

# FAIRFIELDS SCHOOL FIRE PLAN

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## 1 – RESPONSIBILITIES AND STAFF TRAINING

*All members of staff in the school need to be made aware of this plan.*

All new starters will cover this document in their induction training. New starters will sign and date the [Fire Training Completion Document](#) (final page of this document)

All other staff will receive refresher training on an annual basis covering a variety of scenarios and will read (and mark to say that they have read) the annually updated Fire Plan uploaded onto 'My Concern'.

Refresher training will include a selection of different activities from year to year, which may include:

- Reflection on evacuation procedure for children in their class at beginning of year, including becoming familiar with their PEEPs. This will also include dynamically risk assessing and discussing different scenarios.
- Completion of a safeguarding quiz, covering different aspects of fire safety.
- Watching a Fire Safety video
- Fire drill feedback to be given in Monday briefing notes (three times a year).

Guidance within induction paperwork will also be given to the Multi Agency Professionals and contractors within school (4 or more days in a 30-day period) at the level appropriate for their individual role within school. NB. There is a condensed version of the Fire Plan for regular contractors and multi-agency professionals.

All other visitors, volunteers and work experience students / professional students to school will be asked to read and follow the guidance in the 'School Visitor' Safeguarding Leaflet upon arrival, which includes 'what to do in the event of a fire'. All visitors during school day should sign in and out upon arrival at reception. In the event of a fire evacuation, the visitors host will show the visitors to the relevant fire assembly points.

Fire Evacuations - The school will engage in a complete evacuation fire drill three times a year (one each full term) to practice and implement these plans. The fire drill evacuation process will be treated in the same way as a real fire.

Drills will be unannounced and scheduled for different times of the school day to emulate different school scenarios.

The results of fire drills will be recorded in the school's [Fire Records Booklet](#) and reported to the Governing Body.

On activation of the fire alarm, all instances must be regarded as genuine.

Training will be carried out by one of the following Fire Wardens (Group A):

### **GROUP A**

[Main Fire Lead 1...Lesley Elder](#)

[Fire Warden 2...Nicky Wood \(Volunteers and Students\)](#)

[Fire Warden 3...Sara Clarkson \(Support and Teaching Staff, Multi-agency Professionals\)](#)

[Site Supervisor...Dani Halton \(Contractors\)](#)

Fire alarm tests will be carried out weekly by the site supervisor using a different call point for each test. Please see [Health and Safety Policy](#) for further Information.

Members of the Admin Team will be responsible for distributing “Daily” School Fire Registers once all absences have been recorded in school. These will be located in the following locations :

- 1 Main Reception
- 2 Grab Box
- 3 Head Teachers office (outside)
- 4 Hedgehog class (outside)
- 5 Staff Board
- 6 Nurses Room
- 7 Leadership Team office
- 8 Kitchen
- 9 Deer Class (outside boy’s toilet)
- 10 External door next to Owl Class

“Termly” School Fire Registers will also be updated by Admin, these will be used in the event of a Fire Warden being outside of their normal location. These are located in the following locations :

- 1 Classrooms : Squirrel, Owl, Robin, Kestrel, Dove, Badger, Deer, Fox, Rabbit
- 2 Corridor by Site Supervisors office
- 3 Conductive Ed Room

## 2-PROCEDURES AND STAFF DUTIES

### ASSEMBLY POINTS

**Point 1 : Meadow Department Playground**

**Point 2: Mole/Kestrel Playground**

**Point 3 (MAIN) : KS2 Playground – (Assemble Outside Badger Class )**

### STAFF ROLES

#### Group A

Main Fire Lead 1...Lesley Elder

Fire Warden 2...Nicky Wood

Fire Warden 3...Sara Clarkson

#### Group B

Back up Fire Warden...Bev Gee

Back up Fire Warden...Hayley Roache

### Discovering Fire:

- Anyone who discovers fire must immediately sound the alarm by the nearest break point

All subsequent decisions should consider the main priority in event of a fire is to maintain the safety of the persons on the school premises.

