



Windsor Park C.E. Middle School

Fire Safety Policy

Department:
Author: E Bull
Date of issue: November 2015
Review Date: November 2016
RM Staff
Website

FIRE SAFETY POLICY

SEPTEMBER 2013

[SHOULD BE READ WITH REFERENCE TO THE LATEST FIRE RISK ASSESSMENT]

REVIEWED SEPTEMBER 2014 EPB/JH

REVIEWED SEPTEMBER 2015 EPB/JH

1. POLICY STATEMENT

All staff and pupils at Windsor Park Middle School will seek to implement effective systems for ensuring fire safety and adequate emergency procedures throughout the site.

The successful implementation of this policy requires the commitment and the proactive approach of all employees. The School recognises the important role that all trades unions and employee safety representatives in achieving high standards of health and safety throughout the site and employees are empowered to refer health and safety concerns to their safety representatives /trades unions.

2. FIRE PRECAUTIONS

ITEM	PROCEDURE
House keeping	<ul style="list-style-type: none"> • Rubbish is removed daily and disposed of in refuse skips which are emptied regularly and sited away from the buildings. • Escape routes/corridors are kept clear of obstruction at all times. • FLAMMABLE SUBSTANCES are stored in appropriate locked flamesafe containers and access to these is limited to trained staff. A list of these substances is updated each year and this is kept in the Reception Office [along with a map of the site showing where they are stored] for use by the Fire Service in the event of an emergency. • Plant rooms [boiler houses, electrical switch rooms] are kept free from rubbish and any combustible or flammable materials.
Security	<ul style="list-style-type: none"> • All staff wear identification badges. • The site is covered by security cameras. • The site is locked when all staff have left and is covered by an intruder alarm. • During holiday periods, staff entering the buildings sign a register when they enter and leave the premises. • During holiday periods all rubbish bins are emptied and moved inside the premises. • Exit doors are tight-fitting with little opportunity for arson activities to take place.
Smoking	There is a no-smoking policy in place on the site at all times.
Electrical equipment and installations	<ul style="list-style-type: none"> • All electrical equipment[APART FROM VDUs/OFFICE EQUIPMENT = 24 MONTHS] is tested for electrical safety each year {PATested}. • All private electrical equipment is PATested before use on site. • All electrical equipment is purchased from reputable suppliers and is fit for use on site. • Alterations/repairs to electrical equipment are made by

	<p>competent employees and the equipment is PATested before being re-used. Any damaged equipment or equipment which fails the PATest is labelled, disabled and removed from use until it can be repaired.</p> <ul style="list-style-type: none"> • Any installation which proves faulty is isolated, marked "DO NOT USE" and reported to Site Staff for repair by an electrical contractor. • Electrical sockets and gas taps in DT and science are checked each month and records kept. • Electrical installations are checked yearly, by an outside contractor, to enable public performances to take place and a report is produced. Any repairs which are needed are carried out by an approved electrical contractor.
Contractors.	<ul style="list-style-type: none"> • All contractors involved in works involving hot work must read and sign a HOT WORK PERMIT. • All contractors entering the site complete and sign a safety certificate which details their work, their areas and the safety procedures on site.
Alarm system	<ul style="list-style-type: none"> • Break - glass contacts are situated throughout the site and are marked on a map of the site. • Smoke sensors are also fitted throughout the building. • The alarm system is tested weekly and records are kept. • The fire alarm system has back-up batteries which come into use in the event of a power failure. • The full system is tested annually by an approved contractor. Records are kept. • Smoke alarms [self-contained] are tested annually and batteries replaced.
Fire extinguishers	<ul style="list-style-type: none"> • These are sited throughout the premises and their position is marked on a plan. • The extinguishers are appropriate for their areas. • Departments visually check these daily and site staff perform weekly checks. • Damaged/vandalised extinguishers are removed/replaced as soon as they are found [replacements are kept on site]. • An outside contractor services the fire extinguishers each year. Records are kept.
Fire Doors	<ul style="list-style-type: none"> • These are situated throughout the site and they are in good condition. • They are not left propped open for any length of time - momentarily during cleaning operations or when furniture or large parcels are being moved through the site.
Escape routes.	<ul style="list-style-type: none"> • There are many fire exit doors throughout the site and these are clearly marked. • Exit doors are never locked whilst employees are on site [during holiday periods, exit doors may be locked but there are many alternatives usable during an emergency or, site staff unlock them whilst employees are working.] • Escape routes are marked by "running man" signs. • Illuminated fire signs are sited in areas used after school or for public performance.
Fire Drills	<ul style="list-style-type: none"> • Take place each term. • In September, all new pupils take part in a fire drill.

