

Fire Safety Policy Heavers Farm Primary School

October 2021

Aims

It's the aim of the Federation to minimise risks to staff and pupils which may arise from fire. This will be achieved by the carrying out of procedures set out in this policy.

Responsibility for Fire Safety Matters

Executive Headteacher Susan Papas has delegated the responsibility for fire safety matters to Senior Site Manager Scott Greenbrook. He will report any urgent issues to Executive Headteacher and the Leadership Team to relay any relevant information to staff as required. Any paperwork relating to maintenance is kept in school 'Fire File' in the caretakers' office. A fire risk assessment will be carried out every 12 months or sooner if changes are made to building layout.

School Fire Evacuation Procedure

Notices displaying the evacuation procedure will be placed around school and next to every call point in a standard form.

Responsibility of School Staff

All school staff are responsible for fire safety in their area of the school. Staff ensure fire exits are clear fire doors are kept closed and report any concerns they have via 'Freshdesk' the online reporting system which is accessible to all staff. Staff will ensure that the children in their care are aware what to do in the event of a fire and escort them to the correct assembly point via the nearest fire exit door. Any staff or pupils with reduced mobility will have a PEEP and provision put in place for a buddy to assist them moving around, and evacuating, the building.

Fire Training and Fire Drills

Training will be provided for Fire Wardens at both schools every two years and general fire safety awareness will be provided at an INSET day for all other staff every September. Records of training will be kept in the fire file which is kept in caretaker's office at both schools. Any new or temporary staff will be made aware of procedures and invited to read a copy of Emergency Escape Plan. A copy of the Emergency Escape Plan is available in each Staffroom for people to read.

Contractors Working on Site

Contractors working on site are made aware of fire exits and assembly points. Any hot works carried out will be done after school hours or during the school holidays to reduce the risk. Hot works permits to be completed and copy kept in Fire File.

Maintenance of Fire Doors Equipment and Systems

The fire alarm, fire extinguisher and emergency lighting are maintained under contract with City Fire protection who attend at the following intervals.

Fire Alarm System: every six months

Fire Extinguishers: every 12 months

Emergency Lighting: every 6 months

The premises staff carry out the following checks

System	Frequency	Method of Test
Fire Alarm	Weekly	3 call points tested each week with key and recorded.
Fire Alarm	Daily	Visual check for any error of fault lights.
Emergency Lighting	Monthly	4 lights tested each month.
Fire Extinguishers Fire Blankets.	Weekly	Visual check for seals and misuse. Replace with spare on site and order replacement if required
Fire Doors	Weekly	Check all doors are closing and report and problems for repair
Corridors and Escape Routes and Doors	Daily	Fire exit doors that are locked when building is closed are opened before school is occupied.
Fire Exit doors	Weekly	Check doors open ok seals are intact and report any problems and advise staff if required.

Records of all tests above will be recorded and be available for inspection in the Fire File in the caretaker's office at each school.

School Letting and School Events Out of School Hours

There will always be a trained member of school staff on site during lets or school events outside school hours to make people on site aware of fire exits and assembly points.

Roles and Responsibilities

Class teachers are responsible for children in their class assisted by Teaching Assistants, if available. Classroom and area outside classroom should be checked by the class teacher. The teacher is responsible for taking the class iPad to the assembly point for the roll call.

Classroom staff should promote fire awareness amongst the pupils by talking to them about keeping fire exits clear and reporting fires to adults. A good time to do this would be after each fire drill/evacuation.

