

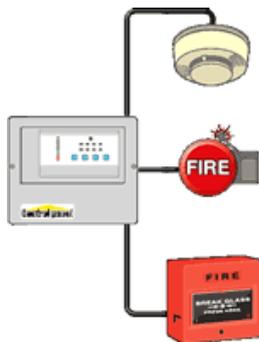
## Highbury Primary School

'Valued as Individuals, Inspired and Nurtured as Learners'  
Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

# FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN

## FOR

**Highbury Primary School  
Dovercourt Road  
Cosham  
Portsmouth  
Hampshire  
PO6 2RZ**



# **FIRE SAFETY MANAGEMENT**

## **STATEMENT OF INTENT**

**Highbury Primary School and Nursery** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related I'll health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure there effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **Highbury Primary School** as the employer.
- 1.3 This fire safety management and fire emergency plan applies to all persons at **Highbury Primary School** including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer (e.g. Slimming World). In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 **Highbury Primary School** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
  - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
  - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
  - provide a programme of fire safety training;
  - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
  - have in place a programme of works to improve or maintain the existing fire safety specifications;
  - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
  - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

## 2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
- appropriate safe and secure location of building services e.g. gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- A quarterly / six monthly / annual premises fire safety inspection will be carried.

2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

### **3 PLANNING**

3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

3.2 Fire Risk Assessments must be carried and reviewed annually or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations

with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

- 3.4 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.5 Maintenance of fire safety systems falls under the Site Manager. They will ensure that the following is regularly tested and serviced -
  - Fire detection and warning system
  - Emergency lighting
  - Fire fighting facilities
  - Emergency routes and exits
  - Fire safety signs and notices
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.6 Fire Marshalls and staff training are provided through **Highbury Primary School** by conducting courses annually. It is the responsibility of all Fire Marshalls to attend one refresher training annually on one of the dates available.
- 3.7 Fire evacuation exercises will be carried out each term. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer.
- 3.8 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan. In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.9 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Head Teacher.
- 3.10 Testing of building passive and active fire evacuation systems are to be conducted by **Site Manager** at agreed appropriate times during normal hours
- 3.11 Staff will report any faults or problems to their respective Fire Safety Officer.
- 3.12 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills. This is kept in the Site Managers office.

## 5 MONITORING

- 5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -
  - i. Number of fires recorded annually / number of fire related incidents.
  - ii. Achieving set schedules and time frames (evacuation drills and building audits).
  - iii. Measuring the number of Fire Service call outs against cause.
  - iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
  - v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
  - vi. Annual audit of all fire systems by the Fire Risk Assessor.

## **6 REVIEW**

- 6.1 Annual reviews of all fire systems by the Fire Risk Assessor to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place annually prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

## **7 Fire Emergency Plan**

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

### **7.1 Visitors / Contractors and Lone Workers**

Lone working should be avoided but when it is unavoidable lone workers should be checked on regularly and phone numbers exchanged in case of emergency. All lone workers and contractors should be made aware of fire procedures and high risk areas before working. High risk areas include boiler rooms and COSHH cupboards. All contractors and visitors should sign in and out at reception, be given the contractor handbook which includes the fire evacuation procedures and be made aware of any areas of concern within the school.

## **8 Procedure**

### **Actions on discovering a fire**

1. Anyone discovering fire or smoke should raise the alarm by activating the nearest call point.
2. All magnetic locks will demagnetise, the front door will remain open and the gas will shut down.

### **Actions on hearing the alarm**

1. Children are to immediately cease what they are doing and be quiet.
2. On the Class Teachers instructions the children should line up by the class room door and follow the Teaching Assistant who will proceed to the nearest Fire exit. (See appendix A).
3. The Class Teacher will check the room is clear, close the door and follow the children out of the building
4. Children and Staff will line up quietly at the assembly point on the field away from the school building. (See Appendix C). If this assembly point is unreachable due to the fire then the alternative assembly point will be Highbury College quad area.
5. The class teacher will call out the register and notify the Fire Officer and Senior Staff members upon completion. The Class teacher, after liaising with the Admin Staff, should be able to account for all their pupils as either in school, off site or absent.
6. People can only re-enter the building when it is declared safe to do so by the Fire Officer.

## **Fire Marshalls**

Highbury Primary School has 7 Fire Marshall Areas. Each area will have 1 or 2 designated Fire Marshalls. It is their responsibility to check all locations within their area to make sure nobody is left behind. They will have a clipboard and a map of their area along with a hi-viz jacket. Each room has a room number or name picture attached to the furthest part of the room away from the door. The fire Marshall must collect this picture and attach it to the clip board once the room has been checked and move on to the next room.

## **Escape Routes**

These are kept in every class room and down every corridor. These indicate the best route each room should take when evacuating the building. (See Appendix B).

