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St James' Church of England

Junior School

(Voluntary Controlled)



Fire Safety Policy

Headteacher:
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St James' C of E Junior School
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Drawn up by	Fiona Hall
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FIRE SAFETY POLICY

This policy will be reviewed annually by the school Senior Leadership team and the appropriate governing body committee.

This policy should be read in conjunction with the Health and Safety Policy and with reference to the Fire Risk Assessment.

Overall Responsibility for Fire Safety Matters

The headteacher is the responsible person 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. Also ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the headteacher.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The Headteacher or Health and Safety lead will ensure these notices remain up to date and also additionally presented in a way that is pupil friendly in order to be easily understood.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. 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.

The Inclusion Manager in collaboration with class teachers are responsible for devising and maintaining fire evacuation plans for students with SEND in their care. This will be known as a Personal Emergency Evacuation Plan (PEEP). These

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No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished; and only then by trained staff, and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

Fire wardens please remember:

Do not tackle a fire if the size of the blaze is larger than the example given in training i.e. larger than a fire in a waste paper bin.

Portable fire-fighting devices Fire-fighting equipment should be sited on corridors and in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report to the headteacher results of any testing.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide should display which extinguishers are suitable.



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It is essential that you know which type of extinguisher to use on which type of fire.

Fire Training and Evacuation Drills

Training will be provided annually for all school staff in fire safety and the school fire procedure. Specific training will be organised for fire wardens and any staff taking on additional responsibilities

All staff, whether temporary or permanent, including those on induction, 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.

The site supervisor 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

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. 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.
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

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		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 correctly.

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching and support staff as fire wardens, one of whom will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation. St James has 8 Fire wardens who are listed in Appendix A.

Raising the alarm

Fire Alarm drills will take place periodically and will be both of a planned, and unplanned, nature. 'Fire Evacuation Procedures' are displayed in each room and area of the school. These should be followed along with respect for 'Fire Drill Responsibilities' which are also available in each classroom. See Appendix A.

REMEMBER: Once the alarm has sounded... RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN. (Only the fire brigade in attendance will be able to do this.)

- Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc. If the alarm sounds ALWAYS treat as if it is a real fire, until informed otherwise.
- During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.

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- Visitors will need to be identified by use of a Visitors' book/Inventory printout and accounted for during evacuation.

- Assembly points should be determined in an area at a safe distance from the building and not in an area which would prevent access by the emergency services.

Breaktime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point.

- Office staff are responsible for following normal procedures

- All other staff to evacuate the building using the nearest fire exit door

Lunchtime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point

- Office staff are responsible for following normal procedures

- All persons to evacuate the building using the nearest fire exit door

Before School

- Staff and pupils to evacuate the building using the nearest fire exit door

- headteacher/Senior Staff Team (SLT) to contact the fire brigade, manage the evacuating, then if appropriate, notifying parents

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed outbreak of fire. The site staff and designated fire warden/s having checked the fire panel and assessed the situation will contact the Fire Brigade directly (mobile) should there be an outbreak of fire. The site supervisor will then notify the fire marshal of events. (The fire marshal will be responsible for overseeing and coordinating matters once the evacuation has taken place.)

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Meeting the Fire Brigade

The Head teacher/site supervisor 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. This role includes alerting staff and pupils who are returning from trips/events etc. not to enter the building in such an emergency.

Events Taking Place Out of School Hours Such as After School Club 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 site staff and headteacher are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The headteacher may impose specific restrictions on the type of letting or activity the number of persons involved and the number and layout of any seating.

Records

The following records will be kept in the Fire Folder

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.
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.
Practice fire evacuation drill	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.

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Notices

All fire exit routes will be signed by clear signs with directional arrows. These will be identified on the school site plan and checked monthly.

Fire Evacuation Procedures will be displayed across school and designated roles will be shared with all staff through fire safety briefings.

Appendix A

Roles and Responsibilities	Role Person Responsible	In case of absence
Overall responsibility for site safety	Headteacher	SLT
Fire Co-ordinators - repairs and maintenance	Site Supervisor	SLT
Fire Wardens	Teachers, Administration Staff and Teaching Assistants	There are 8 fire wardens <ul style="list-style-type: none"> - Nadira Begum - Daniel Danquah - Victoria Grech - Fiona Hall - Hisland La Touche - Vanessa Maxim - Mary Muir - Lara Dempsey Zones and deputies will be designated and reviewed regularly
Registering and ensuring all people are evacuated from building	Office Staff	
Calling the fire brigade	Office Staff on the instruction of SLT	SLT
Meeting the fire brigade	Site Supervisor	Designated Fire Warden

Appendix B

FIRE PROCEDURE

- Office staff, If Headteacher is not in main office, responsible to take emergency bag and school bell
- Head teacher to check the front panel
- Mrs Davis to check Computing suite, Sunflower and Ivy class
- Mrs Grech to check medical room and collect diabetic medication. Check Lily and Iris class go through to the playground through side gate.
- Mrs LaTouche to take registers and Inventory lists, to playground, checks the ladies toilets next to office.
- Fire wardens to check and sweep all areas of the school and report to the 'Person in Charge'
- Where classes are in the hall, they will be directed to exit through the corridor and Computing suite.
- All children are to be assembled in class groups by the fence along Forest Lane
- Staff in the kitchen they are to leave via fire exit and assemble in the car park
- When the fire alarm sounds all classes should exit onto the playground as follows:

Iris and Lily class – EXIT VIA THE EXTERNAL DOORS THEN PROCEED THROUGH GATES INTO MAIN PLAYGROUND. (Use code to unlock padlock on internal gate)

Sunflower, Ivy, May, Daisy and Poppy classes – EXIT VIA EXTERNAL DOOR INTO THE PLAYGROUND.

Intervention room C (old staffroom) – EXIT INTO THE CORRIDOR, TURN RIGHT AND EXIT INTO PLAYGROUND.

Staff room, Clover, Orchid, Violet, Intervention rooms A & B- EXIT VIA FIRE EXITS AND MAKE WAY TO PLAYGROUND.

Ruby, Pink room, Sapphire and Sensory room – EXIT ONTO WALKWAY AND USE CAR PARK GATE TO ENTER PLAYGROUND.

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Once assembled, registers need to be checked. Count or call your register.
Alert 'Person in Charge' if there are any discrepancies.

FIRE GENERAL INFORMATION AND GUIDANCE

Fire safety is everybody's responsibility.

GOOD HOUSEKEEPING involves managing the accumulation, storage and removal of sources of fuel and ignition. It ensures that these sources are kept separate and to an absolute minimum.

To contribute to good housekeeping:

- Remove waste boxes, paper, card, aerosol cans, chemical containers and other flammable waste materials from the premises
- Follow waste management procedures • Remove faulty equipment or equipment with signs of damage from use immediately, such as frayed wiring or burn marks. Report to site staff.
- Never cover up equipment while it's switched on or overload plug sockets, as this could lead to overheating and create an ignition source.
- Never store flammable waste in hallways, near fire escape routes or against heaters and electrical equipment
- Clean up spills immediately e.g: cleaning chemicals, cooking oils and baking substances such as flour
- Consider the safety of hanging items such as classroom displays - make sure they are not put up near ignition sources or ventilation grilles. Do not block sprinklers.

STORAGE

- Minimise how much paper you use, store and dispose of
- Cleaning chemicals, gym equipment and art supplies should be kept in appropriate fire-resistant cupboards or storerooms.
- All cupboards/storerooms/containers which hold flammable materials must be locked
- Avoid storing large quantities of flammable materials against walls, such as gym mats, as this would enable fire to spread rapidly.