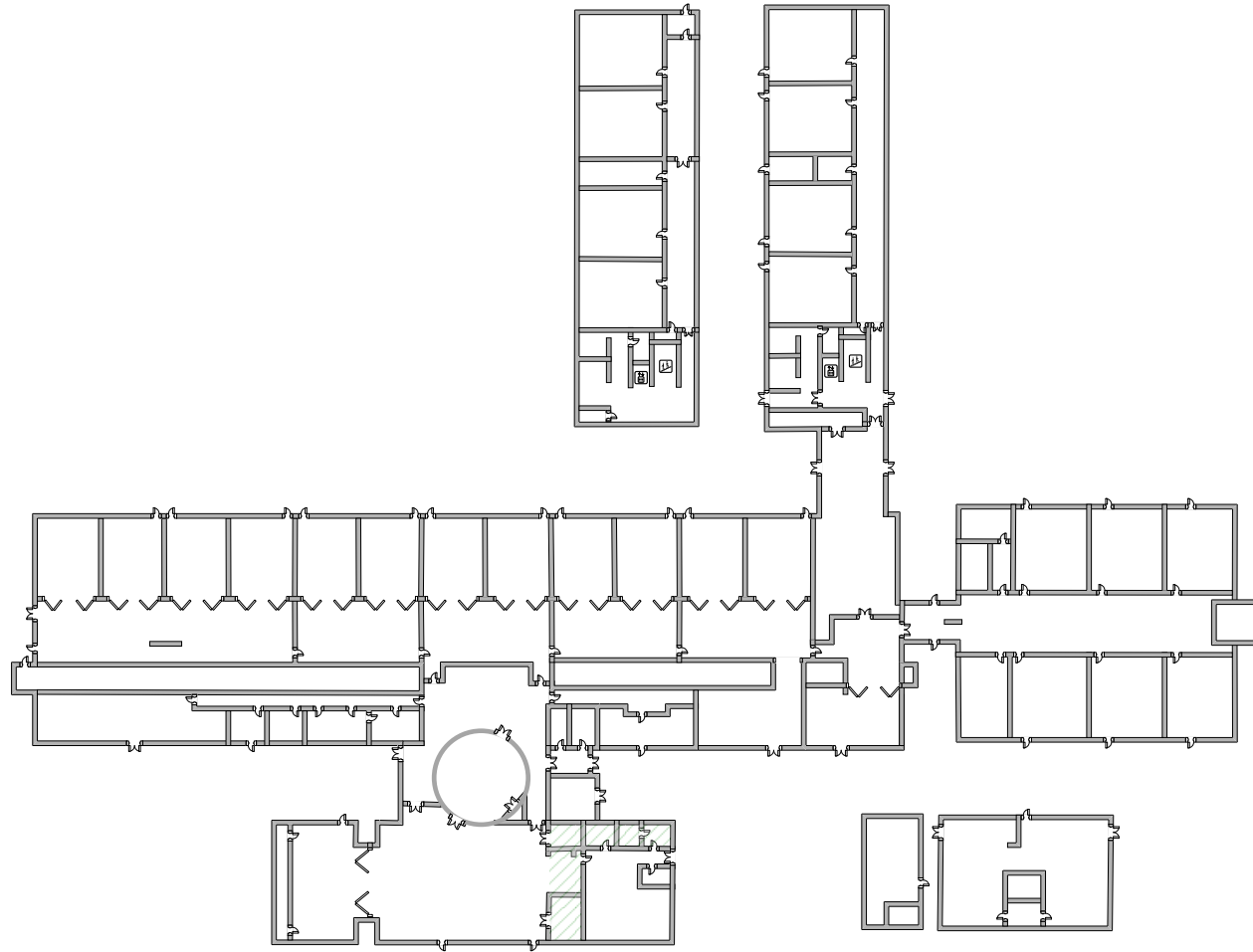
During an evacuation these staff are responsible for the following:

- **Tina Marola** to check the toilets next to her office before evacuating.
- **All Teaching Assistants** to check the toilets in their year group before evacuating.
- **Nursery staff** to check the toilets and playgrounds whilst the teacher is evacuating the children.
- **Cook/Assistant Cook** to check that the kitchen is clear and that temporary staff are directed to the assembly point.
- **Cleo Douglas, Scott Greenbrook and Jeanette Brackenbury** to check the back office, along with the staff toilets next to these offices.
- **Front office staff** to check the foyer, admin corridor and adult/disabled toilets along this corridor.
- **Members of Leadership Team on site** to head to the assembly points and to liaise with the Fire Brigade in the top carpark or Tennison Road entrance as required.
- **Member of Leadership team to call Fire Brigade** if fire confirmed.
- **Premises staff (Caretaker/Site Manager)** to check the fire alarm panel to identify what zone has been activated. With another member of staff, check for fire/false alarm, if safe to do so.
- **If premises staff are not on site** the fire alarm check, and follow up, will be made by a member of the Leadership Team.

Review of Policy

This policy will be reviewed every 12 months or sooner if any significant changes in legislation occur.

