



Warren Farm Primary School Fire safety plan

1 Introduction

This emergency plan has been developed following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 97. The plan will specify action staff and other people need to take in the event of fire. It will cover all operational phases of the school.

2 Fire risk rating

The fire risk rating of the school is normal. The rating applies to all operational phases i.e. term time, holiday periods and during the evenings.

3 Alarm system

Type: Electric break-glass with bell sounders

Maintenance: Service contract with City Fire and Electrical Services Ltd 01675 437337
(through CPS)

Routine testing: Different call point tested weekly by caretaker

4 Fire extinguishers

Located as per attached plan (Appendix C). Serviced annually by Initial Fire Systems Ltd. Date of last service 13/06/2022 (11 foam, 1 powder, 11 co2, 1 wet chemical, 3 fire blankets).

5 Means of escape and emergency exits

Emergency exits are shown on the attached plan (Appendix D). Adequate means of escape depending on levels of risk will be available in all operational phases. When the school is in session the designated exits can be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

6 Evacuation procedures

See Appendix A.

7 People with special needs

Discussions will be held with people with special needs to see how their individual needs can be met.

8 Contractors

The Head Teacher and School Business Manager, supported by the caretaker, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the school or LA.

9 Staff training

See Appendix B

10 Records and monitoring

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. These will be monitored by the School Business Manager once a term.

11 Review

The plan will be reviewed following termly fire drills and if changes in layout or use of building are made

June 2022

Appendix A –



Fire Procedures



1. If you discover a fire

- **Sound the alarm**
- Inform the nearest member of staff and warn others working with you
- **Leave the building by the nearest exit**

2. When the alarm is sounded

- **School Secretary / School Business Manager** is to locate the zone on the fire-board and call the Fire Brigade by dialling 9-999. Give your number and ask for the Fire Brigade. When they reply say clearly 'Fire at Warren Farm Primary School,' wait for them to confirm your address.

Administration staff should take signing in/out book(s) and emergency evacuation file (containing emergency list of pupil contact telephone numbers, Fire Risk Assessment and Fire Safety Plan) out to person in charge at the assembly point.

- **Staff supervise the evacuation of children in their charge.**
- **Parent and other volunteer helpers** evacuate with the class they are working with.
- **The Head Teacher** coordinates the evacuation and checks with teachers that all have evacuated safely. Sweep of building is conducted by designated Fire Marshalls on evacuation in their designated areas (Appendix E). They must report to person in charge that their area is clear.

3. On hearing the fire alarm

- **Leave the building with the class or group you are with in a quiet, orderly manner** closing doors and, if possible, windows behind you. Ensure that you are the last person to leave a room to confirm you have all pupils and visitors.
- **Proceed at walking pace to the designated assembly point on the front playground.**
- **Children** should know to move to the assembly points on their own and join their class if the alarm sounds, even when they are not under supervision (i.e. in toilet areas).
- Toilets should be checked by the designated Fire Marshall. Children should not be in any other area unsupervised.

4. When the children are assembled

- **The children stand silently in line.**
- **The class teacher will count the children in their line.**
- **The teacher will only report to the Head Teacher if they believe that they are missing a child.**
- **Fire Marshalls will inform the Head Teacher that their areas are clear or if they were unable to check their area.**
- **The Head Teacher** or teacher in charge will then inform the Fire Brigade whether all areas have been swept and if anyone is reported as missing.
- No one is to re-enter the premises until told by a Fire Officer that it is safe to do so.

New entrants must be told of the fire instructions and shown which exits to use by their class teachers. Teachers must regularly remind their classes of the fire procedures. **Summaries of these instructions must be clearly displayed in each classroom.** Fire drills will be held at least once a term.

5. LUNCHTIME PROCEDURES

No children are to be left in the building unsupervised at any time.

If a fire alarm sounds during lunchtime the following procedures apply:--

- **All children in the dining hall** should leave through the nearest exit (double doors back of the hall, side playground door for front of the hall.)
- **Infant Playground** Leave through the infant green gates. Walk around front of building to the Assembly Point.
- **Front / Side Playground** Meet at the Assembly Point: Front Playground. Line up on street if required.
- **Middle Playground** There are 2 possible exits, Nursery green door or main school. Take the nearest exit and proceed to the Assembly Point. The last supervisor to leave the playground must ensure that the playground is clear of pupils.
- **Senior Supervisor/ Deputy Head to ensure KS2 toilets clear. Dinner supervisors exiting through Nursery must check KS1 toilets are clear. In this instance it will be virtually impossible to ensure that building is fully cleared. This must be relayed to Fire Officer when emergency services arrive.**
- **School Secretary / School Business Manager** is to locate the zone on the fire-board and call the Fire Brigade by dialling 9-999. Give your number and ask for the Fire Brigade. When they reply say clearly 'Fire at Warren Farm Primary School,' wait for them to confirm your address.

