

Carrdus School

Fire Risk (Prevention) Policy

Rationale

This Fire Risk (Prevention) Policy reflects the importance which Carrdus School places on the safety of its staff, students, visitors and other persons who may be affected by its activities and its property.

Carrdus School takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

Objectives

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Success criteria

1. Safeguard all personnel in School, including visitors, from death or injury in the event of a fire or associated explosion.
2. Minimise the potential for fire to occur and disrupt the work of the School and cause damage to property and the environment.

Implementation

The Head has day to day responsibility for fire safety; responsibilities for fire precautions are exercised through the members of the Risk Management Team. Carrdus has its own representative on the team. The Head delegates to staff the proper application of the fire procedures in their areas of responsibility.

All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures. In particular, in the event of a fire alarm sounding in a school, occupants must evacuate the building and only re-enter upon the instruction of the Fire Marshall, who is the most senior present of Head, Deputy Head or Duty member of SMT, or the Fire Service, if in attendance.

In respect of all facilities, the School will:

- a. Provide appropriate means of escape in case of fire
- b. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use.
- c. Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.

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- d. Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- e. Provide and maintain in working order all firefighting appliances and devices.
- f. Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.
- g. Provide safety plans stating the precautions to be observed and steps to be taken to protect people and property.
- h. Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.
- i. Ensures that the risk from dangerous substances is reduced or eliminated.

Individual responsibilities and legal duties in respect of fire safety for all of School staff and students are contained in the Fire Procedure contained in the Staff and Employment Handbooks, and on noticeboards. These instructions also specify the responsibilities of managers, staff and students in respect of fire safety.

All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system or interfered with in any way.

Monitoring

The Risk Management Team will monitor and review the application of these arrangements within all areas of the school and will notify the Bursar if, in its opinion, further measures are required to meet all legislative and other requirements.

Evaluation

The Head and Bursar are responsible for the evaluation of this policy, our fire risk assessment and fire procedures. These are designed to reflect the statutory obligations and fire risk management needs of the School and will be evaluated on a continuing basis.

Review

This policy will be reviewed by the Head and Bursar every three years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

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Appendix1: Fire Procedures

Introduction

The School will comply with the Regulation Reform (Fire Safety) Order 2006. The Head has day to day responsibility for fire safety whilst responsibilities for fire precautions are exercised through the Bursar and RMT.

All staff, students, contractors and visitors are required to follow the standing instructions. All occupants must evacuate on hearing the alarm and may only re-enter upon the instruction of the Fire Marshal.

Assembly Point

- In term time and during holidays our Fire Assembly Point is out on the tarmac playground at the back of the school opposite the fire tree.
- The tree has a sign in front of it.
- Staff and visitors line up in silence and are accounted for.
- Children line up in the classes, in year order, and are checked they are present by their class teachers and TAs s.
- If it is a real fire call the fire service, then contact SMT/maintenance.
- Do not re-enter the building until the cause of the alarm has been verified.



Is it a Real Fire or a Drill?

- If it is a drill or false alarm, the all clear will be given by the Fire Marshall once a member of the maintenance team has identified the cause of the alarm sounding.
- If the fire is real, the emergency services will be called by the person identifying the cause of the alarm.
- If it is a real fire, a decision will be made by the Fire Marshal and the most senior member of SMT present on whether it is appropriate to move the assembly to an alternative site.

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Remember

Remember

- Don't assume that it is a drill or a false alarm
- Do not ignore
- Practice makes perfect
- Use best speed
- Don't run
- Be silent unless spoken to
- Pay full attention to the Incident Co-ordinator
- Be prepared to step up to the plate!

Emergency Contingency Plan

- The role of maintenance and grounds / Deputy Head is to attend the alarm site and identify the cause of the alarm, either resetting and reporting to the Incident Co-ordinator or contacting the fire service if this has not already been done. They then form part of the Crisis Action Team.
- The role of maintenance and grounds is to support SMT as needed e.g. in the event of a real fire they will manage the traffic and direct the emergency services.
- The role of the Fire Marshal is to co-ordinate the Crisis Action Team and the Disaster Recovery Team as appropriate

Disaster Recovery Plan – Crisis Action Team (CAT)

- In the event of a real fire the Fire Marshal will hand over to the Crisis Action Team (CAT) to deal with the immediate response
- The CAT will take whatever action is required to resolve the immediate problem and establish control of the situation
- The CAT will evolve by seniority and the team built up as needed but will usually be the Head, Deputy Head, Bursar, Property Services Manager and others as appropriate