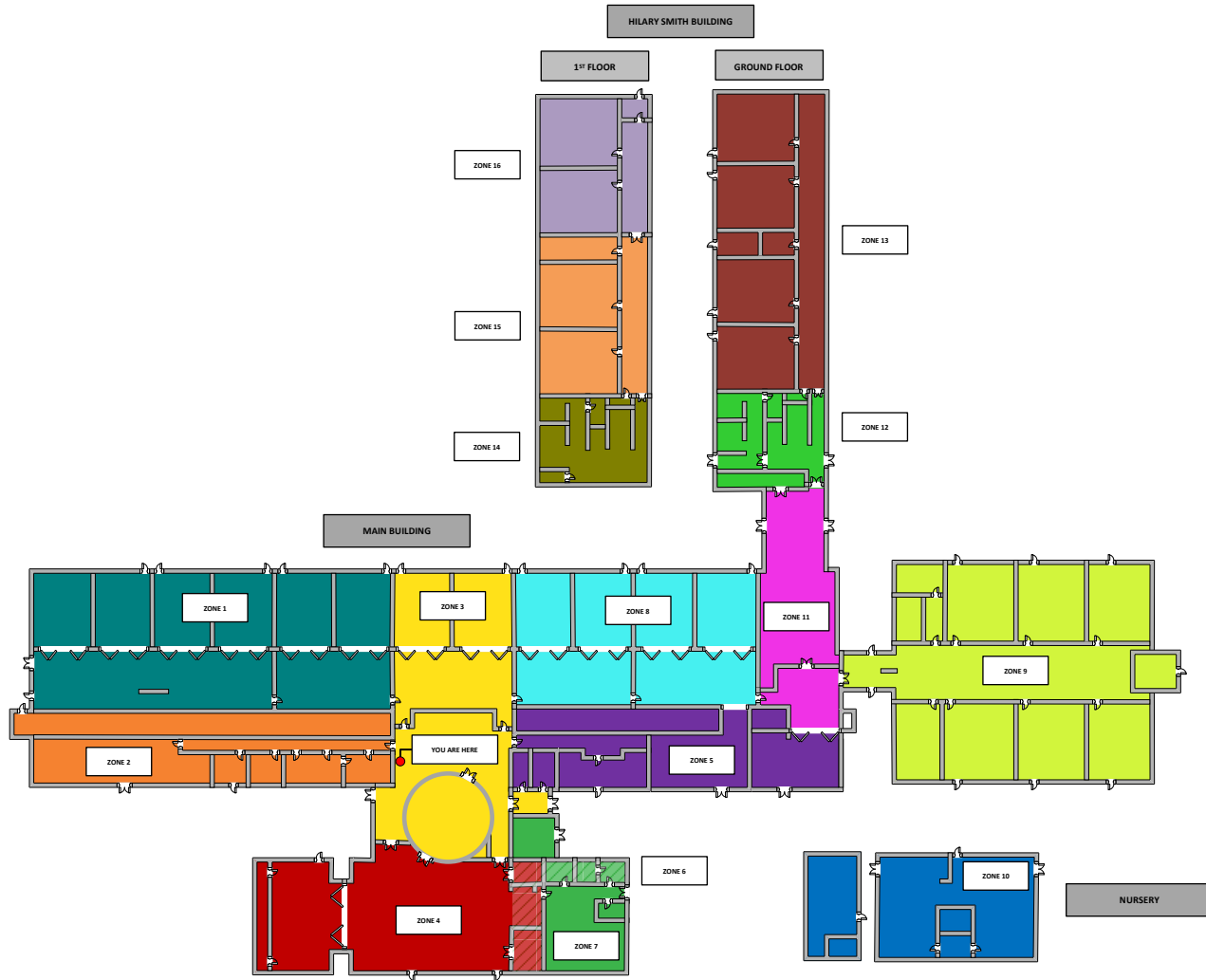
Policy review date October 2022



SITE MAP		
NAME	Heavers Farm Primary School	SITE TEL NO. 020 8653 5434
ADDRESS	58 Dinsdale Gardens, South Norwood London, SE25 6LT	SURVEY DATE 11 th July 2018
		SITE MANAGER Scott Greenbrook

