



Fire Safety Policy

Written by	Alex Robbins
Verified by	Natalie Lawday
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BERKELEY PRIMARY SCHOOL

Educational establishment for children aged 2years 9months -11

Aim

It is the overall aim of Berkeley Primary School is 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.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. **See appendix 1.**



Persons responsible for fire safety

Responsible Person	Principal
Competent person	Caretaker / H & S Governor
Fire safety training, induction and revision	Principal
Fire risk assessments	Caretaker// H & S Governor
Fire drills	Principal and/or Caretaker
Updating of log book / recording	Principal and/or Caretaker
Checks on call points	Caretaker
Checks on emergency lighting	Caretaker
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Caretaker

Fire safety training

Appropriate specific training for the competent persons will be undertaken at least every three years.

All staff will have internal training annually. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for all staff
- All agency staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in the Admin office and logged in compliance software.

Fire Risk Assessment appraisal

To be carried out every 12 months by the Nominated persons (Caretaker, , Principal, H&S Governor and LA Fire Risk Officer).

See site managers office for Fire Risk Assessment form and procedure.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures.



Special Considerations

If there is an infection control in place due to Covid-19 or similar and government guidelines, the following will also be taken into account:

- Classroom doors will be wedged open for increased ventilation. Staff will remove these at point of Fire Alarm sounding
- Corridor doors will be wedged open, or use their sound activated door stops. These will be closed at point of Fire Alarm sounding
- In the situation where alarm is sounded, all social distancing will be ignored as the safety of children and staff is more important.

Evacuation Drills

The procedure for emergency evacuation (**appendix 1**) is displayed by each fire alarm call point. **See appendix 3 for plan of where call points are situated.**

The main alarm indicator panel is situated in the foyer by the office. Fire drills are executed by the nominated person via this panel.

Evacuation drills should be carried out at least every 3 months.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff & pupils in own classroom and/or preschool	Teacher Preschool leader	Most senior person in section
Evacuation of all staff & pupils in the school	Principal	Most senior person in section
Collection of staff/ visitor signing in ipad and orange box.	Admin Officer	Principal/Caretaker
Collection of registers. Class Ipad	Class Teacher	Admin Officer
Collection of school hands free phone.	Admin Officer	Principal/Caretaker
Checking of toilets Infant Block	- Year 2TP	Class teacher in Y6 if no TAs in the block
Checking Infant block	-Y2 TP	Fire warden 2- Class teacher in Year 6 if no TAs in the block
Checking Year 1 classroom & toilets	Year 1 TP	If no TA in the room then the teacher will take this role
Checking of toilets Junior Block	Junior block TP	Year 5 teacher if no TAs in the block
Checking Junior block	Junior block TP	Available TP in class 5 or class 5 teacher if no TPs in the block
Staff room, medical room	Admin Officer	Principal/Caretaker
Preschool building; toilets & kitchen area	Deputy preschool leader	Most senior member of staff



Checking the hall, library and toilets in this area when in use	Class teachers who are with a class in this area will do a sweep as they leave the building. A TP who is with the class would be best deployed to carry out this task if available	
School field, pond, woods and swimming pool	Any class using these areas when the alarm sounds should immediately make their way to the assembly point in the main playground if safe to do so.	
Calling the fire brigade	Admin Officer	Caretaker
Meeting the fire brigade	Principal	Next in charge

In general, all staff will assemble at the assembly point in the main playground, unless the source of the fire makes this impossible. If this is considered a danger by the Principal then the group will be moved to the car park across Marybrook Street.

Teachers will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person (Principal or DHT)

Fire Doors and exits

All doors should be closed after the last person has exited.

This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the responsible/competent person will periodically check the Fire Safety Log Book and the evacuation schedule.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

A plan of where fire extinguishers are located, and their specific use can be found in appendix 3.

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test



All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual (5-yearly)	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the office.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service. A Generic Emergency Evacuation Plan, (GEEP), can be written for groups that may share similar disabilities or where the evacuation methodology is the same. A GEEP may also be written based on foreseeable evacuation issues for people present that are unfamiliar with the building. The evacuation of special needs persons must be included in the site emergency plan. Please refer to the fire safety guide for Residential Care & the supplement “Means of Escape for Disabled Persons” at www.communities.gov.uk

Fire Procedure

In accordance with the fire procedure, a fire plan has been devised. **See appendix 2.**

This policy was written by the Principal and Deputy Headteacher

It will be reviewed annually according to legal requirements.



Appendix 1 Fire Procedure at BERKELEY Primary School



In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed.

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The signal will be given by the person who discovers the fire.
- c) Alarm call points are situated in areas with external doors.
- d) A member of the school administration team will be responsible for summoning the Fire or other necessary services and taking the login ipad, the laptop with registers and telephone to the assembly point.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) The Class Teacher will be responsible for taking the class count on roll that day to the assembly point.
- g) The preschool leader will bring the Little Jesters register.
- h) Assigned staff will ensure that the main buildings are empty.
- i) In general, all staff will meet at the assembly point in the main playground, unless the source of the fire makes this impossible.
- j) Class teachers and Little Jesters staff will immediately do a head count and if used then call the register. Absentees will immediately be reported to the Principal who will organise a search.
- k) Permission to re-enter the building will be given by the Principal or person in command only.

Evacuation Routes

Year Groups	Evacuate via	Alternative
4, 5 & 3	Junior block rear door to playground.	Junior block front door then through side gate into playground.
1	Door adjacent to classroom to playground.	Door at side of classroom, through gate into playground.
2	External door from classroom directly into playground.	Internal class door then Infant block door into playground
Year 6	Infant block door into playground.	Through Explorers or The Bubble into hall then through door next to Y1 classroom.



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Reception	Reception fire door and through to the field or playground	Infant block door to playground
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Appendix 2 BERKELEY PRIMARY SCHOOL FIRE PLAN

<p>Action on discovering a fire</p>	<ul style="list-style-type: none"> • Raise the attention of others by sounding the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, Head person or next in charge to call 999, ask for Fire service stating fire at BERKELEY PRIMARY SCHOOL, MARYBROOK STREET, BERKELEY GL13 9AZ • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary, to make your escape.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Admin staff to collect registers, signing in ipad, mobile phone and 'orange box' • Ensure all windows and doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Principal can be heard
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map • What does the fire involve? • Are all persons evacuated from the building?
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Doors currently without thumb screws or quick release handles must be unlocked while in use • Staff must be aware of alternative routes.
<p>Firefighting equipment uses</p>	<ul style="list-style-type: none"> • Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.
<p>Responsibilities and duties to assist in case of fire</p>	<ul style="list-style-type: none"> • All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times • Once evacuation complete fire procedure to be put into place

