

Ysgol Gynradd Herbert Thompson
Herbert Thompson Primary School



Fire Safety Policy

Date: April 2017

INTRODUCTION

Herbert Thompson Primary School is a large school on the west side of Cardiff, in one of the most socially and economically deprived areas of the city. We admit children from the age of 3-11 years. On site we have a Flying Start Nursery catering for children aged two to three.

The vision of our school is that all pupils will develop the skills, values and aspirations to take into the next stage of their lives, will enter employment and live by positive values and behaviours.

Our vision statement is:

“Find your talents and let them grow, be the person you’d like to know.”

We believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We aim to provide a broad and balanced curriculum tailored to individual pupil need, which will enables all children to achieve their potential and develop an enthusiasm and love for learning. We seek to welcome all children from our school community, ensure they are equipped to take advantage of the opportunities the school provides, seek to meet their learning needs, support and challenge them to make good progress and celebrate their success in an ethos which recognises and celebrates diversity.

SCHOOL VALUES

Our six school values lie at the heart of our school community and are the core of this policy. The values apply to both children and adults and all relationships across the school. These values and behaviours give a supporting, but also challenging, framework within which colleagues, pupils and families can work.

At the heart of the Herbert Thompson community is a belief that a healthy school community is one that is supportive, but also sees everyone having honest, respectful and appropriately challenging discussions when needed.

Our six school values are:

- Respect
- Determination
- Diversity
- Security
- Care
- Achievement

1: FIRE SAFETY STATEMENT

The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st October 2006. It replaced all previous fire safety legislation. The Order applies to all premises and building owned or leased to or by Cardiff Council.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties far more robustly than under previous fire legislation and implement the general fire precautions which are needed to protect all relevant persons from harm.

Fire is probably the most serious hazard that most school staff will ever have to face. It can break out almost anywhere, at any time and affect everyone. It is therefore the overall aim of the Headteacher and Board of Governors of Herbert Thompson Primary School to minimise the risks to staff, pupils and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

2: THE NOMINATED PERSON

The Responsible Person

The responsibility of complying with the Order rests with the 'Responsible Person'. This is the Council, or more specifically the Executive, the Chief Executive, and all other managers. They are able to 'delegate' the duties to anyone who may have control of all, or any part of the premises, day to day management responsibilities, or maintenance as part of their employment in the same way as health and safety responsibilities but the accountability remains with relevant managers. In practice, there will need to be a nominated Responsible Person identified at the school who is responsible for fire safety, as 'the person who has control of the premises. At Herbert Thompson the Headteacher is the nominated Responsible Person and the Deputy Headteacher will adopt this role in the absence of the Headteacher. The kitchen is occupied and managed independently of the school. The nominated Responsible Person in the kitchen is the cook.

Duties of the nominated Responsible Person

The 'nominated Responsible Person' **must**

- Undertake or arrange for a competent person to undertake a suitable and sufficient fire risk assessment, or ensure that the current assessment is valid.
- Appoint one or more competent persons to carry out the preventive and protective measures required by the Order.
- Provide employees with clear and relevant information on the risks identified by the fire risk assessment and the measures taken to prevent fire and to evacuate safely.
- Provide appropriate information, instruction and training to all employees, during their normal working hours, about the fire precautions in the workplace, at induction and throughout their employment.
- Ensure an Emergency Evacuation Plan is produced for the building and brought to the attention of relevant persons. N.B. Employees should receive a copy of the plan and sign that they have read and understood it.
- Provide information on the risk assessment and any preventive and protective measures to the parent of any young person employed.
- Inform any non-employees, (visitors, residents, temporary or contracted workers) of the risks to them and provide them with information about the competent persons and fire safety and evacuation procedures on the premises.
- Co-operate and communicate with all other responsible persons on the premises,

(which will include non-Council employers or bodies) informing them of any significant risks, and how risks are to be controlled/reduced in relation to their employees/members.

- Provide information to any agency employer or Cardiff Works for temporary staff, and to the temporary staff or other agency staff themselves.
- Consider the presence of any dangerous substances (i.e. flammable, explosive or oxidising, and any other noxious or ionising substance) and the risks that they present in relation to fire.
- Provide training in the use of fire fighting equipment where this is considered necessary
- Establish a suitable means for contacting the emergency services and provide them with relevant information about dangerous substances on the premises.
- Ensure that any equipment provided in connection with fire detection, warning and fire fighting, and emergency exit routes and lighting are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, efficient working order and in good repair.
- Ensure that a suitable person works with the person carrying out the Fire Risk Assessment.
- Ensure an action plan is developed and implemented following the risk assessment (as appropriate).