INFORMATION	
This plan is not necessarily to scale and is provided merely for reference purposes.	
The actual locations of individual devices are not shown on this site map – see site manager for more detailed plans.	
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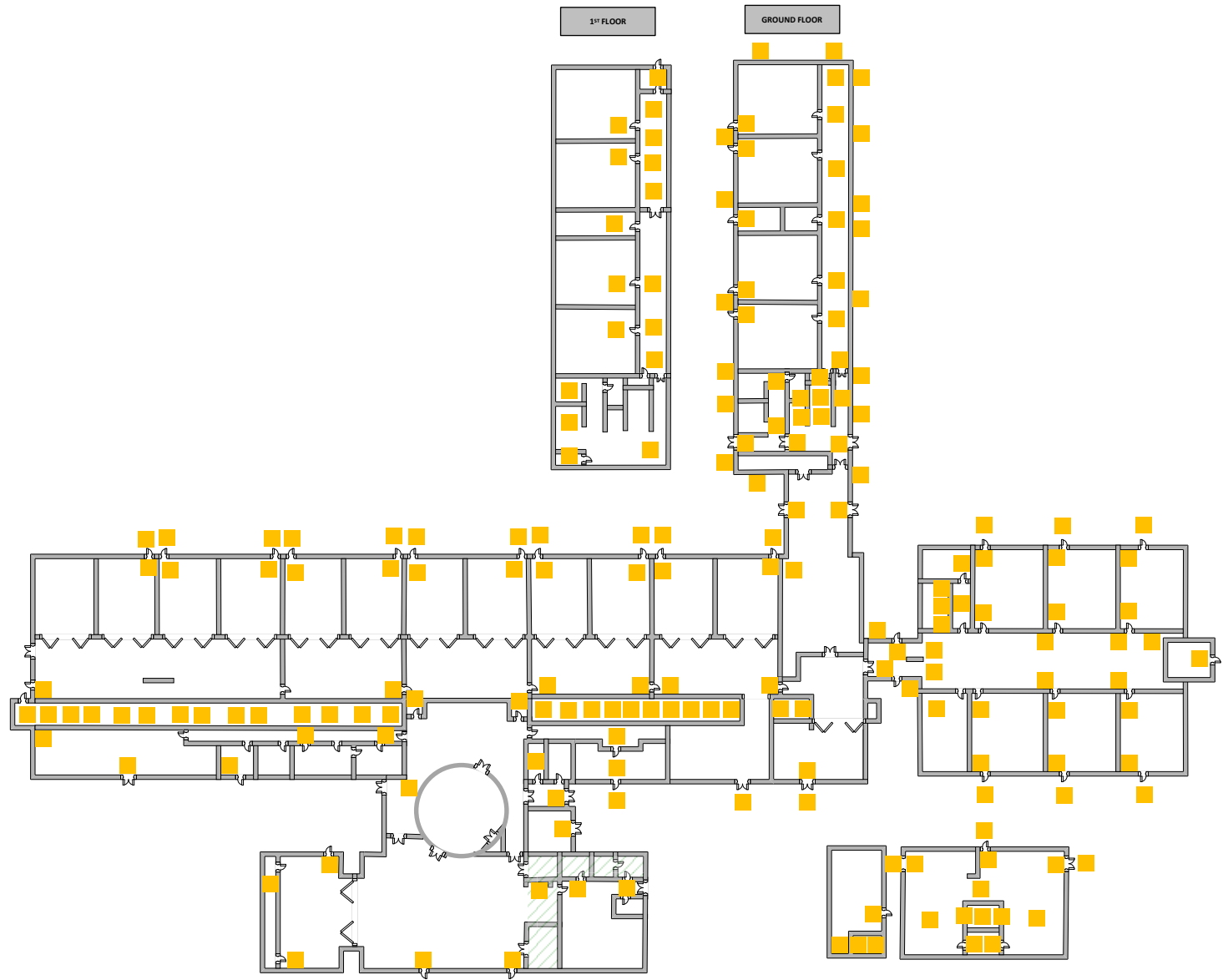
KEY	
ZONE 1	RECEPTION & YEAR 1
ZONE 2	STAFF ROOM & OFFICES
ZONE 3	YEAR 1, FOYER & MUSIC ROOM
ZONE 4	HALL
ZONE 5	BACK OFFICES & YEAR 3
ZONE 6	LOFT AREA ABOVE KITCHEN
ZONE 7	KITCHEN
ZONE 8	YEAR 2
ZONE 9	YEAR 4 AND BOARD ROOM
ZONE 10	NURSEY & NURTURE ROOM
ZONE 11	STUDIO
ZONE 12	GROUND FLOOR ENTRANCE & TOILETS
ZONE 13	YEAR 5
ZONE 14	1 ST FLOOR STAIRWAY AND TOILETS
ZONE 15	YEAR 6 & MEETING ROOM
ZONE 16	YEAR 6 & REFUGE POINT



