

Wilden V. A. Lower School

A Church of England School

High Street, Wilden, Bedford MK44 2PB

Tel/fax: 01234 771313

e-mail: office@wildenschool.org.uk

www.wilden@beds.sch.uk



FIRE POLICY 2016

The mustard seed, the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.

Matthew: 13, v 32

In partnership with parents, governors, St Nicholas Church and community, we strive to ensure all children are embraced and nurtured. Our creative curriculum teaches our children to be generous, loving, resilient, inquisitive and courageous; enabling them to flourish as they journey through God's ever changing garden of life.

Introduction

The prevention of fire is of vital importance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

The School will comply with the Regulatory Reform (Fire Safety) Order 2006. The RRO applies to both new and existing school buildings. It provides for minimum fire safety standards and emphasize the duty of 'The Responsible Person' to ensure that every school has risk assessments carried out.

Objectives

The Objectives of Fire Risk Management are to safeguard all personnel in Wilden Lower School, including visitors, from death or injury in the event of a fire by:

- a. Providing appropriate means of escape in case of fire
- b. Ensuring that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- c. Providing the means of escape with adequate emergency lighting and maintain this in efficient working order.

- d. Providing and maintaining in working order the alarm system or the means of giving warning in case of fire.
- e. Providing and maintaining in working order all fire fighting appliances and devices.
- f. Providing appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.
- g. Providing safety plans stating the precautions to be observed and steps to be taken to protect people and property.

Fire Risk Assessments

An annual risk assessment will be carried out by school staff. It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment
- Review the provision of instruction to children or visitors to the building

Staff Training

Every member of staff will receive instructions in fire safety and procedure during induction.. There will be at least 2 trained fire marshals on the school staff. Children and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out at least once a term, on different days to incorporate different staff members. When a fire drill is held it will be recorded in the fire logbook. The fire logbook is kept in the school office.

Assembly point

The far end of the playground (near the wooden shelter)

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the office manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

Fire Fighting Equipment

All fire fighting equipment (including extinguishers and blankets) will be tested annually. Equipment will be visible and easily accessible in case of emergency.

Wilden V. A. Lower School

A Church of England School

High Street, Wilden, Bedford MK44 2PB

Tel/fax: 01234 771313

e-mail: office@wildenschool.org.uk

www.wilden@beds.sch.uk



Emergency Lighting

The emergency lighting will be regularly serviced and tested and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

Stairways

Stairways will be kept clear at all times. The area under stairs should not be used to store highly combustible materials with stored items kept to a minimum.

Building Contractors

Risks are anticipated through discussion with contractors. Arrangements are made to monitor escape routes and to prevent obstruction. Where obstruction is essential alternative arrangements are made.

General Fire Safety

All staff will make it their responsibility to ensure:

- 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
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator, etc) are to be switched off and where possible unplugged over the holidays.
- All electrical items, plugs and cables are PAT checked each year
- All visitors must sign the visitors book and sign out upon leaving

Smoking

Learning Platform: www.itslearning.com

Smoking is strictly prohibited in or around the school building and grounds.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire raise the alarm, operate the nearest fire alarm call point by pressing the button.
2. Call the fire brigade by pressing Line 1 and dialling 999 or 112 from a mobile.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. 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 (no larger than a waste bin fire).

On hearing fire alarm

1. Close all doors and windows.
2. Proceed to your assembly point.

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.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

This policy will be reviewed by the governing body buildings committee annually or at more frequent intervals if there are relevant legislative changes, building work or significant staff changes.

Signed Dated(Head Teacher)

Signed Dated(Governor)

Wilden V. A. Lower School

A Church of England School

High Street, Wilden, Bedford MK44 2PB

Tel/fax: 01234 771313

e-mail: office@wildenschool.org.uk

www.wilden@beds.sch.uk



EVACUATION PLAN

Classroom times

The teacher or senior TA to escort all children from the building in a calm manner.

Preschool - Through front door.

If the stairway is impassable, staff and children to gather in one room at the front of the school building and close the fire door. Use mobile phone (or intercom system) to alert emergency services (and school) and remain close to the floor. Escape will be with the fire services through the upstairs window.

Hedgehog class - exit by classroom door Squirrels and Otter classes - exit by Squirrel class doors.

Teaching Assistants to check all areas of the cloakroom, including toilets.

The Office Manager will take out the registers, signing in book and mobile phone.

Close windows and doors if possible on exiting the building.

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.

Break Times

Teacher on duty in charge of children

Office staff to bring out registers and signing in book and Teaching Assistants to check cloakroom

Staff to leave by nearest exit and conduct roll call

Lunch Time

Midday Supervisors in charge of children

Teaching Assistants to check cloakroom

Office staff to collect registers & mobile phone

Staff to leave by nearest exit and conduct a roll call

After school Clubs

Club leader in charge of children

Club leader to take club register and contact details
Staff member to bring out mobile phone (contact details)
Staff to check cloakroom

Assembly Point

At the far end of the playground (near wooden shelter)

**The Head Teacher/Office staff will take the visitors book out with them and check this.
All staff with registers will report to the Office Manager or Head Teacher that the roll call is complete.**