3: COMPETENT ADVISORS

Competent advisers (Fire Risk Assessors, Fire Risk Assessment Reviewers, Fire Wardens and persons trained in the use of fire fighting equipment (where appropriate), must have sufficient training and knowledge or experience and other qualities to enable them to carry out their duties. 'Other qualities' will depend on the delegated duty.

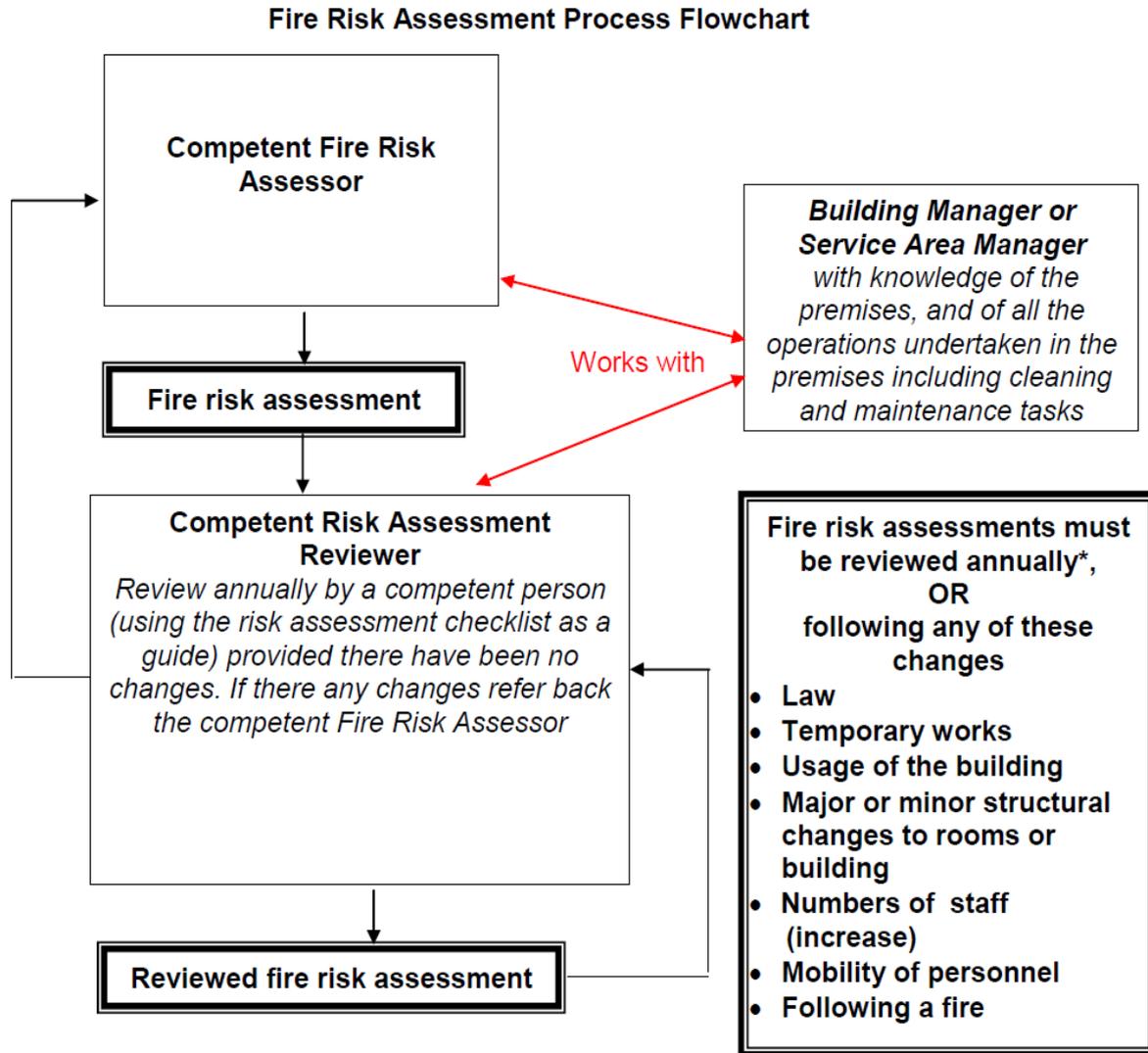
Fire Risk Assessors will be required to have appropriate qualifications and accreditation by an approved body (for example the FPA, BRE, or IFE). The fire risk assessments are carried out by officers in Education Services.