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MAP DISPLAYING EMERGENCY LIGHTS








KEY	
	EMERGENCY LIGHTS

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MAP DISPLAYING FIRE ALARM PANELS, CALL POINTS AND FIRE DETECTION EQUIPMENT

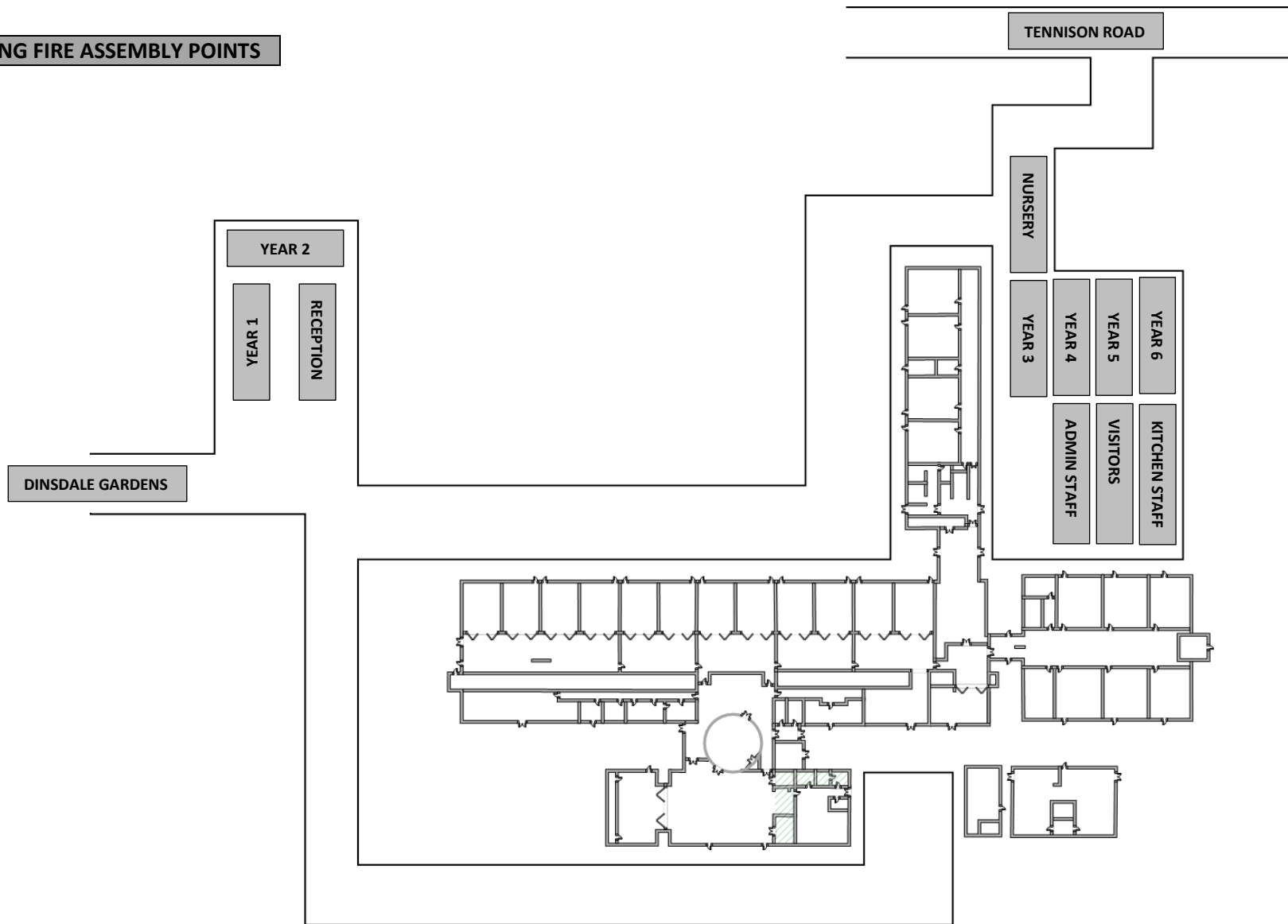


KEY	
