

Clytha Primary School

Fire Protection Policy

# Fire Protection Policy



**'To Lift Ourselves and Others into our Best Future' 'I godi'n hunain a phawb ar gyfer dyfodol disglair'**

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“A large school fire devastates. Its aftermath lingers for years. The long term disruption that follows puts staff and pupils under stress and imposes large financial, educational and administrative costs. It is a price that no school can afford to pay. However, while no school is immune from the risk of fire, schools can reduce the chance of it happening or, if the worst does occur, keep losses to the minimum”

FIRE SAFETY, Guide 6, Managing School Facilities, DfEE

Most school fires are very small and over half do not spread beyond the room where the fire began. But fire is indiscriminate and risk can be reduced by taking precautions. Over 70% of school fires are started deliberately. This includes 90% of the larger fires and accounts for 85% of the total cost of school fires. Arson prevention is therefore an important part of the schools security strategy. School guidance must therefore encompass fire protection, deterring trespass on site and the prevention of illegal entry into buildings.

## **THE LAW**

### **Responsibilities**

Responsibility for fire safety, ensuring that fire precautions comply with relevant health and safety legislation, are shared between: The Local Authority, the Governing Body and the Head teacher.

This requires that every part of the school buildings and the land provided for the school shall be such that the safe escape of the occupants, in case of a fire, is reasonably assured with regard being given to:

- the likely route which flames would spread across exposed surfaces
- the resistance to fire of the structures and of the materials of which the structures are made and their other properties
- the means of escape in case of fire

### **LA Responsibility**

- The LA is responsible for the installation and maintenance of the fire alarm system and the structural integrity of the buildings

### **LA/School Responsibility**

- Risk Assessment to the health and safety of employees whilst at work with regulation 3(1) of the Management of Health and Safety of Work Regulations 1999(6)
- Risk Assessment to the health and safety of other persons – pupils, visitors whilst they are on school premises
- To record the significant findings of the assessment where 5 or more people are employed

## **Fire Certificates**

These are NOT required for schools in their use as an educational establishment

Public entertainment and other licenses

The School and licenses

The school checks with the relevant authority (the Fire Officer) as to the requirement for a license – these are issued under the terms of the Local Government (Miscellaneous Provisions) Act 1982 and will impose conditions taking into account:

- The number of people to be present
- The type of seating
- The layout of the seating
- The marking of the emergency exits
- The provision of emergency lighting

## **The Parents and Friends Association of Clytha Primary School and licenses**

The CFA apply for their own licenses when alcohol is offered for sale on the school premises from the Clerk to the local Licensing Justices.

### **FIRE PROTECTION WORK (2008-2009)**

This was an upgrade to comply with fire regulations and part of an LA-wide initiative.

- Emergency lighting installed across the school.
- Smoke alarms fitted where appropriate.
- Automatic Fire Alarm system installed.
- Upgraded Security system
- Electronic Entry system upgraded.
- Three sets of Fire doors installed across the school.
- Fire exits signs checked and upgraded where required.

## **FIRE SAFETY MANAGEMENT**

### **PURPOSE**

- To minimise the risk of fire
- To protect the means of escape
- To limit the spread of fire

### **Hazard and Risk Assessments**

Risk Assessment, with a formal record, are carried out by the Headteacher and Governor Link. Professional input is required in some areas and help is obtained from LA Health and Safety Officer, fire brigade, Police Crime Prevention Officer and the Insurance Company. The school subscribes to the Health and Safety SLA.

See Risk Assessments

### **CLOSE DOWN PROCEDURE CHECKLIST**

The most important steps in fire prevention are good housekeeping and proper close down procedures.

- Flammable materials must be locked away
- Valuable equipment must be securely locked away
- Cash must be secured overnight in a safe housed in a secure stock cupboard and or school office.
- Rubbish/waste is removed from the building and placed in secure storage in a locked shelter
- External lighting is working correctly and repaired urgently as and when required
- Windows are shut and locked at the end of the day
- Internal doors are closed (to prevent the spread of fire)
- Intruder alarm is correctly set.
- The fire alarm system is automatic and is set to alert the fire brigade in the event of a fire.
- External doors have been secured and all external doors have security recommended locking systems
- Gates in the perimeter fences are shut and locked

### **SECURITY**

General Security measures are maintained in order to deny the fire raiser easy access to the school and sources of fuel, such as waste bins.

