



## Fire Policy

Version	Date	Author	Changes
2014			-
2015 V0.1	5/3/2015		No changes – updated review date
2016 V0.2	9.5.16	E Rogers	No changes – updated review date
2017 V0.3	20.2.17	E Rogers	No changes – updated review date
2018 V0.4	20.2.18	E Rogers	No changes – updated review date

### Purpose/Objectives

The objectives of this policy are:

- To safeguard all persons on The Gorse Ride Schools' premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

### Application

This policy applies to all persons on The Gorse Ride Schools' premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

### Policy

The Gorse Ride Schools' have as its first priority the immediate and total evacuation of the building upon discovery of fire.

The Gorse Ride Schools will ensure:

- That adequate means of escape in case of fire exist for all persons on the Schools' premises with appropriate signs and notices displayed;
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning, in case of fire, exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order by competent persons.
- That appropriate instruction will be given to all persons on the Schools' premises on evacuation procedures.
- That the Schools' premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

### Responsibilities

#### Headteacher

With the necessary support from Wokingham Borough Council and the Board of School Governors, the Headteacher is the delegated Responsible Person for Building Fire Safety; in addition to the measures the Headteacher will ensure the following:



- The Competent Person for Building Fire Safety attends the Council's Fire Risk Assessment training course;
- A fire and emergency evacuation plan is developed for the school, communicated to all staff and regularly tested;
- One practice drill will be carried out per term (this can include evacuations due to false alarms) with a wash up taking place after each to ensure lessons are learnt;
- In the case of an evacuation, the Headteacher will act as the Emergency Co-ordinator;
- Sufficient Fire Wardens are appointed and trained to effectively coordinate and assist in the deployment of the emergency evacuation plan;
- WBC Property Services are consulted before any material changes are made to buildings, equipment or escape routes;
- The school's Building Fire Log book is kept up to date and is available for inspection;
- All staff will receive basic fire awareness training on induction and annually thereafter;
- Hirers will be made aware of the schools' fire arrangements and their responsibilities via the schools' hiring agreement.

### **All Persons on Site**

Whilst it is the Schools' responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others.

This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
  1. Appropriate escape routes;
  2. Location of fire extinguishers;
  3. The emergency services number (currently 999 or 112)

### **Emergency Co-ordinator**

- The Emergency Co-ordinator is the Headteacher.
- The Business Manager will deputise if the Headteacher is not available.
- On hearing an alarm the Emergency Co-ordinator will make their way immediately to the assembly point.
- The role of the Emergency Co-ordinator is to co-ordinate the evacuation by receiving information regarding evacuated staff and pupils.
- The Emergency Coordinator acts as the point of contact with the fire brigade and provides them with information about the fire and people who may still be inside the building.

### **Fire Warden**

The role of the Fire Warden is to assist the evacuation procedure by sweeping designated zones to ensure that everyone has evacuated safely.

Fire Wardens receive training in their duties and in how to operate a fire extinguisher.

- On hearing the Fire Alarm, commence search of allocated area, complete within two minutes.
- On completion of search evacuate the building and report to the Emergency Co-ordinator at the assembly point.
- Inform the Emergency Co-ordinator whether the sweep was completed and whether the designated zone is clear.



- Fire Wardens should never tackle a fire unless it blocks an escape route, and it is safe to do so.
- If a Fire Warden locates the fire she/ he should terminate the sweep and report to the Emergency Co-ordinator immediately.
- Fire Wardens should not put themselves at risk.

#### Site Manager

- The Site Manager will open the double gates to allow access to the main school playgrounds.
- They will monitor the school main entrance to wait for the fire brigade and direct them to the fire.
- They will ensure no persons re-enter the premises.

#### THE ACTION TO TAKE IF YOU DISCOVER A FIRE

- Raise the alarm by operating the nearest Fire Alarm Call Point; these are usually located near the Exit Doors.
- If in doubt whether you should raise the alarm leave the building by the nearest available exit and proceed to the assembly point indicated above.
- At the assembly point, inform the Emergency Co-ordinator of the whereabouts of the fire so they can communicate this to the fire brigade.
- If it is SAFE to do so AND the fire is very small (waste paper bin size) AND you have received training, following a dynamic risk assessment you may consider attacking the fire with the appropriate extinguisher.
- **ALWAYS ensure there is a safe exit route before attempting to extinguish any fire.**

**Fire alarm:** On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The School Secretary of the school with the fire should call the Fire Brigade and collect:

- the Visitors' book
- Registers
- Children Collected Early File

You should proceed to the designated assembly point which is on the Junior playground. Staff coming through the side gate need to use the key to unlock the gate. Do not re-enter the building until the Fire Brigade or Headteacher gives the 'all clear'.