	<ul style="list-style-type: none"> Records of drills/evacuations are kept. Employees are given feed-back after each drill and they have the opportunity to comment on any part of the evacuation. Cleaners and other employees who work after normal school hours take part in a fire drill twice per year.
Fire Notices	<ul style="list-style-type: none"> These are displayed in every room, office and laboratory throughout the site. Staff check these are present each year [along with any other fire signs which might be required i.e. after decoration, building works]. These notices detail the fire alarm, assembly area, procedure to take if a fire is found etc.
Fire Risk Assessment	Takes place each year and a copy is sent to County.
Communication	New staff undergo Health and Safety induction training which involves an explanation of the emergency evacuation procedures - they also receive a booklet which gives more details on fire emergencies
Hazardous/Flammable Substances Register	<ul style="list-style-type: none"> This details all hazardous and flammable substances on site, their location, amounts and hazards. Their location is marked on a plan of the site and a copy of the register is kept in the Fire Box for use by the Fire Service in the event of a fire or other emergency. This register is updated each year. All hazardous substances are stored in accordance with COSHH rules/recommendations. Access to these substances is limited to trained staff. All flammable substances are stored in accordance with the Flammable Substances Regulations. Flammable waste is disposed of in accordance with the Flammable Substances Regulations.
Evacuation	<ul style="list-style-type: none"> Fire alarm rings - continuous until emergency or drill is ended. All teaching staff and pupils immediately leave their rooms and make their way to the Assembly Area using the safest, quickest route - closing all doors and fire doors behind them. At the Assembly Area pupils line up in form groups and registers are checked by form tutors. Staff are checked by a member of staff. Visitors and contractors assemble at the front of school and are checked off by the Manager[using Visitors' Book] Free access is maintained for Fire Service vehicles at all times.

3. RESPONSIBILITIES.

Employee Responsibilities	<ul style="list-style-type: none"> Be aware of the fire/evacuation procedures. Keep fire exits and routes free from obstruction. Do not tamper with fire extinguishers/hose reels except in the event of a fire. Do not prop open fire doors. Do not place combustible materials near sources of heat
---------------------------	--

	<p>i.e. heaters or light fittings.</p> <ul style="list-style-type: none"> • Do not smoke on site. • Keep work areas tidy and free from rubbish. • Store minimal amounts of combustible materials on site. • Do not place flammable/combustible waste materials in inaccessible areas or adjacent to the outside of buildings where they could be used by an arsonist. • Keep flammable substances away from sources of ignition. • Do not park vehicles in such a way so as to obstruct the entrance of emergency vehicles. • Obey fire instruction notices. • Participate fully in any fire drills. • Check cooking appliances after use to make sure they have been correctly switched off. Never leave cooking appliances on when unattended. • Report any concerns regarding fire safety to your line manager as soon as they appear. 										
<p>Persons with specific responsibilities</p>	<table border="0"> <tr> <td>Head Teacher:</td> <td>Mr P. Slack</td> </tr> <tr> <td>Bursar:</td> <td>Mrs J. Hughes</td> </tr> <tr> <td>Deputy Head teachers:</td> <td>Mrs R. Baramusack Mrs L. Wilbraham-Jones</td> </tr> <tr> <td>H+S Officer:</td> <td>EP Bull</td> </tr> <tr> <td>Caretaker:</td> <td>Mr G. Plant</td> </tr> </table>	Head Teacher:	Mr P. Slack	Bursar:	Mrs J. Hughes	Deputy Head teachers:	Mrs R. Baramusack Mrs L. Wilbraham-Jones	H+S Officer:	EP Bull	Caretaker:	Mr G. Plant
Head Teacher:	Mr P. Slack										
Bursar:	Mrs J. Hughes										
Deputy Head teachers:	Mrs R. Baramusack Mrs L. Wilbraham-Jones										
H+S Officer:	EP Bull										
Caretaker:	Mr G. Plant										