



## Fire Safety Policy

<b>Written By</b>	<b>Senior staff</b>	
<b>Frequency of Review</b>	<b>2 years</b>	
<b>Date reviewed and approved by Governing Body</b>	<b>September 2023</b>	
<b>Date of next review</b>	<b>September 2025</b>	
<b>Display on Website</b>	✓	
<b>Purpose</b>	It is the overall policy of Burlington Junior School to minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.	
<b>Consultation</b>	<b>Governors</b>	<b>x</b>
	<b>Parents</b>	<b>x</b>
	<b>Pupils</b>	<b>x</b>
	<b>Staff</b>	✓
<b>Links with other policies</b>	Critical Incident plan and all Health and safety documents SEND Policy	

## **Fire Safety Policy Update September 2023.**

### **Overall Policy**

It is the overall policy of Burlington Junior School to minimise the risks to staff and children which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

### **Overall responsibility for Fire Safety matters**

Mr Matt Blow and Mrs Pip Utting are appointed as the fire safety managers for the school and has overall responsibility for fire safety matters at the school. They co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They also ensure that a fire evacuation drill is undertaken early each term that fire notices are kept up to date and that fire safety equipment is being maintained.

The site manager ensures that fire safety records are maintained and are available for inspection by any enforcement authority. The site manager completes weekly and monthly testing as required by the local authority and Kingston Health and Safety.

The fire safety manager will provide a written report to the Headteacher each term, containing the details shown in Appendix A. The site manager will ensure that all relevant information is given to the fire safety manager.

### **The School Fire Procedure**

Notices displaying the school fire procedure are displayed at each fire alarm call point. It is the responsibility of the site manager to ensure that these notices are displayed and kept in a good condition,

### **Evacuation Procedures.**

The class and teacher leave by the nearest 'safe' fire door and line up in the playgrounds. Teachers then move children to the **field area**. Adults working in school but not class teachers are responsible for checking the area they are working in is clear and closing all doors behind them. A head count and check for missing children is carried out in the playground before moving to the field area.

Move to the field area as quickly and safely as possible. This is normally 2-3 minutes. If the fire is by the kitchen, Great Hall or build site the evacuation area in the front playground. Children could then be moved away from the school building if there was an increasing danger.

The office hold class lists and a daily absence report should clarification be needed. Any missing adults or children are reported to the fire safety officers or in their absence the SLT or most senior member of staff. (Head, deputy, assistant head, business manager year leaders, staff on UPS) The information will need to be relayed to the fire service with possible locations of missing people.

All children and staff take part in a drill in September annually to assess processes. All staff take part in fire INSET training in September.

### **Great Hall.**

Should the alarm go off when you are in the Great Hall please return to your classroom in the Junior School and inform the school office. Further instructions will then be given.

If the Junior Alarm sounds whilst a Junior class is using the Great Hall a member of SLT will inform them to evacuate to the field area as the member of staff goes past the Great Hall.

### **Lunch arrangements.**

Information can be relayed with walkie talkies.

Should the fire alarm sound during the lunch service in the Great Hall, then the children in the Great Hall **only** will evacuate to the field area. If there is further concern then a decision will be taken by the SLT, to also evacuate the playgrounds to the field area.

All teaching staff on site will then go out to assist in the arrangements and role calls if necessary.

### **Acorns Breakfast and After School Club. 7.30-8.45 and 3.25-6.30pm.**

*Evacuations point. Front playground.* (The field area can be used as a secondary evacuation point to move to once registers are taken and children are accounted for.)

In the event of the fire alarm sounding all children and staff to move to the front playground and registers taken.

If the drill is in the normal school day 8.45 or 3.15 for example, children to move with the adults/class teacher they are with at the time to the field area as normal.

If the alarm goes off just at the start or end of the day when parents are on site, the front playground will be used, but once a register is taken the children can be moved to the field area where there is more space, if necessary.

If the alarm goes off 7am-6pm either the site manager or SLT will support.