#### The Gorse Ride Schools' – Fire Precautions

A copy of the school's fire policy is saved on the shared drive in both Schools. Please familiarise yourself with it, paying special attention to the responsibilities of staff detailed below.

- **Smoking:** Smoking is banned on any part of the Schools' site.
- **Portable electrical equipment:** All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.
- **Plugs and cables:** Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.
- **Storage:** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.
- **Instructions:** Staff must comply with all instructions given to them in regard to fire safety and fire procedures.
- **Faults:** Staff must also report any observed shortcomings in fire precautions to the Headteacher.



- **Visitors:** Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.
- **Risk of arson:** Doors should be locked and windows closed at all times when the school is unoccupied. To minimise the risk of arson, staff should close windows in their areas before leaving. The paper recycle trunk outside should be stored in an area not too close to the school building.
- Staff must not leave or store items in designated escape routes or block emergency exits.
- **Flammable materials** Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Chemicals must be kept locked in the Cleaning cupboard and used only with close supervision.

## FIRE PROCEDURES

All staff are requested to familiarise themselves with the fire notices displayed in every room and to make the children aware of the procedures.

- **Fire Alarm Bell** Fire alarm bell is tested weekly by the Site Controller on Friday morning.
- **Fire Drill** A Fire drill is carried out every term.  
On hearing continuous fire bell:-
  - Follow exit route – clearly indicated in each area – in silence.
  - Children and adults to assemble in classes onto the Junior playground
  - Each member of staff counts the children in their care and then a register is taken. Register returned to School Secretary as promptly as possible.
  - At no time re - enter the building.
  - School Secretary or Administration staff of school with fire to ring 999 for the Fire Brigade.
  - Close windows and doors if possible before leaving.
- **Fire Call Points** All adults working on the premises must familiarise themselves with the locations of the fire call points in order to raise the alarm.
- **Portable Fire Extinguishers - (Wall Mounted)** The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.
- **Visitors to the School** Staff are to guide visitors on the premises to the nearest exit and assembly point.
- **Pupils with Disability** The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that they are led safely to the nearest exit and assembly point.

## EMERGENCY PROCEDURES

### BOMB THREATS

- Receiving a bomb threat by telephone, fax or e-mail, the staff member receiving the threat should attempt to obtain as much information as possible prior to the caller hanging up and make legible notes.
- The staff member should then instigate the procedure, make themselves known to the Emergency Co-ordinator, handover their notes and remain available to give details of the call to the police.
- The Emergency Co-ordinator will take charge of the incident at this point, assess the validity of the threat and contact the police.
- Should the decision be made to evacuate the building the Fire Wardens should go through their normal drill, visually checking the building noting anything suspicious and ensuring all persons have vacated the building.
- The Emergency Co-ordinator will liaise with the Police.



- No one should re-enter the building until instructed that it is safe to do so by the Emergency Co-ordinator.

#### SUSPICIOUS PACKAGES

- Should suspicion be aroused, the letter or parcel should be left where it is and the area vacated, the door secured and access barred.
- Inform the Emergency Co-ordinator who will assess the situation by talking to the Police.

#### SUSPICIOUS VEHICLES

- If a vehicle arouses suspicion by the way or where it is parked the Emergency Co-ordinator should be contacted.
- If appropriate, steps should be taken to ascertain the identity of the owner. If ownership cannot be verified the Emergency Co-ordinator should telephone the Police for advice on the action to take next.

#### **Post incident**

Whatever the type of incident, once it is over it is important to hold a wash up meeting in order to learn lessons from the incident and review the effectiveness of the evacuation process. Where shortfalls are identified appropriate actions should be taken to remedy those shortfalls as soon as possible.

#### **Policy Review**

This policy will be reviewed jointly by the Headteacher and the Governors Premises Committee on an annual basis.



**Appendix 1**

**Fire Wardens Sweep areas**

<b>Infant Fire Warden 1</b>	Male/Disabled Toilets
	Female Staff toilets
	PPA room
	Head Office
	Staffroom & Kitchenette
<b>Infant Fire Warden 2</b>	Finance Office
	SEN Room
	Reception area
	Collect the <ul style="list-style-type: none"> <li>• Visitors' book</li> <li>• Registers</li> <li>• Children Collected Early File</li> </ul>

<b>Junior Fire Warden 1</b>	Staffroom
	Male/Disabled Toilets
	Female Staff toilets
	Head Office
<b>Junior Fire Warden 2</b>	Reception Area
	Collect the <ul style="list-style-type: none"> <li>• Visitors' book</li> <li>• Registers</li> <li>• Children Collected Early File</li> </ul>