## Responsibilities in Responding to Fire Alarm

Site Team	Assess Fire Panel, Attends Trigger Area Shown on Panel, Calls Fire Brigade (if fire located), Reports Back to Main Fire Lead
Main Fire Lead (Group A)	Awaits by Fire Panel and Coordinates Actions Based on Graduated Response. Perform dynamic risk assessment, based on members of Fire Warden team in school that day. If site team absent, Main Fire Lead (1) to cover the role.
Fire Wardens (Group A)	Accounts for Staff and Pupils
Back up Fire Wardens (Group B)	To Support Fire Warden Group A or Admin team during absences.
Teachers	To Evacuate All Class Groups to Nearest Fire Assembly Point, Closing Doors Behind.
Admin Team (have completed Fire Warden training)	To Take Out Grab Box and Oxygen To Check Visitors Are Present Against Daily Visitor List at main fire assembly points

*NB. All staff trained as Fire Wardens have awareness of one another's roles in the event of having to support/cover a colleague*

### Site Team

- To locate to Fire Alarm Panel, assess location of the fire.
- Grab Walkie Talkie
- To attend Trigger area displayed on fire alarm system.
- To call Fire Brigade if fire confirmed
- To contain fire by closing all doors within fire location
- Communicate back to [Main Fire Lead \(1\)](#)

### Fire Wardens (Group A):

- On sound of alarm, [Fire Wardens 2 and 3 \(Group A\)](#) to collect the nearest 'School Fire Register'.
- Where possible, all Fire Wardens to wear a fire warden high vis waistcoat
- All Fire Wardens to grab a walkie talkie
- [Fire Warden 2](#) to locate to Fire Assembly Points 1 and 2
- [Fire Warden 3](#) to locate to Fire Assembly Point 3
- [Fire Wardens 2 and 3](#) to confirm with class teachers the attendance of pupils / staff as listed on the daily fire register
- [Fire Wardens 2 and 3](#) to contact [Main Fire Lead \(1\)](#) and report any missing staff or pupils.
- [Main Fire Lead \(1\)](#) to compare fire registers and establish if pupils/staff are missing or in other location.
- [Main Fire Lead 1](#) to communicate any missing pupils/staff to Fire Brigade on arrival.
- [Main Fire Lead \(1\)](#) to decide whether to evacuate swimmers to safer location, based on confirmation from Site Team on whether false alarm or confirmed fire (contact to be made by Walkie Talkie or in event of battery failure to run around side of building and to fire door).
- [Main Fire Lead \(1\)](#) to indicate re-entry back into School once 'all clear' is given, by ringing the hand bell (located in the grab box).

## Fire Wardens (Group B):

- On sound of alarm, **Fire Wardens (Group B)** to collect the nearest 'Daily Fire Register' in preparation for the potential of covering another fire warden's role, then go to front entrance.
- **All Fire Wardens (Group B)** to wear fire warden high vis waistcoat if possible (available in grab box).
- **All Fire Wardens (Group B)** to grab a walkie talkie.
- **Fire Wardens (Group B)** to await their instruction from **Main Fire Lead (1)**
- **Fire Wardens (Group B)** may need to complete the duty of **Fire Warden 2 or 3 (Group A)** or **Admin Staff** in times of absence. **Main Fire Lead (1)** to confirm this.

## Admin Team:

### Admin 1: Oxygen and grab box

- It is the decision of **Main Fire Lead (1)** as to whether or not the Fire Brigade needs to be called. However, **Main Fire Lead (1)** may delegate the responsibility of making the phone call
- To bring outside school the Grab box, (includes walkie talkies, mobile phone, pupils' address book, critical incident policy and first aid kit). Walkie talkie to be distributed to Assembly point 3.
- To collect and bring outside pupil oxygen tank spares located in Reception cupboard (**Main Fire Lead (1)** to support)
- To congregate at fire assembly point 1.

### Admin 2: Visitor checking

- To be responsible for the accounting of all visitors, volunteers and multi-agency professionals within evacuation points 1, 2 and 3.
- To inform the **Main Fire Lead (1)** of anyone absent from daily visitor sign-in list.