If the alarm goes off from 6.00-6.30pm when the site manager and SLT may have left. If it is a false activation (by accidentally bumping and breaking a call point,) call the site manager and SLT on duty whilst moving the children to the evacuation point. Instructions can be given via telephone before possibly returning to the building, if agreed by the site manager and SLT.

If no reasons are known for the alarm. Move the children to the evacuation area and ensure everyone is accounted for. Inform the site manager and SLT on duty.

If you see a fire or smoke, activate the nearest alarm, move everyone to the evacuation area and one member of staff call the fire brigade.

### **Calling the Fire Brigade Acorns.**

The fire brigade is called via the alarm station when the alarm is sounded. However no one should assume this is automatic and the fire brigade should be called by a member of Acorn staff.

### **Responsibility of all school staff**

#### **OFFICE STAFF.**

*Please show fire card to all guests entering the school informing them of the sound of the fire alarm what the break glasses look like and what to do in an emergency.*

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should also ensure that fire exits are kept clear and fire doors are kept shut and that pupils for whom they are responsible, are informed of the fire procedure.

The class and staff are aware of the correct procedures when using the ICT suite and library. Should the fire alarm go off and a child or adult are unable to get down the stairs, one member of staff will take the child to the disabled refuge area. Once the school is evacuated and the area deemed safe the deputy head and site manager will bring the child down the stairs and to a safe place on the field area or the front of school.

A PEEP is completed for any adult or child who is disabled.

At the moment no one has a PEEP. We do have a number of children who may react to the sound of the alarm and need guiding out of the building. We have one child with a hearing aid who may find the noise overwhelming but can adjust her hearing aid.

#### **Staff must also:**

**Read the fire extinguisher labels so they know how to use these if safe to do so.**

**Discuss the fire escape procedures regularly with pupils.**

## Fire Training and Evacuation Drills

Training in fire safety and the school fire procedure will be provided regularly for all permanent full time school staff. An update is carried out during the first INSET day in September with reminders in January annual. Staff are also updated after fire drills.

Specific training will be provided for fire safety managers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of escape routes, exits and assembly point. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the checklist in Appendix B.

Practice evacuation drills will be held at least once a term at an early stage in the term. During such drills, some exits will be blocked to force the use of alternative exits. Children may also 'disappear' to ensure that registers are called and searches made. The aim in all drills will be to evacuate all staff and pupils from within the buildings within two minutes.

## Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency of Test/Inspection	Method of Test
Fire Alarm	Weekly	Test key operation of different call point each week in rotation
Fire Alarm	Daily	Visual check of panel for fault indications
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm
Emergency lighting	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and stairwell enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, escape routes and fire exit doors	Daily	Check that doors are unlocked and that escape routes are free of obstruction.
Fire exit doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

RCD electrical protection units.	Monthly	Site manager to press the test buttons on the RCD units except those attached to the computer servers.
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### Calling the Fire Brigade

The fire brigade is called via the alarm station when the alarm is sounded. However no one should assume this is automatic and the fire brigade should be called by a member of SLT.

### Meeting the Fire Brigade

Mrs Kerr. In her absence the Headteacher or SLT member.

### Events Taking Place Out of School Hours such as External Lettings and School Plays

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put into place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment license will be needed for the events being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license and these conditions will have to be met.

*Existing long term lettings.*

*St John –Wednesday evening. No site manager on site. St John are key holders and lock and unlock the school. The fire policy has been shared with them. St John carry out regular fire drills using the large school hand bell.*

*Stagecoach – Thursday and Saturday morning. No site manager on site. Stagecoach to carry out their own drills using the hand bell. The Stagecoach manager to inform all his own staff of their obligations (as the pupils in the groups change every half an hour so drills are less effective to train the children) and make sure they understand where to assemble.*

*Church Letting Sunday. No site manager on site. The Church use the Great Hall (connected to the Infant fire Alarm) and the Junior Hall (connected to the Junior School alarm.) Both site managers are aware of the lettings and their obligations in the event of a call out. The church to arrange practice drills and check their members are able to get to the field area safely.*

*The site managers are able and offer to run a fire drill for each letting.*

### Notices

All fire exit routes are signed by clear signs. It is the responsibility of the site manager to ensure that these signs are visible and in good order.