In order that the Fire Risk Assessor can fulfil the criteria required for assessment, the assessor **must** be accompanied by a suitable person who has working knowledge of the premises and all work activities taking place. This is the Caretaker at Herbert Thompson. The assessment must consider all activities at all times of the day/year, and any 'one off' situations that may arise, (for example, firework displays at a school, periodic maintenance of systems that create a fire risk etc.) The competent Fire Risk Assessor will review Risk Assessments every three years.

Between reviews by the competent Fire Risk Assessor, provided there have been no material changes, (e.g. in usage, for example introduction of hazardous or flammable material storage, introduction of heat generating equipment, or any change in the structure of the building), the review can be carried out by a Competent Fire Risk Assessment Reviewer (e.g. building manager) who has received appropriate training, if necessary, and using the checklist (see related document). Where there have been any changes to the use or layout since the initial assessment, the assessment must be referred back to the competent Fire Risk Assessor for review.

If there are any changes between reviews, the Fire Risk Assessment must be reviewed by a competent Fire Risk Assessor.

FIRE RISK ASSESSMENT PROCESS FLOWCHART



* Competent Fire Risk Assessors must review all risk assessments every 3 years except in respect of sleeping accommodation and other high risk areas where the review is every year.

4: FIRE RISK ASSESSMENT

Every school must have a fire risk assessment. Where there is more than one Service Area within a building, then each Service Area should also have a fire risk assessment addressing local issues such as fire risks and controls (housekeeping, work related risks such as dangerous substances in use, keeping internal and external fire exits and fire doors clear). This information must be made available to the competent Fire Risk Assessor.

An action plan should be developed and implemented reflecting the findings of the risk assessment.

6.3 The principles of fire risk assessment are identical to those for health and safety, and are summarised as follows:

Identify the hazards

Fire is a chemical reaction that usually requires three conditions to start or spread – Fuel, Heat and Oxygen. To prevent fires, one or more of these three elements must be excluded. It is not usually practical to exclude oxygen, but exclusion or management of fuel and heat sources will reduce the likelihood of any fire.

Sources of ignition

- 81% of all fires in the South Wales area are caused by arson¹, so it is considered that adequate security and removal of all accessible fuel sources is vital.
- Consideration of all ignition sources within the building and processes should be made including naked flames, heaters, cookers, ovens, engines, or work processes (hot work, welding, cutting, tar boilers either as part of normal employment or by Contractors on site).
- Faulty electrical wiring or equipment, overloading of electrical equipment or sockets
- Chemical processes, particularly use and storage of oxidising substances
- Smoking materials
- Electrical or static sparking in areas where there may be concentrations of flammable substances or gases

Sources of fuel

- Build up of waste, both internally and outside buildings
- Poor housekeeping
- Display materials
- Overstocking of products
- Flammable and highly flammable substances and gases
- Storage bins

Sources of Oxygen

- Medicinal and commercial oxygen bottles
- Air conditioning.
- Oxidising substances

Identify the people at risk

Consideration must be made of all persons using the premises, including employees, temporary staff and contractors, cleaners and caretakers, clients, pupils, visitors and members of the public.

Consideration must also be made of those particularly at risk, including those working alone or in isolation, children, new or expectant mothers, elderly and infirm visitors/ residents, and employees or members of the public with disabilities.

Evaluate and remove risk or reduce or protect from risk

- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire
- Remove or reduce the fire hazards - by controlling the risk of a fire starting fires can be prevented, for example, securing grounds and buildings to prevent arson, proactively controlling heat sources, inspecting and maintaining electrical and gas supplies, enforcing the Council No Smoking Policy, ensuring good housekeeping.
- Remove or reduce the risks to people from a fire – effective maintenance and testing of fire detection and alarm systems.
- Protect people by providing fire precautions – effective and tested procedures for evacuation, providing instruction and safe clearly indicated routes to safety.

Record, Plan and Train

- Record any major findings on the risk assessment and any controls that are in place/need to be implemented.
- Communicate and co-operate with any other 'Responsible Person' or their representative.
- Prepare an emergency evacuation plan
- Written emergency evacuation plans must be given to all staff and clearly displayed within the building.
- Inform and instruct relevant staff.
- Provide training
- Carry out fire drills for all relevant people.

