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## Windrush Valley School

### Policy Documents Annual Review Record

<b>Citation</b>	<u>This document shall be cited as:</u> <b>Fire Risk Policy</b>  <u>and incorporating the following policies:</u> Critical Incident Plan Health & Safety policy Fire Evacuation Procedure
<b>Person responsible</b>	Headteacher
<b>Comments to</b>	Headteacher
<b>Last reviewed/updated</b>	September 2020
<b>To be reviewed/updated</b>	September 2021
<b>Reason for review/update</b>	Annual review
<b>Person reviewing/updating</b>	Amanda Douglas
<b>Source/author</b>	Alan Wood
<b>Implementation</b>	Immediate and on-going
<b>Governor's Review</b>	September 2022



## 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 unless the fire is blocking the escape route or exit. Fire registers are kept in the box mounted on the external wall of the Old School. On hearing the alarm, the fire service will be called by a Critical Incident [silver] Manager. 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 the Headteacher, designated deputy or Fire and Rescue personnel'

### **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 fire Evacuation Procedure 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 you are told to do so by the Headteacher, designated deputy or 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 and the late/early book to ensure visitors and pupils to the school have left the building safely. Everyone will remain at the assembly point until advised otherwise by the Headteacher, designated deputy or Fire and Rescue Personnel.

### **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 review.
- 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 suitably signed and all doors open outwards. Exits are checked daily in all rooms.

### **Recording of practice procedures**

All alarm bells 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.

### **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.

**Amanda Douglas**  
**Headteacher**  
**September 2020**