



Inspiring All to Excellence



Anker Valley Primary Academy

Fire Safety Policy

Document Control

Policy Title	Fire Safety Policy
Effective Date	September 2023
Policy Owner	Anker Valley Primary Academy
Policy Approver	Local Governing Body

Version Control

Version	Date	Amended by	Comments

Section	Changes Made

Aims

It is the overall aim of Anker Valley Primary Academy to minimise the risks to staff and employees, 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

The Head of School is appointed as the Fire Safety Manager for the academy and will have overall responsibility for fire safety in the academy. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training take place and monitor the standard of fire precautions maintained. They will also ensure that a fire evacuation drill is undertaken early in each term, that fire notices are kept up to date and that fire safety equipment is maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every year, or when something changes, e.g., a new extension/change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire and evacuation procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all Academy Staff

All academy 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 evacuation procedure (see Appendix A).

They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.

They should also ensure that pupils for whom they are responsible are informed of the fire procedure. Children with specific needs will have a Personal Emergency Evacuation Plan. These will be kept in classes as well as a copy in the school Risk Assessment File.

Fire Training and Evacuation Drills

Fire Marshal training will be provided at least every two years for designated permanent full-time academy staff. This will ensure that they are aware of fire safety and the academy fire procedure, including training in the practical use of fire extinguishers.

All staff/ people on site whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points.

It is the responsibility for the Fire Safety Manager to ensure this instruction is given in accordance with the checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are maintained by the site manager and are available for inspection by any enforcement authority.

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 and administered by professional consultants that are used across the Trust. However, the academy site supervisor will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	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 light illuminates.
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.
Corridors, Escape Routes, and Fire Exit Doors	Daily	Check exit 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
Sprinkler System	Annually	Check sprinkler heads, flow test, test alarm system, inspect tank, legionella test, etc. To be carried out by accredited engineer.

Records

The following records will be kept by the school:

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. Reflection of identified strengths and any developmental points.

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	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time to evacuate. Reflection of identified strengths and any developmental points.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.
Sprinkler system maintenance	Date of test, numbers or locations of lights tested and whether test was satisfactory.

Notices

All fire exit routes will be clearly signed by clear signs and directional arrows.

Appointment and Duties of Fire Wardens / Marshals

The school will appoint a number of teaching or administrative staff as fire wardens. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B). It is the Fire Wardens responsibility to inform their deputies if they are off site and not able to fulfil their duty.

Appointment and Duties of PEEPs (Personal emergency evacuation plans)

The school will assign a member of staff to oversee the safe evacuation of any pupils who need support to evacuate the building in an emergency. It is the PEEPs responsibility to inform their superiors if they are off site and not able to fulfil their duty.

NB. There are designated areas at the top of the stairs for those unable to safely exit the building, where they can wait safely for up to 30 minutes.

Raising the alarm

In the event of alarm failure, a school bell will run continuously in order to raise the alarm.

Calling the Fire Brigade

The Fire Brigade are automatically notified of an alarm through the line connected to the fire alarm e.g., Redcare. But they will also be phoned by Head of School to confirm fire.

Meeting the Fire Brigade

The Fire Safety Manager is responsible for meeting or ensuring the one member of staff is available to meet the fire brigade on arrival. On arrival the fire brigade will be given as much information as possible (especially details of any pupils / staff waiting in the holding areas inside

the building). They will be directed to the entrance areas for the building where the alarm panels are located.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

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 evacuation controller is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of people 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 (Appendix D).

Review

These procedures will be presented to all staff annually and any new staff who arrive during the school year through induction. The Local Governing Body will review this policy annually and this will be communicated to the Trust Board through the Headteacher's Report (Termly) and through the Executive Leader's Report to the Trust Board.

EMERGENCY EVACUATION PROCEDURE (Appendix A)

ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE
e.g., fire, gas leak, bomb alert.

Up to date fire routine notices are placed at every exit: designated fire exits are clearly marked

Only attempt to tackle fire extinguishers on small fires if you are trained and confident to do so

Leave the building immediately out the nearest fire exit and leave all belongings behind.

In the event of a missing person, report immediately to the Head teacher or person in charge.

