



St Thomas of Canterbury Catholic Primary School

Where every child is special

FIRE MANAGEMENT POLICY

Policy compiled by:

Head teacher

Responsible committee:

Resources Development

Last approved by Governing Body:

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OUR MISSION STATEMENT

God's love is at the heart of our Catholic School family. We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves. We will encourage everyone to be the best that we can be.

OUR AIMS

- To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the School and society.
- To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.
- To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.
- To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.
- To nurture a strong partnership between home and School.
- To have respect and understanding for our School, our community and our world, helping our children to become responsible citizens and good role models.

OUR GOLDEN RULE

We treat others as we would like to be treated



Introduction

St Thomas of Canterbury's Fire Management Policy and associated procedures are based upon recommendations for good practice from Surrey Fire & Rescue Services and the current Fire Safety Management Booklet published by the Architect and Buildings Branch of the DfE.

The objective in any fire situation is to remove all children and staff and other adults from the buildings quickly and safely. Staff will continue to evacuate premises and summon the Fire Service for any fire related event. Fire fighting must only be carried out by trained people, in order to aid evacuation. No-one should re-enter the building without express permission of the Fire Brigade or the Headteacher (or nominated deputy) in the event of a drill.

The aim of this policy is to:

- To minimise the risk of fire
- To protect the means of escape
- To limit the spread of fire
- To protect children, staff and visitors from harm

The main duties for the Headteacher regarding fire safety management are to:

1. Manage fire safety in the same way as we manage other health and safety issues
2. Make hazard and risk assessments every term
3. Be responsible for regular fire safety training
4. Produce an emergency plan and put up fire notices
5. Conduct fire drills, usually early in the term
6. Check the adequacy of fire fighting apparatus and its maintenance every term
7. Consult with and implement recommendations of the local fire brigade
8. Conduct fire safety inspections, preferably every term
9. Make more frequent informal checks to confirm that the fire safety rules are being followed
10. Ensure fire escape routes and fire exit doors and passageways are unobstructed, and doors operate correctly
11. Appoint Fire Wardens to check toilets, kitchens, halls, empty classrooms and other non teaching areas where people may be present or hiding
12. Include fire safety in the regular health and safety reports to the Governing Body
13. Maintain a Fire Log-Book in which to record essential information such as evacuation procedures, tests on fire fighting equipment, details of training sessions and results of fire drills.
14. Maintain a list of staff and children's contact details in the fire proof safe for emergency contact
15. Have an up to date Contingency Plan. This will cover the actions to be taken to minimise the effects of a fire upon your school.
16. Carry out good housekeeping. Day to day measures to minimise the fire risks. These include storage of flammable material, heat processes, temporary heaters, waste disposal, etc
17. Make sure general security is adequate and maintained. Well over half of all school fires are started deliberately. Good general security can help to reduce the risk of arson.



18. Monitor and review. Fire safety is an on-going task. The risks constantly change, therefore the effectiveness of risk control measures must be regularly reviewed.
19. Ensure all staff and external users of the School's facilities are familiar with this procedure.

The above is reviewed regularly by the School Resources Development Committee.

In particular:

1. Each fire alarm point is clearly indicated "FIRE ALARM" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
2. A notice is displayed adjacent to the telephone in both administration offices and the Headteacher's office giving clear instructions for calling the Fire Service in case of fire.
3. Notices are displayed in the Staff Room for staff detailing their actions in an emergency.
4. Fire evacuation drills are held at least once per term, usually at the commencement of each term.

With regards to all fire drills, the School will make sure that

1. People who may be in danger should act in a calm and orderly manner.
2. Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
3. The escape routes are used in accordance with the School's Evacuation Plan.
4. Evacuation of the building is achieved in a speedily and orderly manner.
5. To promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.
6. Everyone goes to the assembly point on Funville.

During normal school hours:

1. Every member of staff is ultimately responsible for the children in his or her care.
2. All staff will acquaint themselves with the location of fire alarm points. The teacher in charge of the class at the time is responsible for Teaching Assistants, Parents, or any other helpers or visitors working with them.
3. All visitors will sign the Visitors' Book in Reception and will wear a Visitor's badge. Visitors will be given a leaflet which will contain advice to be followed in the event of a fire.

When raising the alarm, or on a fire drill

1. On discovery of a fire, an adult will break the glass in the nearest fire alarm box to start the fire alarm.
2. The fire alarm is a continuous bell, or in the event of electrical failure, repeated whistle blasts.
3. Admin Staff will take the Visitors Book, Class registers, Late Book, Staff List and mobile phones to the Assembly Point. Designated Fire Wardens must check their designated areas are empty.
4. In a live situation the Headteacher or nominated deputy will notify the Fire Brigade by mobile phone.
5. The Caretaker will unlock school gates and open them.
6. Class teachers will check children initially by headcount and then by name, reporting any missing children to the Headteacher.



7. Registers will be returned to the Administrative Staff when all children are present.
8. If no children are present, e.g. INSET Day, the procedure is the same, and assembly is on the Multi Use Games Area.

Where to Assemble

1. Teachers will supervise the evacuation of the children and other adults according to the plans displayed in every room.
2. Assembly point is Funville, the Multi Use Games Area.

Outside normal school hours

1. In the event of a fire, the alarm will be raised as above.
2. When the building is occupied outside school hours, for example a PTA event or School Lettings, the assembly point is the staff car park.
3. For events when children are left in our care or in an activity run by an outside organisation, a register will be kept and checked should an evacuation be necessary. It is the responsibility of the most senior member of staff or event organiser present to ensure the safety of children and adults on site.
4. Staff working in school in school holidays or at weekends, should record their names in the main entrance area and sign out when leaving so there is a record of who is present.

Health and Safety Risk Assessment

Health and Safety Risk Assessments are carried in accordance with the Timetable agreed by the School Resources Committee, which is usually termly. Any assessment also includes a risk assessment of fire hazards, as required by law. This includes the following:

1. **Identify the fire hazards** and where fires might start.
2. **Identify the location of people at significant risk in case of fire.** Decide who, if anyone, might be hurt if there were to be a fire.
3. **Evaluate the risks.**
Decide if the existing fire safety measures are good enough, or if more needs to be done to make reasonably sure that nobody would get hurt if there was a fire. Do this by checking:
 - controls on ignition sources/ sources of fuel;
 - that a fire can be detected in a reasonable time
 - that people who may be in the building can get out safely;
 - provision of fire fighting equipment;
 - maintenance and testing of fire precautions;
 - that fire safety training is adequate to ensure that those in the building know what to do if there is a fire.Carry out any improvements needed.
4. **Record findings and take action.**
In particular you should list the more significant hazards and your most important conclusions.
5. **Keep assessment under review.** Check that it is up to date and revise it if necessary.

This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health & Safety Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.