**NB. If necessary, Admin 1 and Admin 2 can cover one another's roles**

## Teachers and Support Staff:

- Stop class activity.
- Shut classroom door behind, leaving behind personal belongings.
- Escort / lead the class immediately (by nearest exit) to designated evacuation point as shown on map, following the classroom evacuation plan and the guidance in pupils' PEEPs (Personal Emergency Evacuation Plans)
- To confirm with **Fire Wardens 2 and 3 (Group A)** any missing persons by cross referencing with 'Daily Fire Register'.
- Take a walkie talkie to each swimming session, ensuring that there is access to this throughout. On hearing the fire alarm, get the children ready for relocation but remain at pool side. Fire door to be kept closed until **Main Fire Lead (1)** confirms via walkie talkie whether to evacuate (confirmed fire), or remain (no fire confirmed).

For confirmed fire, location of fire will be shared and group leader will decide on the most appropriate evacuation route / assembly point to use :

**A)** Through the nurse's office, waiting away from school in back car park

**B)** Through Early Years playground, via reception through to **Assembly Point 1** (to be used when A becomes inaccessible).

## Multi Agency Professionals and Contractors / Volunteers and Students:

*“See separate Regular Contractors/Multi-Agency Professionals Fire Plan”*

- Stop activity in school and leave behind personal belongings.
- Key Leader of each Multi Agency Team and the Cleaning Supervisor (if after school hours) to be responsible for checking that all members of their respective teams are out of the building.
- Close doors on exit.
- Exit via nearest Fire Evacuation Point and wait in designated assembly area.
- **Admin Team (2)** to mark off Daily visitor sign-in register with those present and report any missing people to **Main Fire Lead (1)**
- Due to time of attendance, ‘Cleaning Supervisor’ to use own register and take responsibility for accounting for their staff.
- All above to await further instruction from **Main Fire Lead (1)**
- All Contractors and Multi Agency professionals to keep up to date with latest Fire Risk Assessment.
- External Swimming Session Leaders to follow the instructions set out in Contractor Managed Fire Plan. NB. Pool Rental Agreements signed to say that they understand the Fire Procedures.

## 3 GRADUATED RESPONSES

### Stage 1 Basic Fire Evacuation

On hearing the Fire Alarm, all present in the building to following the Fire Evacuation procedure as set out in the Fire Plan. (Assembly point 1, 2 and 3).

### Stage 2 Small Fire located and confirmed

Follow Stage 1

Fire Brigade to be contacted, once fire is confirmed.

**Main Fire Lead (1)** to assess the building safety. Decide whether relocation of pupils and staff to the grassy area (next to the carpark at the front of the school) is necessary and safe.

**Main Fire Lead (1)** to radio Swimming Pool Session Leader to confirm evacuation and inform which assembly point to use (scenario A or B as above).

**Main Fire Lead (1)** to nominate 2 staff members to operate the Main front gates, making sure area is secure and closed until Fire Brigade require access.

Relocation to then take place.

### Stage 3 Large Fire

**Main Fire Lead (1)** to radio Swimming Pool Session Leader to confirm evacuation and inform which assembly point to use (scenario A or B as above).

Fire Brigade to inform **Main Fire Lead (1)** to relocate to Malcolm Arnold.

One class at a time to be relocated following Safe Road Crossing procedure. All Fire wardens to support this to ensure safety. Gates to be opened and closed between each class crossing. [Main Fire Lead \(1\)](#) to be last one to exit the site.

See critical incident policy for next steps.