## **Responsibilities**

1. The Site Manager or nominated person will verify whether the call is false or real by checking the alarm panel and check the source of the alarm. Go to the source of the alarm to verify. If real, report to the Head Teacher or Senior Staff Member and dial 999. If false, silence the alarm and reset.
2. Reception Staff will collect the registers, signing in book and late book from the office and then unlock the side gate to allow access for staff and children evacuating via the front door, KS1 area and Kitchen. A spare key is kept in the office. The registers will be issued to each class teacher at the assembly point. Reception staff will check the signing in book and late book for roll call by the class teachers.
3. Kitchen staff will report to the evacuation coordinator at the assembly point.
4. The Site Manager, Head Teacher or Deputy Head will be the evacuation coordinator and check that everyone is accounted for and report to the Fire and Rescue Service upon their arrival.

## **After Hours / Clubs**

1. Upon hearing the fire alarm each member of staff / responsible person will direct children / persons under their control to the nearest fire exit and evacuate to the assembly point.
2. A member of staff within the school will verify whether the call is false or real by checking the alarm panel and check the source of the alarm. Go to the source of the alarm to verify.
3. If real, call the Fire Service 999.

## **Provisions**

1. New staff will have fire training once they begin work. A record of this will be kept in the Fire Log Book in the Site Managers office.
2. All staff have refresher Fire Marshall training every year and a record kept in the Fire Log.
3. Fire drills will take place each term. A record will be kept in the Fire Log.
4. The Site Manager will have Fire Warden and Fire Risk Assessor training every 3 years. Records will be kept in the Fire Log.
5. Fire alarms will be tested every week by the Site Manager. A qualified service engineer will test these every 6 months. A record will be kept in the Fire Log.
6. Fire doors and automatic doors will be tested every month by the Site Manager. A qualified service engineer will service the automatic doors annually. A record will be kept in the Fire Log.

7. Emergency Lights will be tested every month by the Site Manager. A qualified service engineer will test these annually. A record will be kept in the Fire Log.
8. Fire extinguishers and blankets will be checked by the Site Manager every month. A qualified service engineer will test these annually. A record will be kept in the Fire Log.
9. Kitchen extractor fans will be cleaned by the Site Manager every school holiday. A qualified service engineer will also clean these annually.
10. All portable electrical appliances (PAT) will be tested by the Site Manager annually or every 2 years depending on the appliance.
11. All fixed appliances (e.g. Hand dryers, main hall lights) are serviced by external contractors annually.
12. All fixed wiring is serviced by external contractors every 5 years.

### **Fire Information Signage**

Fire procedures will be displayed in the staff room, the main corridor, the Early Years building and the Nursery building. This will be updated upon any changes. Emergency exit signs and fire notices will be displayed where necessary.

This policy will be reviewed annually.