Administration staff should take signing in/out book(s) and emergency evacuation file (containing emergency list of pupil contact telephone numbers, Fire Risk Assessment and Fire Safety Plan) out to person in charge at the assembly point.

All teaching staff should go to their assembly points and take charge of their classes.

6. Break-time procedures

- **The staff on duty** are responsible for opening the gate and supervising the evacuation to the assembly point.
- **Teachers** should evacuate to join their classes at their assembly points, checking the building as they go.
- The duties of the **Administrative staff and Headteacher** (or teacher in charge) remain as for a lesson time evacuation.

7. Site Evacuation

- If it proves necessary to evacuate the school site because it is not possible to re-enter the building within a reasonable time, then the Leisure Centre is the evacuation point.

The above arrangements apply when the school is in session. During holiday periods and evenings the senior member of staff on site will call the fire brigade. All clubs will have their own registers with them and will verify that all children are accounted for.

Appendix B –

Staff training

Staff will be trained in fire safety procedures as follows:

- by provision and discussion of written information
- by carrying out a fire drill each term
- as part of induction procedures
- completion of ATF training or Smartlog training
<https://www.atfwebportal.co.uk/User/clientlogin.aspx?Id=W9A2R1R8>

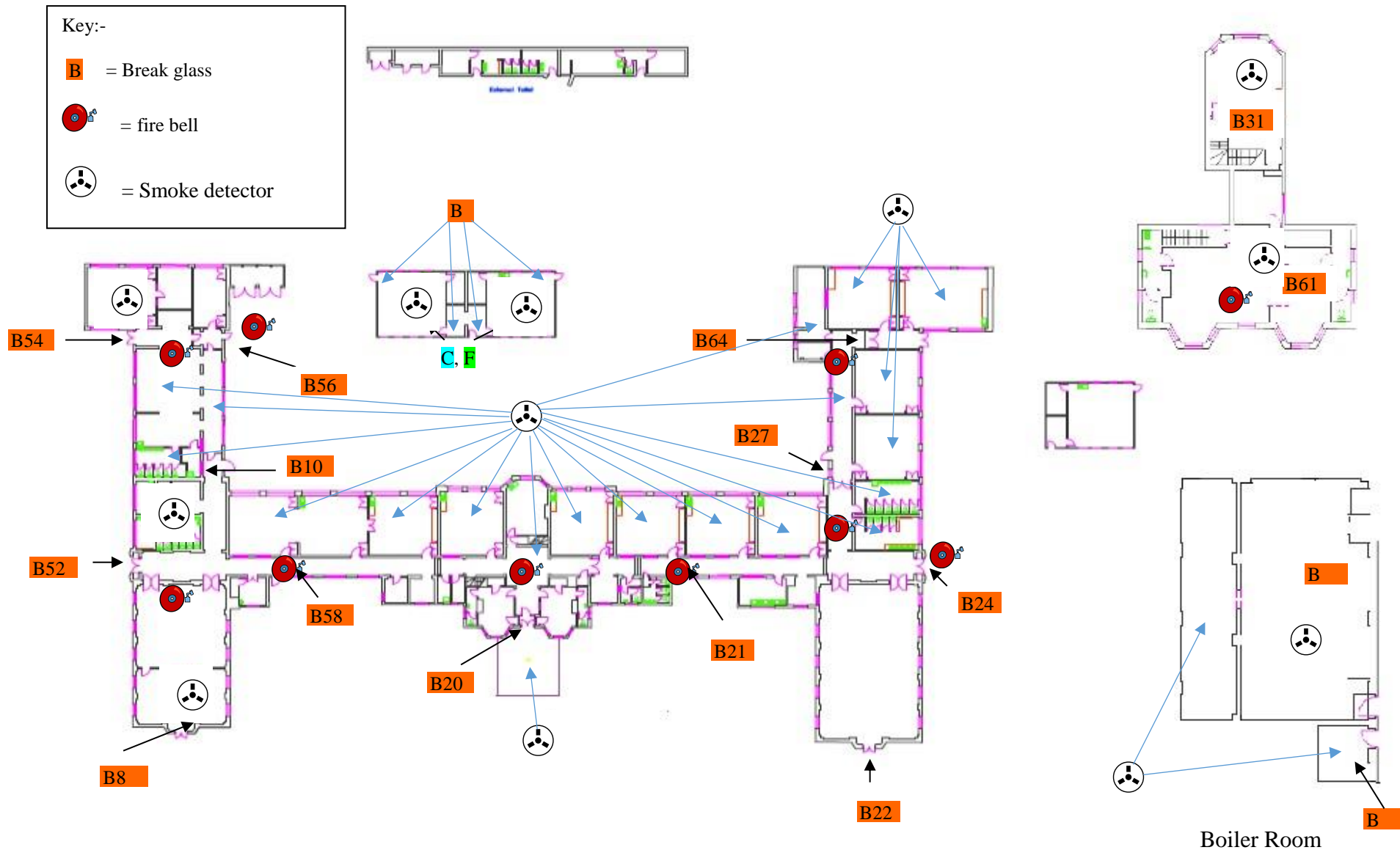
The areas to be covered by training will include:

