Halfway Nursery Infant School

Fire Safety Policy

Date Policy Written / **Updated**:	November 2019
Date Policy accepted:	
Date of Next Review:	November 2020
Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

HALFWAY NURSERY INFANT SCHOOL

FIRE SAFETY POLICY

Aims

The aim of this policy is to:

- Safeguard all those who enter Halfway Nursery Infant School
- Identify procedures for reducing the risk of fires in school
- Identify procedures for dealing with a fire in school.

FIRE RISK ASSESSMENT

In addition to the ongoing monitoring of school premises by the Head teacher and members of staff, the Headteacher and Caretaker, who are the schools designated fire marshalls, are specifically responsible for undertaking a formal fire risk assessment each month. These are recorded and filed in the fire safety manual, stored in the Headteacher's Office.
The Governors Resources Committee review this information each academic year or when physical changes are made to any area of the school building.

FIRE EVACUATION PROCEDURES.

It is important to note that **FIRE EXITS SHOULD BE UNOBSTRUCTED AT ALL TIMES.**

All staff must evacuate pupils by the nearest available exit and take their children to the fire assembly point (The School Field). The school administration staff are responsible for taking the class registers to the fire assembly point.

All classrooms have clear evacuation routes and these are identified on maps in the classroom and in appendix 1.

The school undertakes a minimum of one practice fire evacuation each half-term. These are evaluated and recorded in the fire register.

The following procedures should be carried out in the event of an evacuation whilst class based:

- Staff and Pupils should evacuate via their nearest exit and join their class immediately on the school field.
- Pupils should walk out of the school building in a quiet, orderly manner following the direction of the adult supervising the class.
- Pupils should line up in silence – preferably in register order - to enable a roll call to be made.
- Support staff should trawl through communal areas of the school to ensure that no persons are left within the school building.

The following procedures should be carried out in the event of an evacuation whilst in the hall:

- Staff and Pupils should generally evacuate via the fire doors at the far sides of the hall.
- Pupils should walk out of the building, in a quiet, orderly manner and generally assemble on the school field.
- During an after-school event. Staff and Pupils should walk out of the building in a quiet, orderly manner and assemble on the school field.
- Pupils should line up in silence – preferably in register order - to enable a roll call to be made.
- In the event that Parents are present, instruction will be given by the two fire marshalls as to which fire door they should exit from. The Headteacher will always brief visitors before the start of any event on fire drill procedures such as exit points and assembly points.
- Parents should not stop to collect their child but assemble outside on the school field, but away from the children.

- The adult supervising the class group in the hall is responsible for knowing exactly who and how many pupils are in the group and for calling the roll call in the event of a fire. Therefore a child visiting the toilet must request permission from the supervising adult and the adult must be aware of their absence and return.

FIRE ALARM

The school is equipped with an electronic fire alarm, activated by alarm points located around the school building. The caretaker tests the alarm system each Monday morning, activating the alarm from different points on a rota basis.

FIRE FIGHTING RESOURCES.

The number one priority for all members of staff is to ensure the quick, safe evacuation of all personnel from the school site. Staff should therefore activate the fire alarm before making any attempt to extinguish a fire.
The school is equipped with a number of different fire extinguishers.
These are identified on the maps in appendix 1.
This equipment is tested annually by external service providers.

GUIDELINES FOR MINIMISING FIRE RISK DURING SCHOOL EVENTS.

INTRODUCTION:

These guidelines are aimed at increasing the safety and minimising the risks to individuals attending events held in the school hall
i.e. Harvest Festival Performance, Christmas Nativity Performance, Christmas Fair, HIP Group events, external letting etc.
The recommended evacuation time in the event of fire is 2.5 minutes and the following calculations have been made to identify the maximum number of individuals allowed in the main hall during any organised event.

a) **OCCUPANCY NUMBERS:**

Occupancy numbers are calculated by the number of exits available. One single door unit of exit width is required for individuals to pass through safely in single file (double doors constitute 2 units) with 40 individuals per unit (80 x double doors) per minute. There must be three points of exit during any event and two points are essential as it must be assumed that one point of exit may lead to the source of the fire.
Calculations for occupancy numbers are based on the use of fire doors at both sides of the main hall.
The following formula has been used to calculate the maximum number of occupants at any event:

Rate and Flow = 40 persons per minute per single unit.
i.e. 2 x fire doors/ points of exit = 2 units x 40 persons x 2.5 minutes (evac. time) = 200

The maximum number of occupants in the school hall must therefore not exceed 200.

The maximum number of individuals comfortably allowed in the main hall this year shall be **150.**

b) **EXITS:**

All exits must have an 'Exit' or 'Fire Exit' sign.
All corridors should be kept clear and unobstructed and all exits must be available for use and not locked except by means of escape using a panic bar which should be clearly indicated by the words 'PUSH BAR TO OPEN'.

c) **SEATING:**

One sq. metre (per person) of seating will be allowed by using chairs battened together in groups of not less than 4 and not more than 12, along with a small number of benches.

d) **GANGWAYS:**
Adequate gangways not less than 42" wide will be provided leading to the exit doors and kept free from obstruction. No seat is to be more than 12 feet from any gangway.
Standing will not be permitted by any visitors in any part of the hall.

e) **SAFETY LIGHTING:**
A safety lighting system is provided and maintained every six months.

f) **SAFETY ADVICE:**
Before any event commences visitors will be briefed by the Head Teacher or his representative of the schools fire evacuation procedures and which exits to use in the event of a fire.

g) **FIRE DRILL:**
Members of the public are to be made aware that should the fire alarm sound during any event, the building should be immediately evacuated as it will not be a drill. The procedures likely course of action will be decided upon by the head and the fire marshals prior to the event.

h) **SMOKING:**
The school is officially a no smoking building. Therefore smoking is not allowed within school premises and notices to that effect are displayed around school.

i) **FIRE ASSEMBLY POINT:**
Should it be necessary to evacuate during an event, the designated Fire Assembly Point will be the school field, where a roll call of all children will take place.

j) **ROLL CALL:**
A register of school children actually taking part/present should be taken before the start of any event and handed to the fire marshals. In the event of evacuation a roll call should be made at the assembly point to determine any missing children.

k) **MISSING PUPILS:**
If a pupil is absent from the roll call and not in the class line supervising adults **must not** re- enter the building but must report the missing pupil immediately to the fire marshals.

GUIDELINES FOR MINIMISING FIRE RISK DURING SCHOOL EVENTS.

Suggested Statement from Head Teacher to audience before the commencement of any event.

" Before we begin our performance I would just like to point out a few domestic arrangements in use around the school.
There is a 'No-Smoking' Policy in school.
In the event that the fire alarm should sound, please evacuate the building.
You will be directed by the fire marshals as to which is the safest fire exit for you to use. These will typically be either exit at the sides of the hall.
The children in school are fully aware of school fire procedures and will leave the building via the hall fire doors assisted by members of staff. They will assemble on the school field and a roll call will be made against the school register.

Please do not take your child away from the assembly point until a roll call has been completed.
Thank you"