Reviewed: July 2020

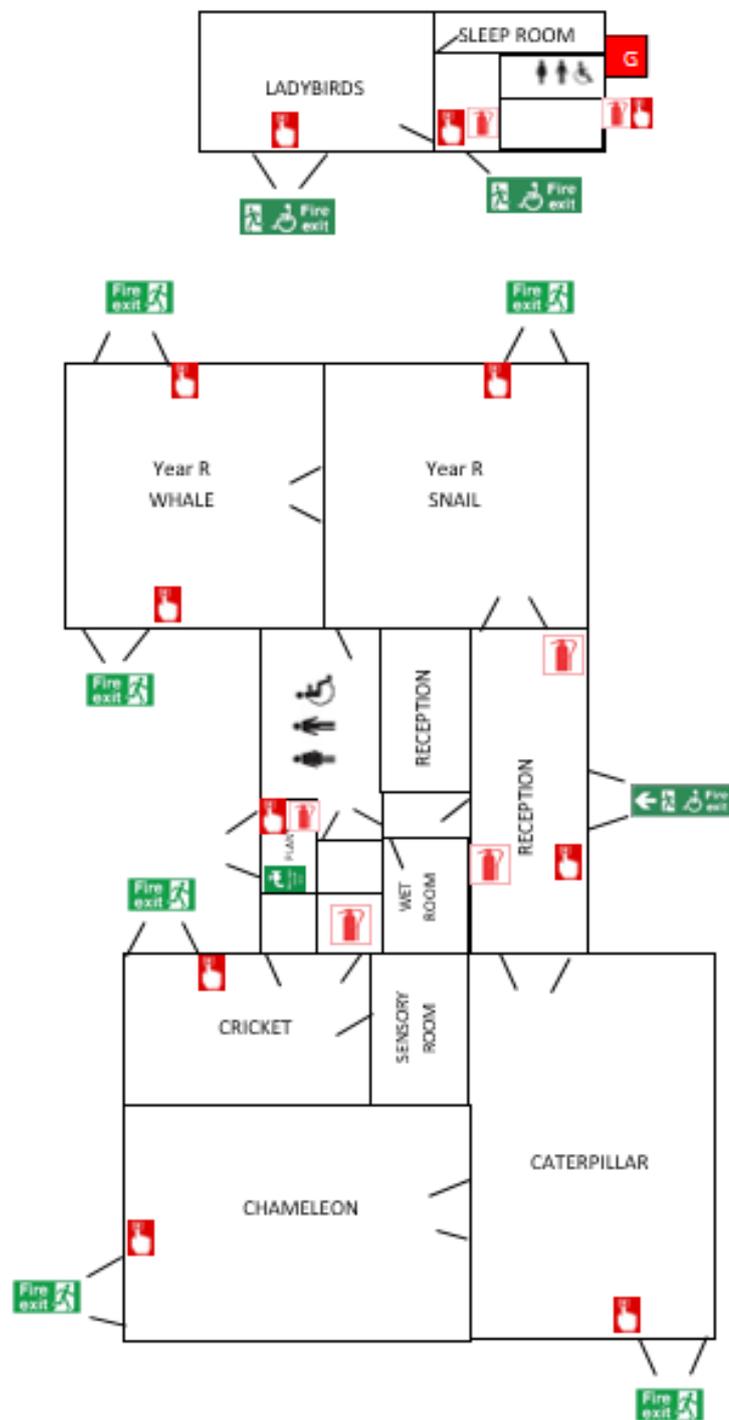
Review: July 2021

Signed:

Signed:

Appendix A

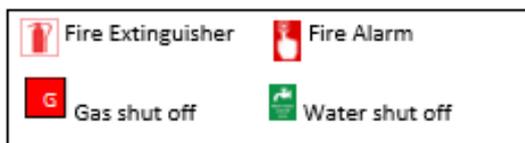
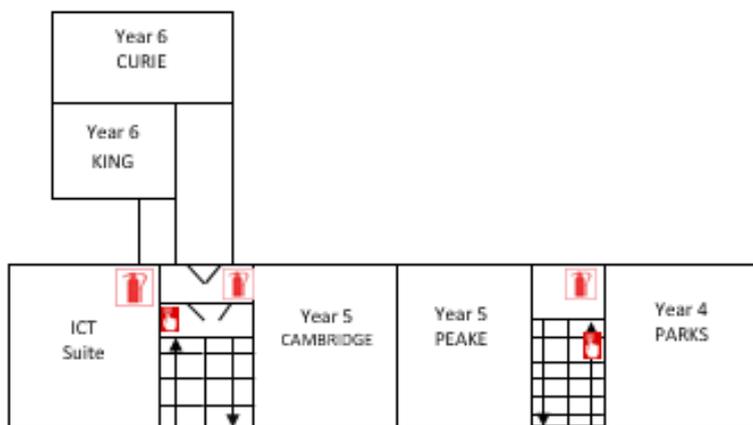
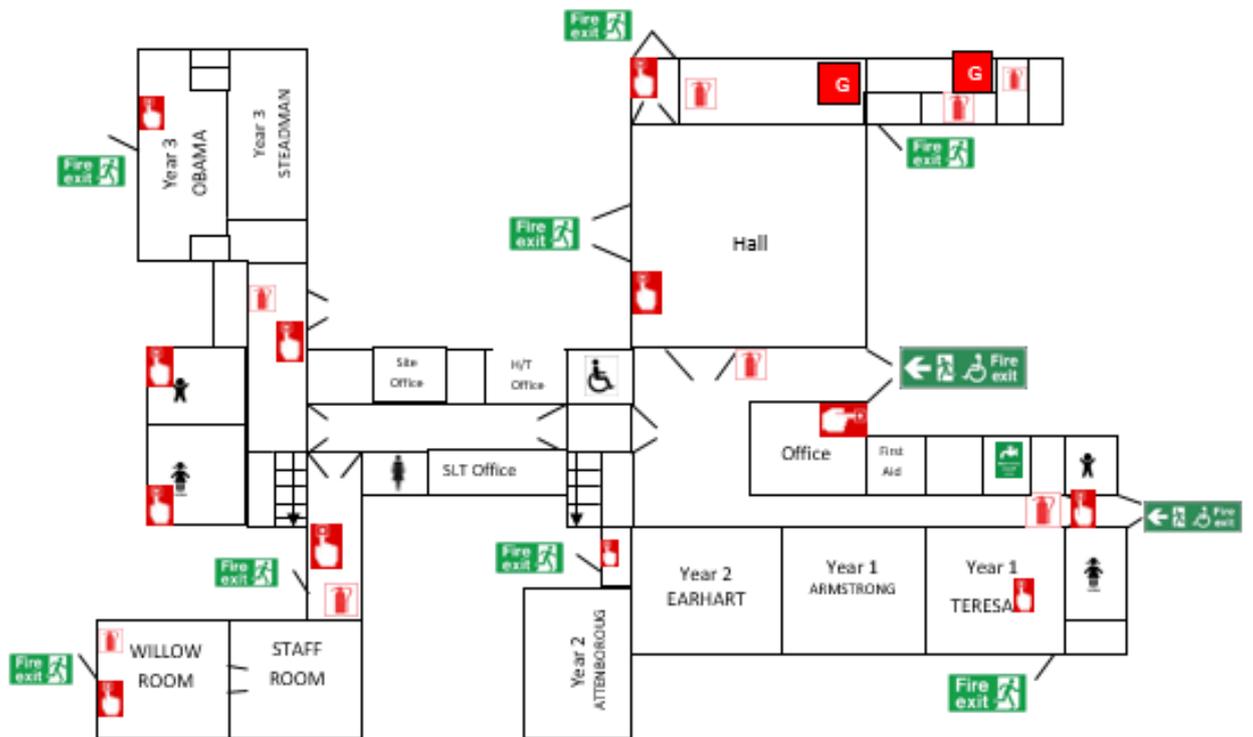
**Internal layout of Highbury Primary School and Nursery**  
**(Not to scale)**