	MAIN FIRE ALARM PANEL
	LOCAL FIRE ALARM PANEL
	CALL POINTS
	SMOKE DETECTOR
	HEAT DETECTOR

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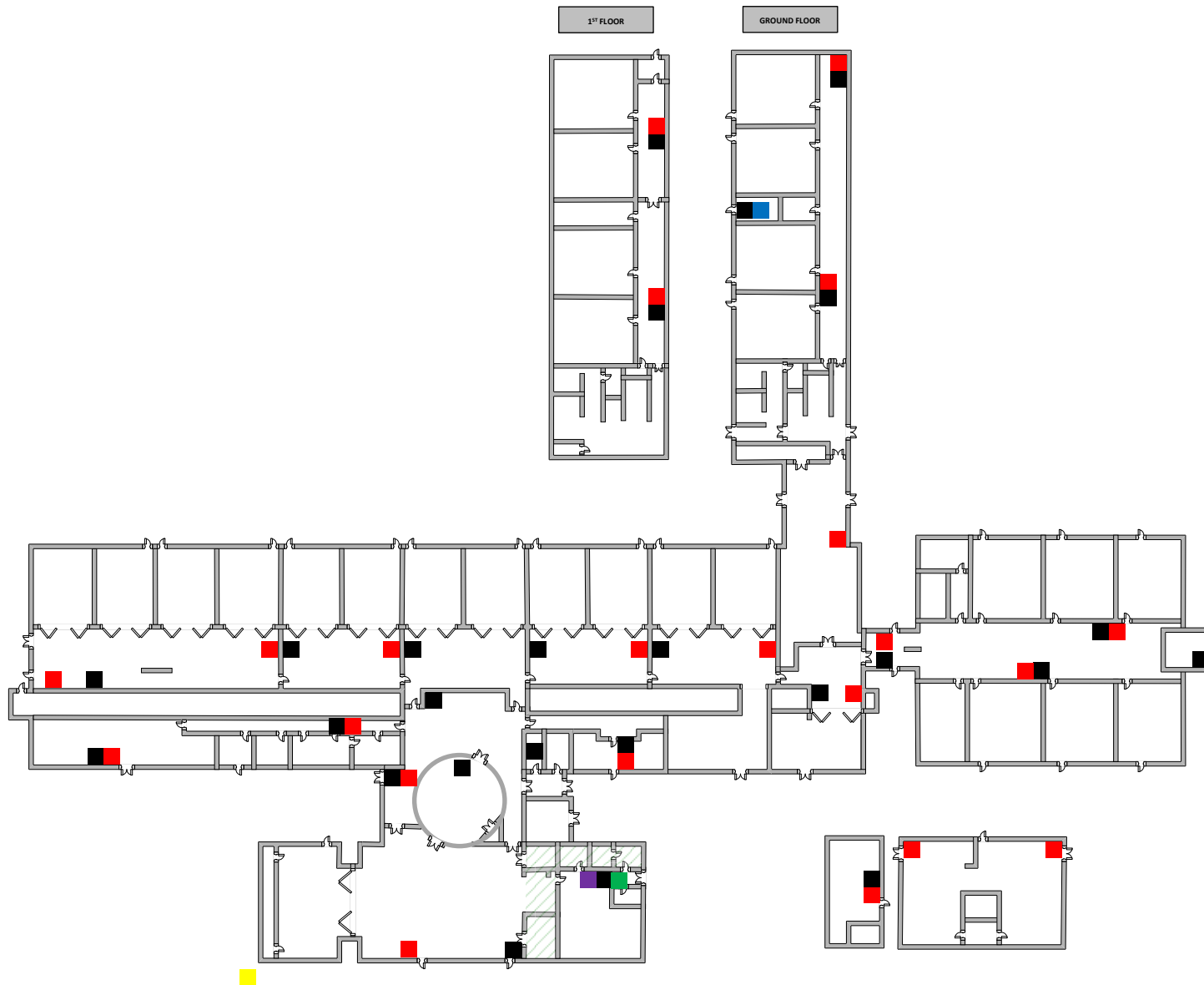
MAP DISPLAYING FIRE ASSEMBLY POINTS



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MAP DISPLAYING FIRE EQUIPMENT