### Records

The following records will be kept by the Fire Safety Manager (provided by the school's site manager):

Record Type	Information to be recorded
Fire alarm test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.

Emergency lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training

## Appendix A

### Termly report to Headteacher from Fire Safety Manager

**Date of Report:** \_\_\_\_\_ **Period of Report** \_\_\_\_\_ **to** \_\_\_\_\_

#### **Fires at the school**

*Give description of any fire incidents that took place and any lessons learnt as a result, or state that there were no such incidents.*

#### **Activations of the Fire Alarm**

*Give a description of any malicious or false fire alarms and any action to reduce the incidence of such events or state that there were none.*

#### **Practice Evacuation Drill**

*Give the date and time of any practice evacuation drills held, the time taken to evacuate the premises and any lessons learned for the future.*

#### **Staff Training**

*Give details of any staff training that has been undertaken during the term and any training planned for the future.*

#### **Records of Equipment and Systems Inspections**

*Report on the adequacy of records for equipment and systems inspections and maintenance and indicate whether these are satisfactory or whether they indicate the need for further action.*

#### **Any Issues or Recommendations**

*Provide details of any recommendations or other matters not identified above.*

Signed \_\_\_\_\_  
**Fire Safety Manager**

## Appendix B

### Checklist for First Day Fire Safety Instruction

Take the new employee through the fire safety procedure as displayed at the fire alarm call point, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular, leaving the building with any pupils for which the staff member is responsible, and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use, and show the operation of exit fittings and gates.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.





### **Fire Buddies.**

In the event of a fire please check for your team and let a member of SLT know immediately if you notice someone missing.

Matt – Pip – Wayne – Caroline- Natalie- Debs-  
Office team

Year 3 team + volunteers

Year 4 team + volunteers

Year 5 team + volunteers

Year 6 team + volunteers

Sharon - Katherine- Daisy- Alice

## APPENDIX C.

### **Welcome to Burlington Junior School.**

- If you discover a fire please break the break glass units which are all situated by the external doors.
- In event of a fire drill or fire alarm the audible sound will be heard in all areas of the school and is a loud high pitched repeating sound. Please leave by the nearest exit closing all doors behind you.
- Make you way to the field area where there is a name card (Visitors) for visitors to stand by.
- Should you require assistance in the event of a fire or fire drill please inform the office staff now.

**Path to fire evacuation point**



**The field area Fire Evacuation Point.**

**Classes and visitors line up facing the containers in the direction of the white arrow.**  
**The class names and visitors signs are stuck onto the containers.**