- Physical: walls, fences, window grills, secure doors
- Social: community use and 'School watch' scheme
- Electronic: intruder alarm, security lighting,

### **Emergency Plan and Fire Notices**

This includes: the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade.

- A fire evacuation notice is conspicuously displayed in every room - adjacent to the door and just inside the doorway. It informs occupants:
  - How to raise the alarm if they discover a fire
  - The action to take on hearing an alarm
  - The escape routes to their assembly point – shown on the plan of the school
  - The location of their assembly point – shown on the plan of the school
- **Kitchen**
  - There is a wall mounted fire blanket.
  - There is a check notice stating that appliances must be switched off after use and plugs must be removed after appliances have been used.
  - Signs
  - All fire doors must be marked with signs

- All smoke control doors must have signs, Clytha has none
- Fire exit routes must be marked with signs
- The Health & Safety signs on the premises comply with Safety, Signs, Regulations (12) 1999.

### **Waste Control**

- The waste bin is secured in a locked shelter which is approximately 5 metres from the main building.

### **Electrical fire safety**

- Portable equipment is tested yearly by a competent person
  - Electrical circuits are tested yearly
  - Wiring, plugs and sockets must be adequate for the equipment in the school
- All trailing flexes from extension leads are covered to make them as safe as possible.
- Electrical equipment is switched off when not in use except for those that are required to be permanently connected – these are labelled. SRS/ICT sometimes require machinery to be left on in order that they can work on it centrally.
  - Blown fuses are replaced only after the cause of failure has been identified and only with a fuse of the correct rating.
  - All electrical work is carried out by LA officers or contractors appointed by them.
  - Both Boiler Houses are clear of all flammable material and contain no other materials at any time
  - Electrical capacity of the school has been enhanced.

### **Potential High Risk areas**

#### Design technology

- All equipment is stored in the DT area in the Upper Building
- Use of glue guns is strictly supervised

#### Art

- All paper is stored in the Art Store in the Upper Building
- Only 6 spare exercise books, of each kind, are permitted to be stored in classrooms
- No extra art paper is permitted to be stored in classrooms
- Kitchen paper is stored on a roll in the Foundation Phase classrooms with spare rolls stored in stock cupboard.
- Behind furniture and surfaces are clear

### **Storage Areas**

- All are left clean and tidy and Learner Team monitors have been appointed to ensure that they remain so.
- Caretaker storage area is in the outside shelter which is kept locked. The centre unit is controlled electronically.

- No extra resources are stored in the cleaner's cupboard in the Upper Building, the Caretakers cupboard in the Lower Building. Signs identify these areas and notices convey the safe storage message. Only materials in current use are stored in these cupboards.
- The Hall is a storage area for PE equipment. Foam mats are stored on trolleys which are moved to the staffroom every evening as recommended by Health and Safety Officer. The hall is protected by an intruder alarm system.
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#### **Activity Centres**

- Clytha Primary School only visits LA approved centres. These Centres supply the school with their Risk Assessments prior to every school visit. Insurance cover is provided by the LA.

#### **Displays**

Displays are governed by the Regulation 17 of the Education (School Premises) regulations.

#### **Stairways**

There are no internal stairways at Clytha Primary School

#### **Corridors**

Display material is kept away from doors and heat sources so that fire cannot easily spread. The length of display board in the corridors is no more than 3 metres with gaps of at least one metre between boards. There are no boards directly opposite each other in corridors.

#### **Exits**

Displays are kept away from exits/no exit is compromised by display

#### **Ceiling voids**

Displays are kept away from ceiling voids that lack fire barriers.

#### **Protection**

Displays are not protected by Perspex, the Fire Inspector advised that this was not required.

#### **Obstruction**

Displays do not obstruct escape routes or obstruct fire notices, fire alarm call points, fire fighting equipment, emergency exit signs or lights.