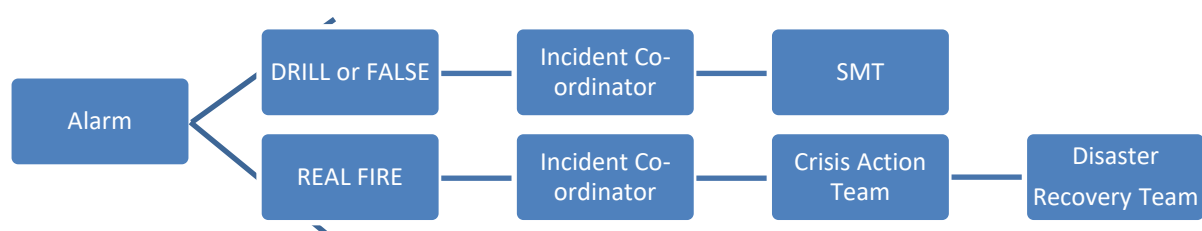
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- When the immediate crisis is over the Disaster Recovery Team will take over

Disaster Recovery Team (DRT)

- This team will normally consist of the following:
- Chairman of Governors
- Head
- Deputy Head
- Bursar
- School Office
- Property Services Manager
- Domestic Services Manager
- As nominated
- The DRT task is to get the school back to business as normal as quickly as possible

Action Alarm Summary



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Appendix 2: Fire Information

Action in case of a fire

If you see a fire start:

- **Raise the alarm** – break the alarm glass
- **Small fire, just beginning?** Use a fire extinguisher if it is safe to do so
- **Leave** – organise your class to quickly line up and walk quietly to the nearest exit

Follow the fire evacuation procedure AND

- **Report** to the fire marshal (SMT in florescent jacket)
 - Why you set the alarm
 - Where you saw the fire
 - What, if any, fire extinguisher action you took
 - Any other useful information such as possible cause of the fire
- **Check** Fire Brigade has been called on 999

Fire alarm

You hear the alarm - Evacuation procedure

- **Stop** what you are doing
- **Do Not delay** to collect personal possessions
- **Leave** – organise your class to quickly line up and walk quietly to the nearest exit
- Staff should make their way (along with any visitors) quickly, without running, to the **fire assembly point tree**
- Line up your class in year order by the assembly point tree (**children to be silent**)
- Office staff will hand out and collect your class register. Class teachers take the register and check everyone is accounted for
- Office staff have responsibility to check all staff, visitors and children are accounted for
- Office staff to inform the fire marshal (SMT in florescent jacket) if all accounted for or if any child is missing
- Do not re-enter the building until given **permission** to do so

Fire alarm – school office

School Office Evacuation procedure

- **Stop** what you are doing
- Collect the Registers, signing in and out sheets, Visitors Book, fire box and mobile phone

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- Phone the Art Room to alert them that the fire alarm is ringing
- **Do Not delay** to collect personal possessions
- **Leave** – quickly and walk quietly to the nearest exit
- Make your way quickly, without running, to the fire **assembly point tree**
- Give registers to the class teacher or member of staff looking after them
- Check staff are all present
- The assembly will not be dismissed until the location of all missing persons has been identified
- Do not re-enter the building until given **permission** to do so













Fire Extinguishers

Purpose





- Emergency first Aid Equipment
- To put out small fires
- To protect a fire escape route

Fire Extinguisher types

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		Wood, paper, textiles and other carbonaceous materials.	Flammable liquids, petrols and spirits.	Flammable gasses. For example propane and butane.	Fires involving burning metals.	Fires caused by electrical equipment where electric current may be present.	Cooking oil and fat. For example olive oil, maize oil, lard and butter.
<u>Water</u>		✓	✗	✗	✗	✗	✗
<u>Foam</u>		✓	✓	✗	✗	✗	ABF Foam Only
<u>Dry Powder</u>		✓	✓	✓	✗	✓*	✗
M28/L2		✗	✗	✗	✓	✗	✗
<u>CO2 Gas</u>		✗	✓	✗	✗	✓	✗
<u>Wet Chemical</u>		✓	✗	✗	✗	✗	✓



Fire Extinguisher Use

			
<ul style="list-style-type: none"> Tilt black horn to horizontal 	<ul style="list-style-type: none"> Pull pin Pull out hose Aim a little above the 	<ul style="list-style-type: none"> Pull pin Pull out hose 	<ul style="list-style-type: none"> Pull pin Pull out hose Aim a little above the

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<ul style="list-style-type: none">• Do not hold horn• Squeeze trigger• Aim at base of fire• Time: c.9 secs	<p>centre of the fire</p> <ul style="list-style-type: none">• Rain down foam• Time: c 12-16 secs	<ul style="list-style-type: none">• Aim at the base of the fire• Rain down water• Time: c. 15 secs	<p>centre of the fire</p> <ul style="list-style-type: none">• Rain down powder• Time: c 12-16 secs
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Using a fire blanket

	<ul style="list-style-type: none">• Pull tabs• Unfold• Place hands behind the blanket
	<ul style="list-style-type: none">• Approach fire slowly• Lower blanket onto the fire slowly• Tuck the blanket around the fire to exclude the oxygen• Stand back – don't touch