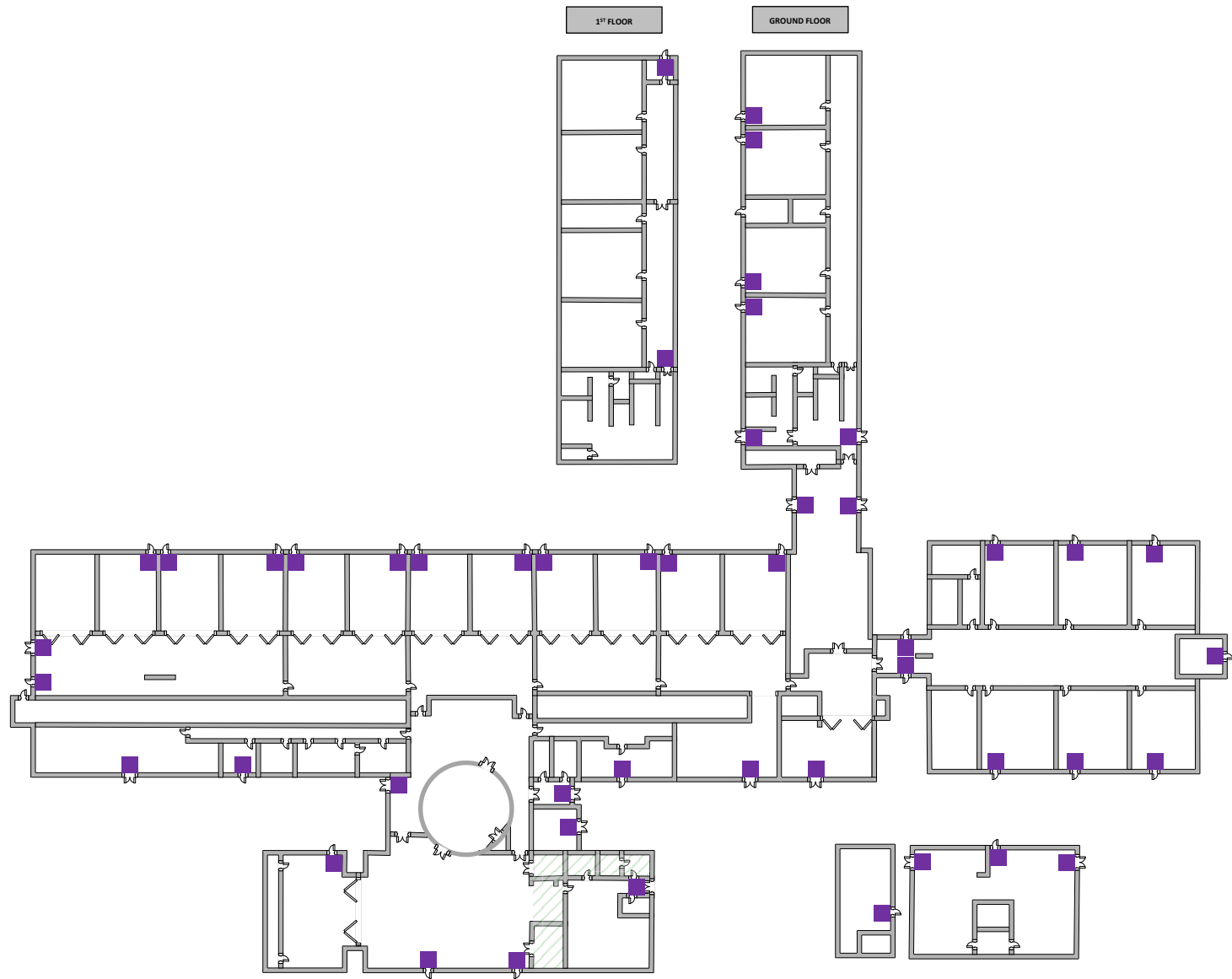


KEY	
	CO2 EXTINGUISHER
	WATER EXTINGUISHER
	WET CHEMICAL EXTINGUISHER
	FOAM EXTINGUISHER
	POWDER EXTINGUISHER
	FIRE HYDRANT

