

Westhead Lathom St James' C.E. Primary School



Fire Safety Plan

Last Review Date: Autumn 2023

Next Review: Autumn 2026

Aims

It is the overall aim of Westhead Lathom St James C.E. Primary School to minimise the risks to staff, visitors & pupils 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 Matters

Helen Clark is appointed as the fire safety manager for the school and will have overall responsibility for fire safety matters at the school. She will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken early in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained.

The completion and regular review of a suitable and sufficient fire risk assessment will be carried out by competent persons to assist with the ongoing management of fire safety and to ensure that all known hazards are suitably controlled.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point.

Smoking

Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds and school field.

Responsibility of all School Staff

All school 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 procedure. All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights or any excessive amounts of paper stored on the landing areas or in upstairs storage areas that are above ceilings that may not be able to hold an excessive weight.
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year

- Any member of staff who intends to enter any loft area must first inform another member of staff who will then be responsible for checking the area in the event of a fire alarm.

They should also ensure that pupils for whom they are responsible are informed of the fire procedure. All employees should report any concerns they have about fire safety, etc. to a designated person, so that Westhead Lathom St James C.E. Primary School can take the appropriate measures to eliminate the problem.

Fire Training and Evacuation Drills

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. Any employees involved in the process or activities that give rise to specific responsibilities and fire hazards will be provided with appropriate fire safety training.

It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix A.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Maintenance of fire extinguishers and the fire alarm system is operated under a central contract administered by property services. However, the school 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.
Fire Doors	Monthly	Check that doors are closing fully and, where fitted, latches are operating.
Escape Routes and Fire Exit Doors	Monthly	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Monthly	Check that doors are opening freely and that emergency exit fittings are operating correctly.
Emergency Lighting	Monthly	Visual check of diffusers/lamps. Interrupt mains using test switch
	6 monthly	Lamps left operating for 1/3 of rated duration

Appointment and Duties of Fire Wardens

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 in charge of the evacuation (see appendix b).

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The school office is responsible for calling the fire brigade when the alarm is sounded.

Meeting the Fire Brigade

The fire safety manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

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 Fire Safety Manager 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 persons involved and the number and layout of any seating. (Appendix C & Visitor Leaflet)

Notices

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

Visitors

Westhead Lathom St James C.E. Primary School also has a duty to look after visitors including members of the public, contractors etc. Where necessary, safe systems of work will be introduced to help control the risk associated with those who introduce additional risks to the premises and activities therein. (Appendix D & Visitor Leaflet)

Records

The following records will be kept by the fire safety manager:

Record Type

In-House Fire Safety Testing/Maintenance

Information To Be Recorded

Fire Alarm Test: Did alarm system work correctly, Did staff & others hear alarm?	4.30 p.m. every Thursday: Date of test, number of call points tested and whether test was satisfactory/action taken.
Escape Routes & Fire Doors: Can fire exits be opened immediately/easily, are fire exits clear of obstruction, are fire escape routes clear, do self closing doors operate correctly?	Monthly
Emergency Lighting: Monthly: Visual check of diffusers/lamps. Interrupt mains using test switch 6 monthly: Lamps left operating for 1/3 of rated duration	Monthly & 6 monthly in Fire Log Book : Date of check & results
Practice fire evacuation drill	Termly: Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.
Contents of 'Grab Bag'	Termly: List of Contents & date of check
Lock Down Drill	Annual drill following LCC's School Emergency Lockdown Plan.

Appendix A

Evacuation Procedure

Your fire safety officer is the Headteacher (in TOTAL charge of all actions once the alarm has sounded). The senior teacher will deputise for the Headteacher in case of absence.

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass. Alarm call points are situated:
 - On left hand side as you exit by the main entrance
 - Library Area next to fire alarm control panel
 - Bottom of front stairs next to exit door
 - On right hand side of exit by boys toilets
 - On right hand side of conservatory entrance
 - Next to studio entrance
 - Boiler Room
2. Evacuate the premises immediately as detailed below if you hear the fire alarm.
3. If safe to do so, attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. On the sounding of the fire alarm the office or Headteacher or senior teacher (in that order) will call the fire Service by calling 999
2. All staff to organise their class into a single file & leave by the nearest available route as indicated on the plan, or follow fire exit signs if the route is blocked.
3. If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.
4. Admin Officer to collect registers & visitors book & grab bag.
5. Where possible, close all doors and windows & ensure that pupils do not take any belongings including bags & coats.
6. As children & staff leave, one member of staff will be assigned by each class to check classrooms & group areas/toilets on leaving the building, ensuring where possible that doors & windows are closed behind them.
7. Proceed to assembly point (back wall of main playground).
8. Registers to be distributed to class teachers by office. Class teachers will check that none of their pupils marked present are missing. Account should be taken of pupils arriving late or leaving during the school day as per the pupil signing in/out book.
9. Teaching assistants timetabled to be working with class teachers must also register with their class teacher. Any discrepancies to be reported to the Headteacher.
10. 'Signed in' visitors must report to the office. Any discrepancies to be reported to the Headteacher
11. If the large shed were to catch fire, or the children are in danger of suffering ill-effects from smoke inhalation from the main building then the evacuees should be led off the school play-ground and onto the council field by the play equipment.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying

Appendix B: FIRE PROCEDURES: Roles and Responsibilities

Role	Person Responsible
Fire Safety Manager	Miss Clark
Ladybirds	Mrs Lyon
Ladybirds cloakroom	Mrs Lyon
Busy Bees	Class Teacher

Busy Bees Conservatory	Class Teacher
Eager Beavers	Mrs Smythg
Wise Owls	Miss Tither
Kitchen Servery - downstairs	Mrs Lyon
Girl's/Staff Toilet	Miss Comerford
Cloakroom	Miss Comerford
Boy's Toilets	Miss Comerford
Office	Miss Comerford
Entrance Hall/Library Area	Miss Comerford
Disabled Toilet	Miss Comerford
Studio	Miss Comerford
HT Office	Miss Clark
Staffroom	Miss Clark
Phone Fire Service	Miss Clark/Miss Comerford
Collect Registers/Visitors Book & oxygen tank	Miss Comerford

Appendix C

Checklist for persons hiring the school premises

- Take the new hirer through the fire 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 *persons for whom the hirer* is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the hirer* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* 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.
- Explain how to contact the fire brigade and where the nearest telephone point can be found. Give clear instructions of location of school.
- Highlight no smoking policy i.e. Westhead Lathom St James is a no smoking establishment including all outside areas.
- Explain that there is a no lit candle policy that operates within school and the studio.

Appendix D

Checklist for First Day Fire Safety Instruction

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

- 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 staff member is responsible and going to the assembly point.
- 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.
- How to raise the alarm. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Calling the Fire Service
- Plant shutdown/power isolation if appropriate
- Escape routes (location, use and keeping clear) and 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.
- Assisting evacuation of public and disabled
- Security measures (daily and in event of fire)
- Safety signs, their meaning and measures to be taken
- Use and importance of fire doors, door closers and release devices
- Need to report hazards, faults, dangers etc