will assemble at the Assembly Point, unless the source of the fire makes this impossible.

The Nominated Person will immediately carry out a head count and if appropriate call the register. Absentees will immediately be reported to the Head Teacher/nominated person.

Fire Doors and Exits

All doors should be closed after the last person has exited. 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 Log Book located maintenance officers room. The timing of each evacuation must be recorded accurately. 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 person will periodically check the Fire Log Book and the evacuation schedule.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting, along with sprinkler systems are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as detailed in the table below.

System	Frequency	Method of Test
Fire alarm	Weekly	Test key operation of different call points each week in rotation. Include a check on any door linked to the fire alarm panel by electro-magnetic hold-back devices
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they are not obstructed
Emergency lighting	Monthly	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

Records for these tests are kept in the Fire Log Book located in Maintenance Officers room.

Disabled Pupils / Employees

All persons that require assistance to evacuate the building should 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 must not rely on Cheshire Fire and Rescue Service.

Fire Plan

In accordance with the fire procedure, a fire plan has been devised. This is located in Maintenance Officers room.

This policy was written by the competent responsible person and will be revisited annually according to legal requirements.



CHAPELFORD VILLAGE PRIMARY SCHOOL FIRE ACTION PLAN

<p>Action on discovering a fire</p>	<ul style="list-style-type: none"> • Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Senior Manager/Head Teacher/Premise Manager or next in charge to call 999, ask for Fire Service stating fire at Chapelford Village Primary School, Santa Rosa Boulevard, Great Sankey, Warrington, Cheshire, WA5 3AL. • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary to make your escape.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Admin Staff to collect registers and signing in logs. • Ensure all windows and doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Premise Manager can be heard.
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map • What does the fire involve? • Are all persons evacuated from the building?
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Doors currently without thumb screws or quick release handles must be unlocked while in use. • Staff must be aware of alternative routes. • Lifts must not be in use.
<p>Fire fighting equipment use</p>	<ul style="list-style-type: none"> • Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting.
<p>Responsibilities and duties to assist in case of fire</p>	<ul style="list-style-type: none"> • All persons have a responsibility to ensure the building is evacuated immediately since the safety of all occupants is our priority at all times. • Once evacuation complete fire procedure to be put into place.



Appendix 3

Personal Emergency Evacuation Plan (PEEP)

Part 1: Details

Name: _____ Location: _____

Indicate the number of separate plans that have been provided for each building and room visited.

Building Name: _____

Part 2: Awareness of Procedure

I have received the evacuation procedure in the following format: *(tick as appropriate)*

<i>Braille</i>		<i>Electronic Format</i>		<i>Tape</i>	
<i>Large Print</i>		<i>Explanation in BSL</i>		<i>I have been shown the evacuation routes</i>	

Alarm System: I am informed of any emergency by: *(circle as appropriate)*

<i>The Existing Alarm System</i>		<i>Pager Device</i>		<i>Visual Alarm System</i>	
<i>My Colleagues</i>		<i>The Fire Wardens in my Zone/Floor</i>			

Part 3: Getting Out

I require _____ people to assist me.

Names: _____

Each of these people require a copy of this sheet

The following is a record of my escape plan:

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My specialist equipment to assist my escape is:

--

Dated _____

The PEEP should be reviewed on an annual basis or if there are any changes.