Review

- The fire risk assessment must be reviewed by a competent person at least annually; if circumstances or procedures change; if there is a change in occupation or use, for example, bulk storage of flammable material, or introduction of heat generating machinery or equipment.; if there are changes to the structure or layout of the building, whether temporarily (for example contractors are on site working near one of the fire exits, or carrying out hot work) or permanently. Where there are significant material changes, then the risk assessment must be referred back the competent Fire Risk Assessor.
- It may also be necessary to review the assessment and any procedures following feedback from staff or the emergency services after a fire drill or fire evacuation.

5: DISABLED PERSONS

Procedures must be in place for evacuation of persons with impaired mobility or other disability that may affect their ability to evacuate safely. It is no longer acceptable to leave mobility impaired people in refuges within the building unless unavoidable. South Wales Fire and Rescue Service will ask if there is anyone in the building when they arrive, but valuable time is lost in searching for people that may be trapped in the building; the onus is on the employer to make suitable arrangements for full evacuation of disabled persons.

Staff, or regular users of facilities, with disabilities may need an individual 'Personal Emergency Evacuation Plan' (PEEP) to ensure that suitable assistance (including trained staff as appropriate) or equipment is available at relevant Council venues where they may be required to go above the ground floor. This plan must be made in consultation with the individual concerned.

There may also be situations where, for fire safety reasons, meetings with disabled staff and/or visitors must take place in rooms that have horizontal access to the exterior of the building. Health and safety takes precedence over disability discrimination.

A Standard Evacuation Plan is required for every building. This plan advises of the control measures in place, to enable the safe evacuation of persons with disabilities in the event of a fire. The information must be displayed at Reception Points.

At Herbert Thompson we do not currently have specifically adapted lifts (Fire Service access lifts) so lifts should not be used in the event of a fire.

6: FIRE WARDENS AND THEIR DUTIES

There must be sufficient trained Fire Wardens to ensure cover at any time that the building is occupied. Most fire warden training is provided by approved external training providers.

Fire Warden Duties are as follows

- To attend all related training sessions
- Know the evacuation procedure
- Maintain all fire notices
- Check that escape routes are kept clear
- Check fire fighting equipment
- Ensure adequate warden cover with other wardens
- Advise Manager in writing of any shortcomings
- Keep up to date register of employees and visitors.
- Sound alarm if not already sounded
- Ensure everyone leaves the building
- Switch off accessible electrical equipment and ensure windows are closed
- Inspect all rooms in assigned area
- Take roll call at assembly point
- Report any absences or problems
- Review any shortcomings after the evacuation

7: MANAGERS DUTIES

All Managers have the duty to ensure that the fire risk assessment is up to date and ensure that the control measures are in place (e.g. that fire escape routes are kept clear). Managers must ensure that staff are provided with fire evacuation procedures on induction and periodically throughout their employment Managers must ensure that there is adequate fire warden cover and to ensure that there are sufficient staff trained in fire fighting where appropriate

8: ALL EMPLOYEES

All The Order imposes duties on all employees. They must:

- Take reasonable care for themselves and anyone else who may be affected by their actions or omissions at work with relation to fire safety
- Co-operate with the Council as the employer, and comply with training or instructions
- Inform their Line Manager of any shortcomings of the procedures in any situation or with any of the instructions and training.

9: EVACUATION PROCEDURES

- Fire exit routes must be kept clear at all times, and must not be used for the storage or display of combustible materials or electrical equipment.
- Fire doors must be accessible and usable at all times when buildings are occupied.
- Fire doors must not be obstructed or covered with roller shutters, gates or locked when there may be staff (including cleaners/caretakers or contractors working out of hours) or visitors on site.
- Evacuation assembly points must be clearly indicated, and staff are advised that they must report to their designated assembly point and confirm their presence to the fire warden, and notify them of any absences of colleagues where appropriate.
- Staff are advised that they should not be leaving the site during an emergency evacuation. There is a considerable safety risk where staff are attempting to leave car parks in vehicles as staff are evacuating to the same area, and emergency vehicles entering.
- Other vehicles must also be prevented from entering or leaving the site for safety reasons.
- Fire drills should be held at least annually, preferably six monthly, (and for Schools and Community Education Centres, termly) and must include all staff. There is a requirement for staff working out of normal office hours to be able to evacuate safely, so that fire drills may need to be repeated during evenings or at the weekend.
- Where the building is to be used at dusk or during the night, and there is no 'borrowed' light from surrounding buildings, then emergency lighting must be installed.

10: FIRE FIGHTING

Fire fighting equipment must be accessible, clearly indicated, and suitable for the surroundings (for example in offices where there are electrical equipment and DSE workstations a water based extinguisher will not be suitable).

