

# Fire Safety Policy

If you require this document in an alternative format please contact  
[office@tssmat.staffs.sch.uk](mailto:office@tssmat.staffs.sch.uk) or 01543 472245

<b>Last review date:</b>	December 2020			
<b>Next Review date:</b>	December 2021			
<b>Review Cycle:</b>	Annually			
<b>Statutory Policy:</b>	Yes			
<b>Publication:</b>	Website. <a href="#">G/Policies</a>			
<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Overview of changes made</b>	<b>Source</b>
11.11.2020	0.1	Scheduled Review	Internal Lead Review – Update to name & logo. Update fire marshall names. J Bowman	SCC
11.11.20	0.2	Scheduled Review	Board lead Review - No changes. J Smith	
11.12.20	1.0	Scheduled Review	Ratification by Board	

## Fire Safety Policy

The Staffordshire Schools Multi Academy Trust understands the importance of fire safety. To this end:

- Staff are made aware of this policy at Induction, and regular updates are given at staff briefings
- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Staff take responsibility for ensuring fire escape routes are kept clear at all times.
- Children are introduced to the fire safety procedures during their settling in period.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- Notices explaining the fire procedures are positioned next to every fire exit.
- Fire drills are conducted termly in school, and in care club.
- All fire drills are recorded.

### Fire prevention

The Trust will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Trust's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises, where possible.
- Ensuring laptops or tablets are not left on charge overnight
- Storing any potentially flammable materials safely, and away from ignition sources.

### Fire and Emergency Evacuation Procedures.

Staff must ensure they are familiar with these procedures and act upon the requirements.

#### Action when the Fire Alarm sounds

A loud siren emanating from the zone triggered will be heard in all areas. All teachers will lead their class without delay to their Emergency Assembly Point, following the route for the room. All doors must be closed on vacating (and windows if possible). The teacher will then take a head count, while waiting for printed registers.

The Fire Marshall on site will verify the fire using the zone displayed on the alarm panel to identify the area and check. If there is a fire they will then telephone 999 to call the Fire Service.

A Nominated Person will collect the Emergency Evacuation Box containing printed registers, staff/visitors signing in sheets and other necessary items before exiting the building.

The Fire Marshall will complete a sweep of the building, checking all rooms working towards an evacuation point.

Once outside the Nominated Person will distribute registers so that final checks can be made. If necessary the children will be moved to a site specific safe distance:

RC - the Horticultural Field opposite school via the main gates (secured with a coded lock 1556)

SM – St Mary’s Church grounds

TH – Village Hall car park, or park to rear of school, whichever is safer

An – Playground field

The Fire Marshall will wait in a relevant safe position, to direct the fire services to the building.

### **Disabled Persons**

The Trust will be aware of any staff or pupils with disabilities that may hinder escape. A Personal Evacuation Plan (PEEP) will be drawn up and a buddy assigned to assist evacuation in the case of a fire or emergency when the person first joins the Trust.

In the case of a visitor to school, the office staff will advise of the evacuation plan on arrival.

### **Action on discovering a fire**

Anyone, on discovering a fire will activate the break glass as explained in the Health and Safety Induction given prior to starting work at the Trust. They will then follow the evacuation plan.

All staff, on evacuating rooms will ensure doors (and windows if possible) are closed.

No one will stop to collect personal items or re-enter the building for any reason.

### **Summoning the Fire Service**

The Fire Marshall will telephone the fire service giving information and details necessary to enable their attendance.

### **Roll Call**

All Teachers must be aware of how many children are in their care at all times. On evacuation initial numbers will be checked.

The Nominated Person will provide paper copy registers so that class roll calls can be carried out. The Nominated Person will also complete a roll call from the signing in books for staff and visitors.

If all personnel are not accounted for the fire service will be informed immediately on arrival.

### **Fire Drills**

Fire drills are carried out every term, or if there has been a change in route or situation.

No warning is given to any member of staff and drills can occur at any time. The drill is recorded by the Fire Marshall, and the information passed to the H&S Co-Ordinator for assessing, prior to being filed in the H&S Internal Testing Folder. Information recorded shall include the time taken to evacuate, time taken to roll call, along with any other matters of interest or learning. These findings are reviewed by the Health & Safety Officer.

### **Fire Marshal Personnel**

The Fire Marshals' responsibilities are to:, check the fire location, contact fire services, sweep the building, and meet the fire service to direct and liaise.

The Nominated Person's role, is to collect registers & sign in systems, collect the Emergency Evacuation Box, and coordinate roll call.

A Nominated Person must be chosen each day, with regard to daily activities, to undertake these duties. This will be communicated to all staff through the staff notice boards in staff rooms. Staff are responsible for ensuring they know who this person is. The Headteacher is responsible for ensuring the Nominated Person is aware they have been nominated.

Fire Marshalls are:

TH –

Claire Robertson  
Will Morley

SM –

Amanda Outhwaite  
Claire Smith

RC –

Caroline Harley  
Katrina Compton  
Jacqui Bowman  
Teresa Holt

### **Staff absences**

In the event of Fire Marshall(s) being absent, a member of staff on site will be nominated to co-ordinate evacuations.

### **Visitors and Contractors**

All visitors and contractors must sign in and out of the premises at reception. In the event of fire, the person hosting the visitor is responsible for escorting him/her to the Emergency Assembly Point.

Contractors will be informed of the fire emergency procedures as detailed on the Evacuation plan. Out of hours workers must have adequate arrangements in place to evacuate and contact the fire services.

The risk of fire arising from work being carried out must have been assessed and monitored according to hazard exchange forms and checklists.

### **Evacuation routes**

Evacuation routes are clearly marked; with each room displaying a floor plan giving routes to main and secondary exits. This information is included in the Induction carried out with all staff and volunteers.

### **Fire Alarm Testing**

The fire Alarm is tested weekly by the cleaner, and a record is kept. Break glass points and Emergency lighting are tested in rotation, a record is kept and checked regularly.

### **Fire Fighting Equipment**

Equipment is provided, examined and tested by Chubb. Annual testing is recorded and records kept.

**This document must be brought to the attention of all staff and any temporary workers at Trust Schools.**