Appendix A

**Internal layout of Highbury Primary School and Nursery**

**(Not to scale)**

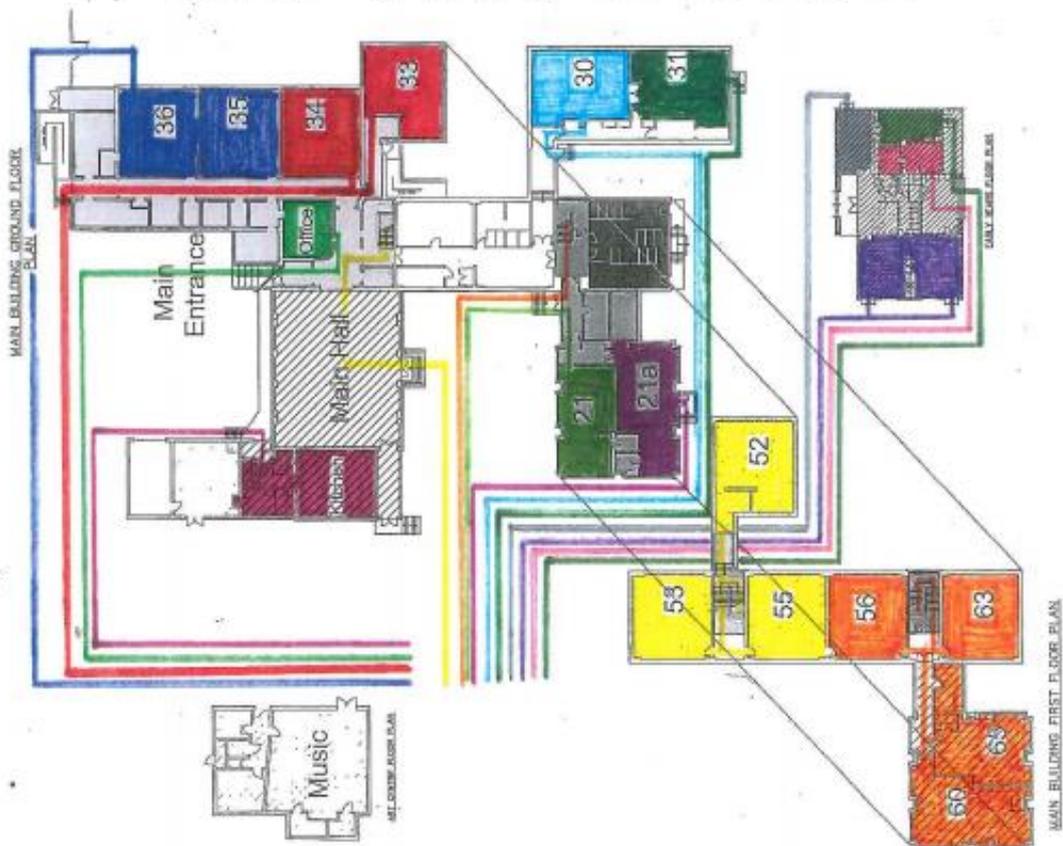


## **FIRE & EMERGENCY EVACUATION PROCEDURE**

**A fire or emergency in the school is signalled by a continuous ringing of the alarm bell.**

**On finding a fire inform the admin officer and raise the alarm by pressing the alarm call point situated near all exit doors.**

**Everyone, without exception, must evacuate the building, as quickly and quietly, by the designated escape route (shown) or the nearest fire exit doors. Everyone will muster on the playground.**



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