## Swimming Pool Rentals / Room Hire Rentals

*At the start of the contract:*

*The Swimming Pool External Session leader will be given:*

- *A copy of the Contractor Fire Management Plan*
- *A copy of the Fairfield's Pool Emergency Action Plan (EAP)*
- *A copy of the Fairfield's Normal Operating Procedure (NOP)*
- *A copy of the Fire Risk Assessment*
- *A copy of the Pool Risk Assessment*
- *A Pool Agreement Form for signing*

*Room Hire Rentals 'External Session leader' will be given:*

- *A Room Rental Agreement form for signing*
- *A copy of the Fire Risk Assessment*
- *A copy of the Contractor Fire Management Plan*

### Action

All Letting Session Leaders must follow the correct Fire Response depending on whether the rental is in the holidays or school day and the time of day :

<b>A</b>  School Day 07.00-18.00
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<b>B</b>  School Day After 18.00
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<b>C</b>  Weekend or School Holiday
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### Action - Pool Rentals

**A** Ensure that walkie talkie is picked up from reception at the start of each swim session. On hearing the fire alarm, operate a 'Sit and Stay' approach and wait for further information on the walkie talkie. If told to evacuate, take "Grab Box" and exit building through the nurse's office, waiting away from school in the back car park. If this route is inaccessible, exit through Early Years playground and go via main reception and wait next to Assembly point 1. Group Session Leaders to use own register for accounting for all attendees.

**B** Group Session Leader to take the lead and evacuate all attendees. However, as there may be no Site Staff present, the group leader is responsible for immediately contacting the Fire Brigade. Contact must be made with Head Teacher (or member of the Leadership Team). Group Leaders to account for all present in group register.

**C** Group Session Leader to take the lead and evacuate all attendees. However, as there may be no Site Staff present, the group leader is responsible for immediately contacting the Fire Brigade. Contact must

be made with Head Teacher (or member of the Leadership Team). Group Leaders to account for all present in group register

## **Holiday Openings**

During school holidays the school will be open for cleaning and maintenance work. Members of staff also use the building to prepare for the coming term. All present on site should make their presence known to the **Site Supervisor/ Site Team**. Upon leaving they should also inform the Site Supervisor/ Site Team. In the event of an evacuation, the **Site Supervisor** should check assembly points against known attendees list.

The **Site Supervisor** will then contact Emergency Services (Fire Brigade) and await instructions from them..

Any fire evacuation during this period must be reported immediately to the Head Teacher.

## **4- DAY TO DAY FIRE SAFETY / MAINTENANCE**

### **Fire Risk Assessment**

See separate Fire Risk Assessment

### **Fire Exit Doors**

All fire exit doors will remain unobstructed and unlocked when the premises are in use. These will function properly and will be tested at regular intervals by the site supervisor to ensure they work properly. All doors are outward opening. No doors will have padlocks or chains on them when the premises are in use. The vision panels in these doors will be free of signs or notices, to aid observation.

### **Fire Escape Route**

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

### **Escape Signage**

The **site supervisor** will check that at least once every six months that escape signage is in place (during the regular audit procedure).

### **Fire Alarm**

The **site supervisor** will check once every week that the fire alarm is in good working order. A written record will be kept of this check. Any malfunctions will be immediately reported and requests will be made for immediate repair.

In the event of the fire alarm being faulty and there being a need to raise the alarm, the school bell should be continuously rung until all persons have left the building.

### **Fire Extinguishers**

Contractor tests to be carried out on fire equipment annually. Faulty or empty extinguishers will be replaced immediately.



## Fire Fighting

Trained fire wardens within school should only consider fighting a fire if they have had the appropriate training to operate a fire extinguisher and then only to aid their exit from the building.

*Nobody should re-enter the building at any time until the 'all clear' has been given !!!*



**FAIRFIELDS SCHOOL**

**5. FIRE TRAINING – COMPLETION DOCUMENT**

NAME :

POSITION :

Please tick to confirm that:

- A) You have received recent training
- B) That you fully understand the contents

I have read the Managed Fire Plan Document and Risk Assessment: Y

I am aware of my nearest Escape Route, Breakpoint, Fire Equipment Y

I have been given a map of Fairfields School Detailing Fire Exit Assembly Points Y

I am aware of current Fire Wardens and their areas of responsibility Y

I am aware of what my role is in the event of a fire / drill Y

I am aware of the Health and Safety Policy and where to locate it Y

I am aware of the Critical Incident Policy and where to locate it Y

I am aware of the importance of keeping reception informed of my school attendance, through the inventory system Y

Name and Signature of Employee.....

Name and Signature of Trainer.....

Date .....