- action to take on discovering a fire
- how to raise the alarm and what happens then
- action to take upon hearing the fire alarm
- procedure for alerting children and others including directing them to exits
- arrangements for calling the fire brigade
- the evacuation procedures for everyone to reach an assembly point at a safe place
- location and, when appropriate, the use of fire-fighting equipment* (see below)
- location of the escape routes, especially those not in regular use
- how to open all escape doors, including the use of any emergency fastenings
- importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- the importance of general fire safety and good housekeeping.

**The school has a 'Get out stay out' policy. Immediate evacuation of the building is paramount and staff are not required to attack fires with extinguishers. Hands on training in the use of extinguishers will not be provided in the future but instead staff will receive information about the location, type and purpose of extinguishers in the building.*

Appendix C

Location of Fire Bells and call points

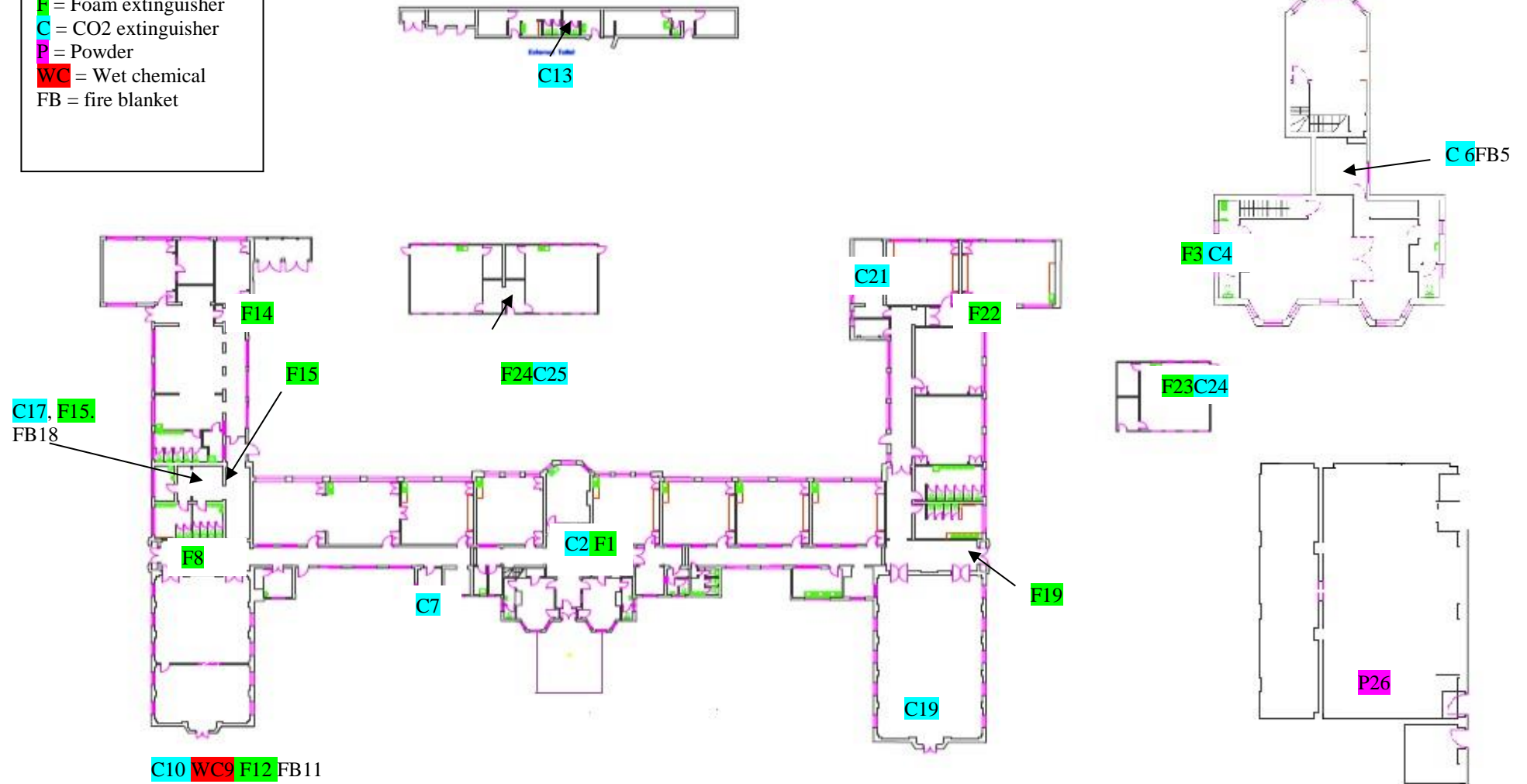


Appendix C

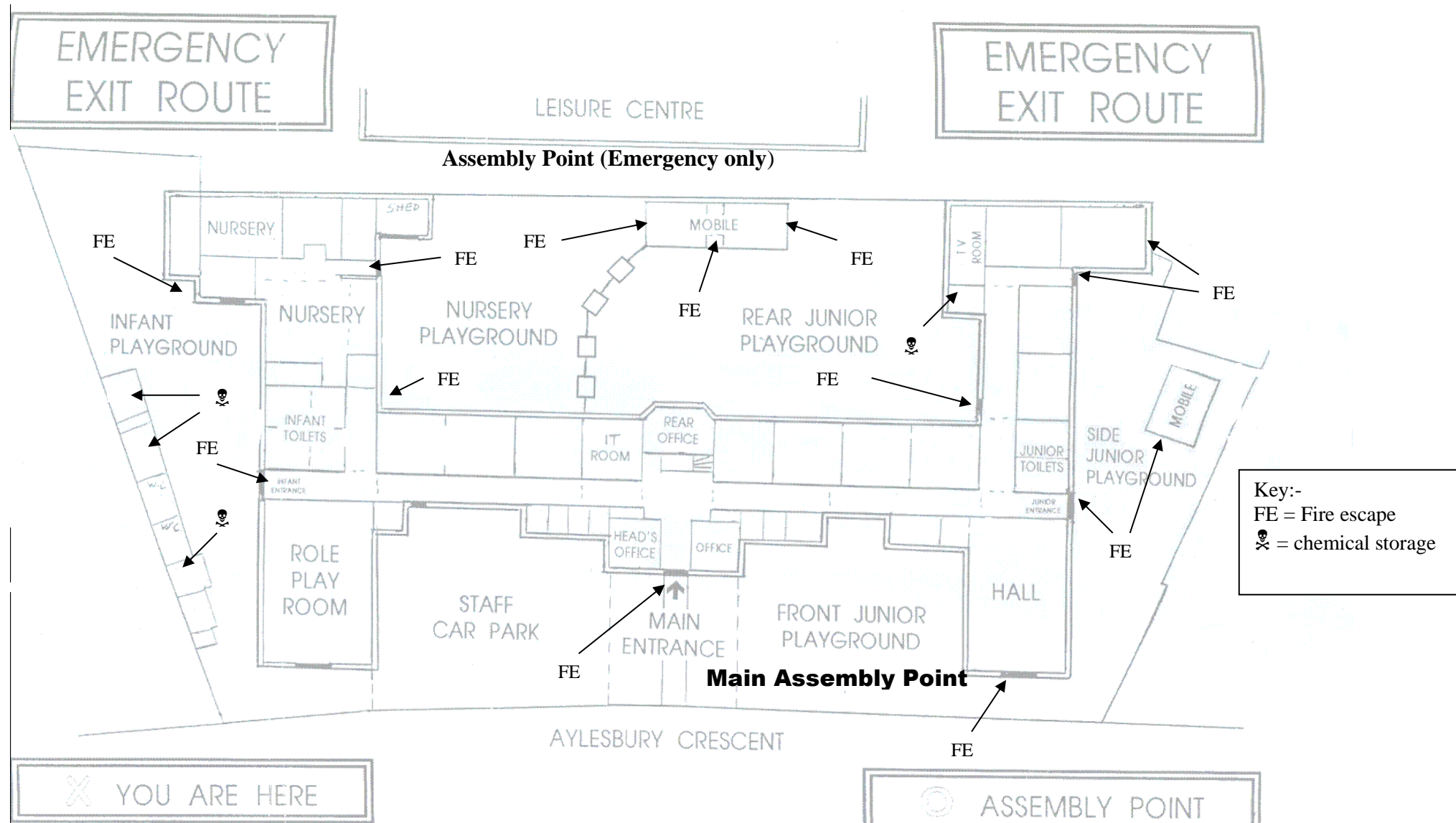
Location of Fire Extinguishers etc

Key:-

- F** = Foam extinguisher
- C** = CO2 extinguisher
- P** = Powder
- WC** = Wet chemical
- FB** = fire blanket



Appendix D Fire Exit Routes



Appendix E

Fire Marshall Zone allocation