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MAP DISPLAYING FIRE ESCAPES



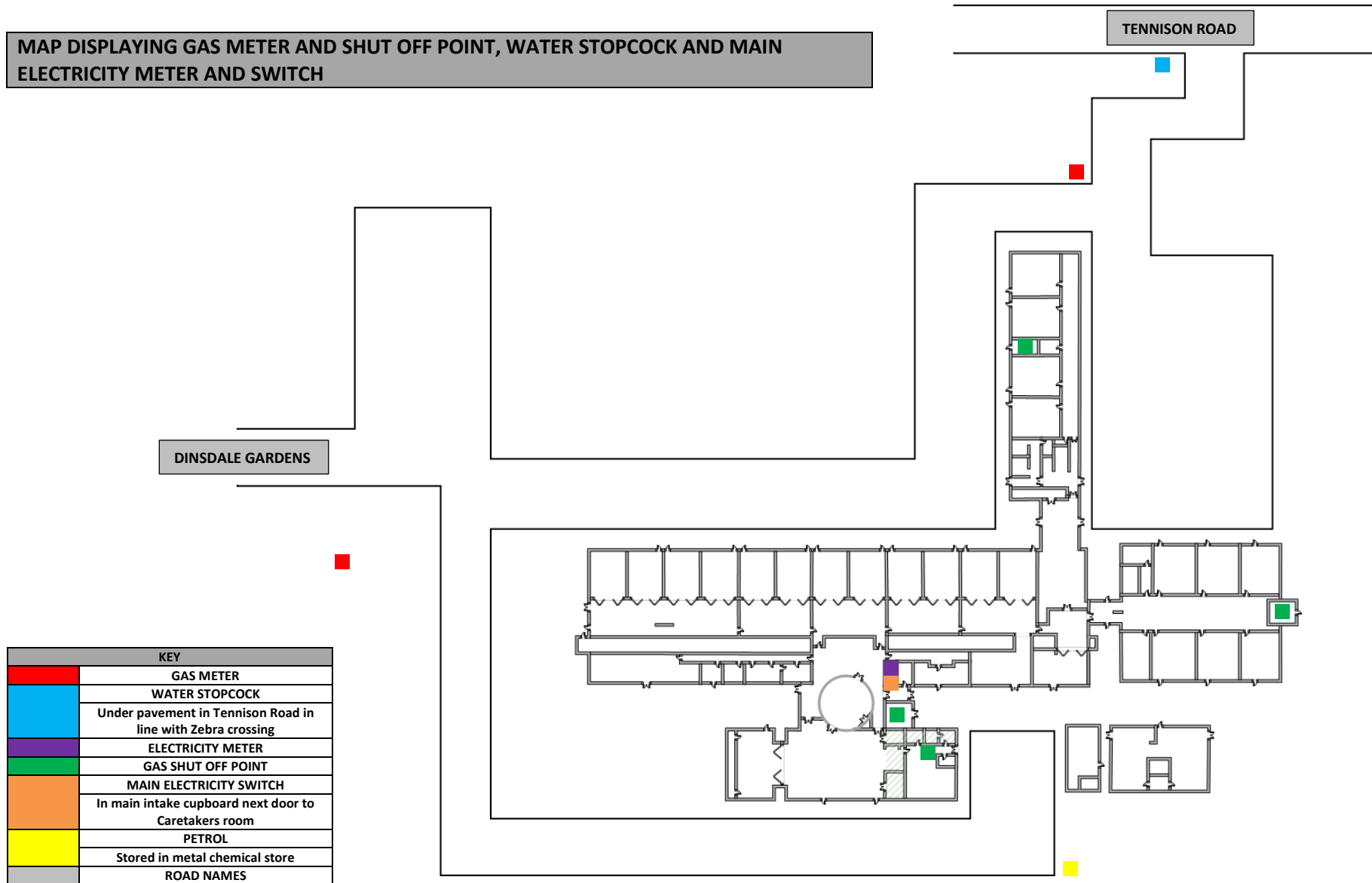
KEY

FIRE ESCAPES

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MAP DISPLAYING GAS METER AND SHUT OFF POINT, WATER STOPCOCK AND MAIN ELECTRICITY METER AND SWITCH



KEY	
	GAS METER
	WATER STOPCOCK Under pavement in Tennison Road in line with Zebra crossing
	ELECTRICITY METER
	GAS SHUT OFF POINT
	MAIN ELECTRICITY SWITCH In main intake cupboard next door to Caretakers room
	PETROL Stored in metal chemical store
	ROAD NAMES

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