

*Gomer Junior School*



**Fire Safety Policy**

## **Gomer Junior School**

### **Fire Safety**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>Nov 15</b>	<b>Nov 18</b>	<b>Mark Allen</b>	<b>TBC</b>

We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect pupils, school personnel and visitors to school

In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Coordinator who has overall responsibility for fire safety matters at this school. This colleague has completed Fire Risk Assessment Principals and Practice Training.

We will ensure that risk assessments, evacuation procedures and fire precaution systems are reviewed every half term.

#### **Aims**

- To comply with the Regulatory Reform (Fire Safety) Order 2005.
- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Fire Safety Coordinator undertakes regular training.

#### **Procedure**

<b>Role of the Governing Body</b>	<ul style="list-style-type: none"><li>• The GB has:<ul style="list-style-type: none"><li>▪ appointed a Fire Safety Coordinator to take overall responsibility for fire safety matters at this school;</li><li>▪ nominated a link governor to visit the school regularly, to liaise with the Fire Safety Coordinator and to report back to the GB;</li><li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li></ul></li></ul>
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<b>Role of the Headteacher</b>	<ul style="list-style-type: none"><li>• The Headteacher will:<ul style="list-style-type: none"><li>▪ complete relevant Fire Safety training</li><li>▪ ensure that all school personnel, pupils and visitors to the school are aware of and comply with this policy;</li><li>▪ liaise each week with the Fire Safety Coordinator to review risk assessments, evacuation procedures and fire precaution systems;</li><li>▪ ensure portable electrical equipment is annually checked;</li><li>▪ report to the GB on the effectiveness of this policy;</li><li>▪ monitor the effectiveness of this policy</li></ul></li></ul>
<b>Role of the Fire Safety Coordinator</b>	<ul style="list-style-type: none"><li>• The Fire Safety Coordinator will:<ul style="list-style-type: none"><li>▪ have overall responsibility for fire safety matters;</li><li>▪ undertake risk assessments;</li><li>▪ have in place fire procedures;</li><li>▪ have in place an evacuation of the school building plan;</li><li>▪ conduct fire drills;</li><li>▪ be responsible for fire safety training;</li><li>▪ make periodic inspections of fire equipment;</li><li>▪ make periodic checks of the audible fire alarm equipment;</li><li>▪ make weekly checks to confirm fire safety procedures are adhered to;</li><li>▪ maintain fire equipment;</li><li>▪ ensure all fire exits are clearly signed;</li><li>▪ check that all fire exit doors are clear of obstructions;</li><li>▪ check that fire detection and protection systems are tested and maintained;</li><li>▪ keep records of fire drills, training and maintenance of equipment;</li><li>▪ contact liaise with the fire service and the emergency services if a fire takes place;</li><li>▪ undertake periodic training in all fire safety procedures;</li><li>▪ liaise with the nominated governor</li><li>▪ report fire safety to the GB each half term</li></ul></li></ul>
<b>Role of the Site Coordinator</b>	<ul style="list-style-type: none"><li>• The Site Coordinator will ensure that:<ul style="list-style-type: none"><li>▪ building security checks take place every day;</li><li>▪ all escape routes and fire exit doors are kept clear;</li><li>▪ all rubbish and recyclable material is stored securely;</li><li>▪ all refuse bins are kept away from the building in a secure</li></ul></li></ul>

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	<p>compound;</p> <ul style="list-style-type: none"><li>▪ undertake periodic training in all fire safety procedures;</li><li>▪ periodic discussions take place with the Fire Safety Coordinator and the Headteacher</li></ul>
<b>Role of School Personnel</b>	<ul style="list-style-type: none"><li>• School personnel:<ul style="list-style-type: none"><li>▪ are responsible for the safe evacuation of all pupils in their charge;</li><li>▪ have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm;</li><li>▪ are expected to be fully aware of and comply with all fire and emergency evacuation procedures;</li><li>▪ are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:<ul style="list-style-type: none"><li>- not covering heaters</li><li>- not overloading electrical sockets</li><li>- not leaving rubbish lying around</li></ul></li><li>▪ must ensure that pupils for whom they are responsible are informed of fire evacuation procedures;</li><li>▪ undertake periodic training in all fire safety procedures;</li><li>▪ undertake training in the use of portable fire-fighting equipment;</li><li>▪ must report any concern they have in regard to fire safety</li></ul></li></ul>
<b>Role of Pupils</b>	<ul style="list-style-type: none"><li>• Pupils will undertake regular emergency evacuation drills when they will be taught to:<ul style="list-style-type: none"><li>▪ listen to the instructions from their teacher or other responsible adult that is with them at the time the alarm sounds;</li><li>▪ remain calm;</li><li>▪ be orderly and quiet when leaving the building</li></ul></li></ul>
<b>Emergency Evacuation Procedures of the School Building</b>	<ul style="list-style-type: none"><li>• When the alarm sounds then:<ul style="list-style-type: none"><li>▪ everyone leaves the building in an orderly manner via the nearest fire exit;</li><li>▪ everyone meets at the relevant fire safety assembly points on the playground;</li><li>▪ on leaving a room an adult will close any open windows</li></ul></li></ul>

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	<p>and will close the door behind them;</p> <ul style="list-style-type: none"><li>▪ at the fire safety assembly points a roll call will be made to ensure that all pupils and adults are encountered for</li></ul> <ul style="list-style-type: none"><li>• The fire service will be informed if someone is found to be missing but no one other than members of the fire service will be allowed into the school building</li></ul>
<b>Fire Safety Training</b>	<ul style="list-style-type: none"><li>• All school personnel will be trained in:<ul style="list-style-type: none"><li>▪ fire precautions and procedures;</li><li>▪ emergency evacuation procedures;</li><li>▪ the use of fire equipment;</li><li>▪ good housekeeping practices</li></ul></li></ul>
<b>Monitoring the Effectiveness of the Policy</b>	<ul style="list-style-type: none"><li>• Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.</li></ul>