DO NOT GO BACK IN THE BUILDING until the Fire Safety Manager or Fire Officer has given
the all clear

ACTION WHEN THE FIRE ALARM SOUNDS
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Role	Action / Responsibility
Class Teachers/TAs	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest/most appropriate exit 2. Immediately evacuate the building taking all children in your charge through the nearest/most appropriate exit 3. Collect laminate updated class attendance register. 4. Close the doors and windows on leaving if appropriate 5. Lead all pupils to the designated assembly point (on the field) via the quickest/safest route and line up 6. Call the register, which the office staff will distribute (conduct a head count whilst registers are being distributed) 7. Fire Wardens hand over information to Fire Safety Manager (Head of School) to indicate they have checked their designated zones and they are clear. 8. Notify Fire Safety Manager (Head of School) immediately of any missing children or staff. 9. Wait for further instruction
Office Staff	<ol style="list-style-type: none"> 1. Print off "Fire Evacuation Report" 2. Print off "Today's Register Report" from Integris. 3. Pick up master paper copies of class registers in Fire Evacuation folder 4. Print out visitor signing in register 5. Leave the building through the nearest exit 6. Distribute paper registers to Class Teachers – ensure all classes are present 7. Check visitors against visitors' sheet 8. Check staff against staff Inventory register 10. Notify the Fire Safety Manager (Head of School) immediately of any missing children/classes/staff/visitors. 11. Wait for further instruction
Fire Wardens / Marshals	<ol style="list-style-type: none"> 1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed 2. Checks on toilet areas should include a check on individual cubicles 3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one 4. Never open a door if you suspect there may be a fire behind it

	5. Once zone checked and cleared inform fire safety manager at assembly point
Kitchen Staff	<ol style="list-style-type: none"> 1. Switch off power and gas. 2. Evacuate the building through the nearest/most appropriate exit 3. Go to the designated assembly point via the quickest/safest route
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest/appropriate exit 2. Go to the designated assembly point via the quickest route

Designated Fire Assembly Points Assembly Point: School Field.

All children, staff and visitors should make their way immediately to Assembly Point.

In the case of emergency, the Assembly Point is the designated area for all children, staff, and visitors.

When assembled here, staff will conduct a head count.

Administration staff bring out the pupil, staff and visitor registers, late reports, and any visitor signing in sheets and names will be cross-referenced to ensure no one is missing.

Fire Wardens will hand over information to Fire Safety Manager (Head of School) to indicate whether a zone has been checked and cleared. If for safety reasons a zone has not been completely checked and cleared the Fire Warden must inform the Fire Safety Manager immediately.

If we are for any reason unable to gain access to Assembly Point it is highly likely there will be a full site evacuation.

If that scenario arises Fire Wardens having checked their zones should make their way to the safest assembly point in the first instance.

All staff, children and visitors should make their way to our emergency evacuation center which is: The concreted area above the Co-opertative store (next to the park)

The Office Manager will remain at site if safe to meet the Fire Brigade, the Fire Safety Manager will take charge at the emergency evacuation center.

Roles and Responsibilities in case of Emergency Evacuation (Appendix B)
(To be completed annually as staff are employed)

Role / Responsibility	Person responsible	In case of absence (1)	In case of absence (2)
<p style="text-align: center;">Fire Safety Manager</p> <p>Check with class teachers for missing children</p> <p>Check with office staff that visitors/contractors are all accounted for</p> <p>Meet the fire brigade Report any missing children/staff/visitors so that a search can be initiated</p>	Natalie Horlor	Maria Hamblin	Heidi Elliott
Fire Warden 1 Zone 1:	Kerry Davis	Jade Matthews	Michelle Wootton

Hall, Library, Nursery and Reception rooms (including toilets) Visitor toilet, Offices and Meeting Room Report to Fire Safety Manager			
Fire Warden 2 Zone 2: KS2 toilets, corridor, and classrooms. Report to Fire Safety Manager	Natalie Horlor	Andrea Free	
Fire Warden 3 Zone 3: Upstairs SENDCo office, staffroom, and staff toilets. Upstairs home economic room. Report to Fire Safety Manager	Natalie Horlor	Andrea Free	
Fire Warden 4 Zone 4: Dining room / Hall and Kitchen, Report to Fire Safety Manager	Mel Chyla	Natalie Horlor	
<p>Lunchtime Staff</p> <p>All lunchtime staff must ensure children move to the relevant assembly point in an orderly fashion. Children should be lined up in classes in their usual places initially and then walked quietly via the safest route. Children in the dining hall must exit through the gate onto the car park and then round to Assembly Point 1. Fire wardens (see above) allocated to zones will check the internal areas if safe to do so.</p>			
Fire discovered by individual – break glass	Person discovering the fire		
Print off pupil, staff and visitors Inventory and SIMs Reports and distribute to Teachers at assembly point.			
Take register for staff, visitors, and Contractors			
Meeting the Fire Brigade	Natalie Horlor	Maria Hamblin	Heidi Elliott
School Gates to be secured after drill			
Car Park Gate			

Site Manager will do a site walk after fire drills to ensure the site is secure before returning to the building

PEEPs

List here which staff member PEEP (Personal emergency evacuation plans) is assigned to.

Checklist for First Day Fire Safety Instruction (Appendix C)

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

- Show them the location of the fire alarm call point and describe the way it operates. 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 member of staff 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 any push bars or exit fittings.
- 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