The Council priority is for 'life safety' over and above the premises. Staff are advised in all cases to evacuate the building, and call the emergency services.

The only reason that a member of staff should have to use an extinguisher is to affect an escape where the route is blocked by fire. Instruction on the use of each type of extinguisher is shown in pictograms on the side of the appliance. If a member of staff is competent (i.e. has received training in the use of extinguishers) and confident in their ability they can attempt to put out small fires providing they are not putting themselves or anyone else's safety at risk.

11: PREVENTION OF FIRE SPREAD

Buildings are 'compartmentalised' into areas to prevent the spread of fire between floors and sections of the building/corridor. Fire doors separate the compartments and are installed to delay fire and smoke reaching adjacent areas or fire exit routes. Any damage to fire doors or breaches in compartmentalisation (holes to walls, damage to hinges or doors and glazing) should be reported immediately to the Building Manager and to the Line Manager.

Wherever possible, doors and windows should be closed when the alarm sounds, and heat generating equipment shut off before evacuation to prevent secondary fires.

Fire doors must be kept shut, unless they are on an automatic system. This may be a magnetised electrical system that switches off as the alarm sounds releasing the doors, or in smaller premises may be used for individual doors where the sound of the fire alarm triggers the release of a bolt holding the door open. In all other situations, fire doors must be kept shut and must not be wedged or held open with hooks, wedges or equipment.

12: MAINTENANCE AND INSPECTION PROCEDURES

The Order requires that the premises, fire fighting equipment and devices for fire safety are subject to a maintenance system and maintained in working order. A schedule of equipment testing and maintenance and recording is available on the Health and Safety Intranet site or available as a 'Fire Log Book' which includes schedules and forms for the recording of testing and maintenance and can be obtained from the Health and Safety Team, Corporate Services.

13: FURTHER ADVICE AND GUIDANCE

The Order Further advice and information is available from the Health and Safety Team, Corporate Services (02920 872635) and on the Health and Safety Intranet site.

Cardiff Council Code of Guidance - Means of escape for disabled people (1.CM.180)

All Responsible Persons are advised to obtain the appropriate Fire Safety Risk Assessment guide(s) for their area of responsibility. These include guidance for:

- (v) Educational premises
- (xii) Means of Escape for Disabled People

Further details are available on the Health and Safety Intranet site, or the
The Department for Communities and Local Government Publications
PO Box 236,
Wetherby
West Yorkshire,
LS23 7NB
Tel: 0870 830 7099
Fax: 0870 1226 237
Web: www.firesafetyguides.communities.gov.uk

APPENDIX 1: HERBERT THOMPSON EMERGENCY PLAN

In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed. The signal for the fire will be the continuous ringing of the fire alarm bell. The Fire Safety Manager below refers to the Reponsible Person which is the Headteacher or the Deputy Headteacher in the absence of the Headteacher.

Action on discovering a fire	<ul style="list-style-type: none"> raise the attention of others by activating the nearest call point that are situated on all escape routes; only use fire-fighting equipment if needed to affect an escape; evacuate to the designated assembly point; notify the Fire Safety Manager as soon as possible and give precise details about fire;
What to do if the fire alarm sounds	<ul style="list-style-type: none"> having checked with the Fire Safety Manager, the Office Manager will collect the school mobile and call (9)999 and ask for the Fire Service; Teachers and Support Staff will commence evacuation to the designated assembly point in an orderly fashion, using the nearest available exit(s); the Administrator will collect registers, signing in book and alert the Flying Start Health Visitors to an evacuation; if possible staff will ensure all windows and doors are closed; fire wardens will sweep the school to ensure that the school is empty and report this to the Fire Safety Manager; on arrival at the assembly point Classteachers will immediately do a head count and call the register. Absentees will immediately be reported to the Fire Safety Manager (or Deputy Head Teacher in his/her absence) in order to report this to the fire service on their arrival.
Liaison with Emergency Services	<p>The Fire Safety Manager will liaise with the emergency services:</p> <ul style="list-style-type: none"> of the location of the fire; of what the fire involves; of any special risks e.g. location of highly flammable materials; whether or not all persons are evacuated from the building.
Assembly Points	<ul style="list-style-type: none"> the assembly point for all classes is at the back of the Key Stage 2 yard.
Responsibilities of specific staff	<ul style="list-style-type: none"> if safe to do so kitchen staff will ensure all appliances are knocked off and/or isolated. any one-to-one or special support staff will follow the requirements of the personal emergency evacuation plans (PEEPs) developed for specific pupils.

