



GLADSTONE PRIMARY SCHOOL

School Fire Safety Policy



Gladstone Primary School
Anchor Road
Longton
Stoke on Trent
Staffordshire
ST3 5EW

Fire Safety Policy

Statement of Intent

The school will provide a safe and healthy working environment with respect to fire safety in all areas of the building.

The school's Fire Safety Policy is to prevent fires from occurring and to minimise the risk of casualties and damage should a fire occur.

The nominated School Fire Safety Officer is responsible for all aspects of fire safety within the building.

All day to day responsibilities are to be owned by the School Fire Safety Officer, who may by reference to a job description, further delegate responsibilities to other competent persons.

In order to prevent a fire occurring and to minimise the risk of casualties and damage in such an event, a nominated School Fire Safety Officer has been appointed.

The nominated School Fire Safety Officer is:

Elaine Preston (Headteacher) will review the Fire Risk Assessment on a regular basis

The findings of the Fire Risk Assessment will be used to form the foundation of the Fire Safety Policy.

The Fire Risk Assessment will be in writing, will be as simple as possible and provide the basis for action to achieve the objectives of preventing a fire and minimising damage should a fire occur.

The Fire Safety Policy will focus on priorities rather than on fine detail and is compiled in liaison with a Fire Risk Consultant.

The School Fire Safety Officer will, if s/he becomes aware of a fire safety risk in the building take immediate action as appropriate to mitigate the risk.

Signed;

School Governor

Objectives:

1. Understand the characteristics of fire
2. Be able to prevent a fire
3. Be able to survive contact with fire
4. Be able to carry out an organised evacuation

Introduction

There are 2 factors which determine the degree of risk present in relation to fire:

1. Fire Hazard

A fire hazard is something that has the potential to cause fire. A fire hazard could be a flammable liquid, a poor electrical installation or a situation in which a fire may occur, e.g. a plumber using a blow torch

2. Fire Risk

A fire risk is the likelihood that a fire will occur as a result of the fire hazard and the extent and severity of the damage which may be caused.

Unwanted fires can occur by accident or malicious ignition.

A fire can only occur if 3 elements are present:

- Oxygen *in the air or cylinders or chemical reactions*
- Fuel *paper, wood, flammable liquids furniture etc*
- Heat or ignition source *open flame, electrical fault, nearby heat source*

The first two elements (oxygen & fuel) are always present, so in order to prevent unwanted fires, sources of heat or ignition must be controlled.

Accidental fires are caused in many ways:

- Lack of maintenance of machinery
- Installation of electrical wiring by non competent persons
- Dangerous siting of portable heat producing appliances

A small fire can develop to cause a great deal of damage, even to the extent where the building may have to be demolished.

The main aim in any fire situation is to evacuate the building quickly and efficiently ensuring all Tenants, visitors and staff members have left the building and are accounted for.

We will follow the Fire & Rescue Service's policy:

Get Out. Call the Fire Brigade out. Stay out.

No one will be allowed to re-enter the building with out the express permission of the Fire Brigade in a fire situation or the Nominated School Fire Safety Officer in the event of a drill.

Roles & Responsibilities

School Fire Safety Officer

The School Fire Safety Officer Mrs Elaine Preston

or in his/her absence Mrs Claire Annese will act as Deputy School Fire Safety Officer.

The School's Fire Safety Officer or Deputy has overall responsibility for Fire Safety within all areas of the building including:

To review:-

- The School Fire Safety Policy annually.
- The fire safety risk assessment for all of the building when significant changes happen or are due to happen and at least annually.

To ensure:-

- A fire evacuation drill is completed a minimum of once a year and the results are recorded in the fire safety records file.
- The fire alarm is tested weekly and the results are recorded in the fire safety records file.
- The emergency escape lighting is tested monthly and the results are recorded in the fire safety records file.
- The fire exit routes are checked monthly and the results are recorded in the fire safety records file.
- The smoke detection system is checked and maintained 6 monthly by a competent person and the results are recorded in the fire safety records file.
- The fire alarm system is checked and maintained annually by a competent person and the results are recorded in the fire safety records file.
- The emergency lighting system is checked and maintained 6 monthly by a competent person and the results are recorded in the fire safety records file.
- The fire extinguishers checked and maintained annually by a competent person and the results are recorded in the fire safety records file.
- General housekeeping standards in all areas are adequate and that combustible materials are not stored inappropriately.

Actions in the event of discovering a fire

Raising the alarm

The alarm is raised by breaking the glass in the nearest fire alarm call point to sound the fire alarm. The fire alarm sound is a siren.

Staff should not rely upon the smoke/heat detection system raising the alarm, but upon discovering or suspecting a fire should sound the alarm as described above.

People are nominated to contact the emergency services using 999, if this causes more than one person to call the fire service for the same incident it is not a problem, the fire service would rather this than not receive a call.

A member of staff from the office will telephone the staff in the 'House' to notify them to evacuate.

The Assembly Point is: The MUGA

Evacuation Procedures

The overall aim is to save life; therefore evacuation of Staff members, customers, visitors and contractors is of paramount importance and must take priority

Staff members will supervise the evacuation of customers, visitors and contractors.

Staff members will report any missing people to the School Fire Safety or deputy if they are present and if not to the officer on the first arriving fire engine.

On Discovering a Fire

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest fire alarm call point.

On Hearing the Alarm

All persons in the building will walk to the nearest exit and then walk to the fire assembly point.

Fire Fighting Plan

The school fire fighting plan is described in the Emergency Plan.

Staff members who are not designated as Fire Marshals are not allowed to fight the fire with extinguishers nor should they go back into the building.

Fire Marshals are designated.

