



[Windrush Valley School](#)

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Policy Documents Annual Review Record

Citation	<u>This document shall be cited as:</u> Fire Risk Policy <u>and incorporating the following policies:</u>
Person responsible	Headteacher
Comments to	Headteacher
Last reviewed/updated	September 2018
To be reviewed/updated	September 2019
Reason for review/update	Annual review
Person reviewing/updating	Alan Wood
Source/author	Alan Wood
Implementation	Immediate and on-going

Fire Risk (Prevention) Policy

Purpose and Audience

The purpose of the Fire Risk Policy is to ensure that pupils, staff and visitors remain safe from the risk of fire whilst on the premises and, in the event of a fire occurring, are able to be evacuated safely from the building. It applies to all children including those in the EYFS. The named person responsible for this policy and procedures is the Headteacher.

Statement of essential good practice

All staff must perform their duties in a safe and sensible manner at all times and undertake them in such a manner that the risk from fire is minimised. They are responsible for ensuring that children are fully conversant with the evacuation procedures. Similarly, they must ensure that visitors to the school are aware of the evacuation procedures. Visitors and parents are the responsibility of the teacher of the class they are in. The safety and welfare of pupils and visitors is paramount. Staff must not attempt to extinguish fires. Registers will be brought to the assembly point by secretarial staff for checking that all pupils have evacuated safely from the building. On hearing the alarm, the fire service will be called by senior member of staff on duty. Staff must familiarise themselves with the location of all alarms and fire-fighting equipment, exit doors and the best route to the assembly point before the lesson begins, and advise all pupils and visitors accordingly.

Alarms

The school has an integral fire alarm detection system installed in all classrooms and public areas and linked to the main fire panel in the Old School entrance. The fire evacuation alarm will sound automatically and on hearing the alarm all staff must respond immediately as per the published evacuation procedure.

EVACUATION PROCEDURE IN THE EVENT OF A FIRE

On discovering a fire

- Raise the alarm by means of the wall mounted emergency call points situated by each exit.

On hearing any of the audible alarms

- Leave the building by means of the nearest available exit.
- Walk to the assembly point on the playground.
- Don't re-enter the building until you are told to do so by a member of staff.

Assembly Point

The assembly point is at the far side of the school playground as indicated by the green assembly point sign. Pupils line up in class order as indicated on the evacuation plan prominently displayed in each classroom. Individual staff are responsible for ensuring their visitors leave the building safely. No-one may re-enter the building until advised to do so by Fire and Rescue personnel.

Action at the assembly point

Registers will be called to ensure all children have left the building safely. The secretary will present the visitors book to ensure visitors to the school have left the building safely. Everyone will remain at the assembly point until advised otherwise by the Headteacher or senior member of staff responsible for the assembly point.

Fire Evacuation Practice

The school regularly rehearses the procedures and practice necessary for evacuating the building quickly, efficiently and safely. Early in each term the Headteacher conducts a simulation exercise to ensure that all staff and pupils are conversant with the procedures. The timing, date and outcome of these simulations are recorded in a FIRE LOGBOOK. These simulations are analysed to inform subsequent planning and preparation. Children new to the school are given individual explanation of these procedures. Children in EYFS receive additional frequent reminders and explanation. The fire evacuation practice is conducted and planned to accommodate the different attendance patterns of individual children.

Fire fighting equipment

All classrooms are equipped with an appropriate number of fire extinguishers located by each emergency exit door.

Assessments

- The school undertakes an annual fire risk audit.
- The fire panel, all sensors (heat and smoke), emergency lighting systems and alarm points are tested termly.
- Individual sensors, emergency lighting systems and alarm points are tested weekly.
- Fire extinguishers are checked and maintained annually.

The details of which are maintained in a Fire Log Book.

Emergency Exits

All emergency exit doors are suitable signed and all doors open outwards. Exits are checked daily in all rooms.

Recording of practice procedures

All alarm bells, smoke detectors and emergency lighting systems are tested weekly. The results of these tests are recorded in the school's FIRE LOGBOOK, including any remedial action undertaken.

Staff training

All staff are trained in fire prevention and what to do in an emergency. An additional two members of staff are trained as fire marshals.

Recording

The school's Fire Logbook records relevant details of the fire risk assessment conducted by an external fire prevention specialist company (MCFP), the school's fire prevention policy, records of all rehearsals and drills, staff training records, installation certificates, fire-fighting system maintenance and equipment. All identified defects are corrected immediately.