APPENDIX 2: FIRE SAFETY MAINTENANCE SUMMARY

This summary outlines the frequency and type of checks and tests that the **Fire Safety Manager / Caretaker** must undertake to keep fire equipment, devices and facilities in effective order. The caretaker, under the direction of the Fire Safety Manager must enter details of any tests and checks in to the fire log book. Any faults identified must be recorded together with corrective actions. As well as the tests and checks undertaken by the Fire Safety Manager/Caretaker, Corporate Maintenance have contracts in place for the **quarterly maintenance** of fire alarm, emergency lighting systems and annual servicing of fire fighting equipment. If contractor testing is not being undertaken in accordance with the set frequencies then the Fire Safety Manager should contact Corporate Maintenance for advice.

Frequency	Action Required	Fire Log Book
Daily	<ul style="list-style-type: none"> Are escape routes clear? Can all doors and exits be opened immediately and easily? Are doors clear of obstructions? Fire warning systems Is the indicator panel showing 'normal'? Are whistles, gongs and air horns in place? Escape lighting Are luminaires and exit signs in good condition and undamaged? Is emergency lighting and sign lighting working correctly? Firefighting equipment Are all fire extinguishers in place? Are fire extinguishers clearly visible? Are vehicles blocking fire hydrants or access to them? 	Only recorded if a fault is apparent.
Weekly	<ul style="list-style-type: none"> Escape routes Escape lighting Do all emergency fastening devices to fire exits (push bars and pads, etc) work correctly? All external routes clear and safe? Fire warning systems Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.) Did the alarm system work correctly when tested? Did staff and other people hear the fire alarm? Did any linked fire protection systems operate correctly? (magnetic doors holder release etc) Do all visual alarms and/or vibrating alarms and pagers) as applicable) work? Do voice alarm systems work correctly? Was the message understood? Are charging indicators (if fitted) visible? Firefighting equipment Is all equipment in good condition? Additional items from manufacturers recommendations. 	Fire safety maintenance checklist should be completed and any faults or concerns logged.

<p>Monthly</p>	<ul style="list-style-type: none"> • Escape routes • Do all electronic release mechanisms on escape doors work correctly? • Do they 'fail safe' in the open position? • Are fire door seals and self-closing devices in good condition? • Do all roller shutters work correctly? • Escape lighting • Do all luminaires and exit signs function when tested? • Have all emergency generators been tested? (Normally run for one hour) • Firefighting equipment • Is the pressure in 'stored pressure' fire extinguishers correct? • Additional items from manufacturer's recommendations. 	<p>Fire safety maintenance checklist should be completed and any faults or concerns logged.</p>
<p>Three-monthly checks</p>	<ul style="list-style-type: none"> • General • Has any firefighting or emergency evacuation life been tested by a competent person? • Are vehicles blocking fire hydrants or access to them? • Additional items from manufacturer's recommendations/ 	<p>Fire safety maintenance checklist should be completed and any faults or concerns logged.</p>
<p>Six-monthly checks</p>	<ul style="list-style-type: none"> • General • Has any firefighting or emergency evacuation lift been tested by a competent person? • Has any sprinkler system been tested by a competent person? • Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person? • Fire warning system • Has the system been checked by a competent person? • Escape lighting • Do all luminaires operate on test for on third of their rated values? • Additional items from the manufacturers recommendations. 	<p>Fire safety maintenance checklist should be completed and any faults or concerns logged.</p>
<p>Annual Checks</p>	<ul style="list-style-type: none"> • Escape routes • So all self-closing doors fit correctly? • Is escape route compartmentation in good repair? • Escape lighting • Do all luminaires operate on test for their full rated duration? • Has the system been checked by a competent person? • Fire fighting equipment – has it been checked by a competent person? 	<p>Fire safety maintenance checklist should be completed and any faults or concerns logged.</p>
<p>Miscellaneous</p>	<ul style="list-style-type: none"> • Has any dry/wet rising fire main been tested by a competent person? • Has the smoke and heat ventilation system been tested by a competent person? • Has external access for the fire service been checked for ongoing availability? • Have any firefighters' switches been tested? • Has the fire hydrant bypass flow valve control been tested by a competent person? • Are any necessary fire engine direction signs in place? 	<p>Fire safety maintenance checklist should be completed and any faults or concerns logged.</p>

Date	Review Date	Chair of the Governing Body
April 2017	April 2018	

Headteacher:		Date:	
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