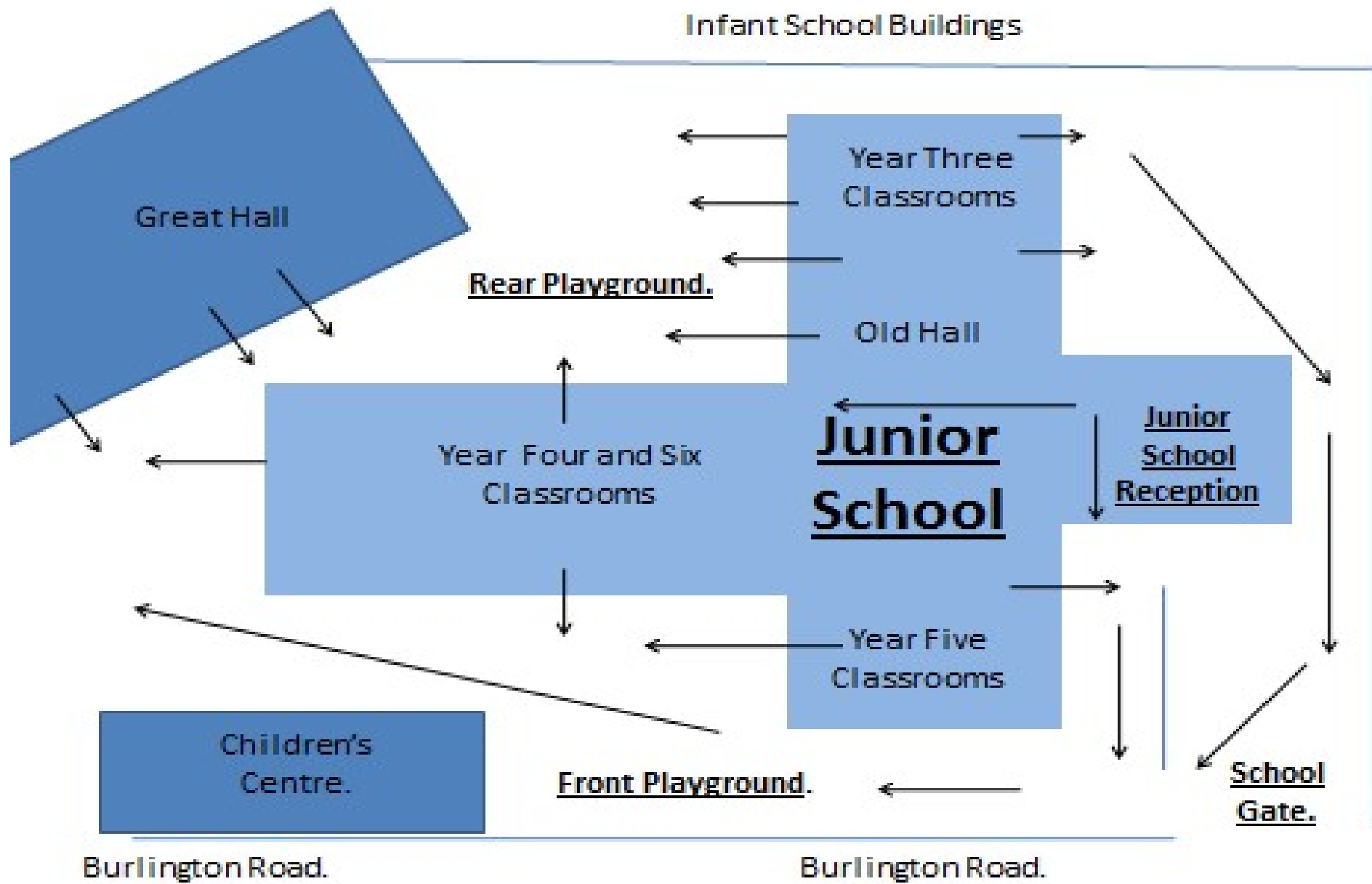
**Signs explaining where to stand.**





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### **Procedure for Fire Evacuation**

- The site manager or Julie Kerr / or a member of the office staff will wait at the gate for the Fire Brigade with a map of the school. In the event of a fire a member of the office/ SLT staff will inform the Infant School.
- The Headteacher will do a sweep of Year 3/4 and the deputy head will do a sweep of Year 5/6. If either the head or deputy is not in school then the SLT will do a sweep of the school.
- Office staff will take out the key to gates outside the office and open up the entry gates in the playground. Also they will take out staff and pupils sims records for all classes and also all relevant documentation e.g. pupils in/out book, visitors passbook etc.
- Every member of staff has been given a fire buddy team and will look to make sure that their team (if at work that day) is present at the assembly point and to make sure they are out of the building. Please see attached list
- Teachers stand at the front of the lines and TAs at the rear of class lines.
- Everyone is to stay at the assembly point until told it is safe to return to the building.
- Should it be deemed unsafe to return to the Junior School the Infant school could be used as a possible venue to avoid the children standing in inclement weather. If further evacuation is required (further away from the school site for a considerable length of time) then Coombe Boys will be the venue.