#### **Hanging displays**

These are secured so that they do not trigger the intruder alarm system.

#### **Furniture and furnishings**

- Curtains

There are no curtains in the school. The curtains used for class theatres in Y3 and Y4 are not close to any electrical point.

- Stage fittings and display material

All upholstered furniture covers and filling complies with fire retardant regulations - Furniture and Furnishings (Fire Safety) Regulations 1988. G

Gifts will be checked to ensure that they comply with the regulations.

- PE mats with cellular foam filling

These are not kept in a securely locked store because there is none available in the hall and a purchased one would compromise the safety of the children during PE. They are stored overnight in the staffroom – an electronically protected area.

#### **Flammable liquids and chemicals**

- There are no flammable liquids stored or used in the school
- Gas for inflating balloons

Gas must be delivered to school on the day of the event and must not be stored on school premises.

- Chemicals - Bleach is permitted on the premises but is never stored in the premises. If bleach is required for an infectious disease outbreak then the Client Cleaning Department will handle the product and remove it once the school has been cleansed.

### **Portable Heaters/Appliances**

- Use of portable heaters

This is strictly controlled.

- Use of portable appliances

Staff are not permitted to bring any portable appliances, including heaters, from home into school. Cameras from home are permitted to be used in school

### **Waste handling**

#### **Storage**

No waste is ever stored in the school overnight. It is removed daily to the Paladin which is stored in a locked outdoor shelter/ external waste area

- Heavy waste periods are accounted for and extra collections by the waste disposal department manage this extra waste.
- The recycling storage in the classrooms and offices are also emptied daily and the specific store for this material is also housed in a safe, locked, external waste area.

### **Fire Door Closers**

- There are automatic closers on the fire doors in the school.

### **Central Heating**

- The Central Heating is maintained on FROST STAT during the period that the school boiler is in use in the winter and spring months

### **Ceiling & Floor Voids**

- These must be fire stopped above the internal fire compartmentation walls and fire doors. The fire survey will reveal this.

### **Fire Hydrants**

- There are no fire hydrants on site.

Dramatic groups, discos, educational visitors and LA Advisers bring their own lighting and sound equipment into school. Their contract dictates that written confirmation must be provided and that equipment:

- Complies with safety regulations
- Will not impose unduly high loads on electrical services
- Will be properly used by competent people
- Is compatible with what the school has

### **Public Performances**

#### **Emergency lighting**

- Is provided on escape routes. Audiences will be limited to 100 in the school hall. The school has an automatic emergency lighting system.

#### **Fire exit doors**

- Must be functional and checked for this purpose

#### **Competent Attendants**

Must be appointed for all performances and should:

- Be identifiable to the public
- Ensure there are no areas of overcrowding.
- Control the issue of performance tickets and check tickets when visitors enter the premises to prevent overcrowding
- Keep exits and gangways clear
- Be aware of the needs of any people with disabilities. (Promotion material will request this information)
- Advice to be sought from the Fire Officer as to the number of attendants required on a yearly basis. They must be familiar with the fire drill and escape routes.
- Training must be yearly
- Yearly training in emergency procedures is required.

### **Smoking**

The school has a no smoking policy. It operates in the school and in the school grounds. Notices convey this information to the public and it is also conveyed verbally to the public.

### **Building Contractors**

The school utilises LA appointed contractors and the Clerk of Works monitors working procedures and practices. All contractors must satisfy the LA and confirm in writing that they have current Employers Liability and Public Liability insurance.

### **Storage**

Proper storage of combustible materials, flammable liquids, gases and the siting of skips will be agreed before the contractor comes on site.

### **Escape routes**

Will be monitored to prevent obstruction

### **A 'Hot Work 'permit**

Is required should heat processes be involved such as plumbing, paint stripping, repairing flat roofs. The LA will supply such permits. The school is to be informed every time that a heat process is used – blow lamps, welding- so that any precautions can be taken. Hot work permits require confirmation that fire precautions have been taken prior to work commencing.

### **Fire Walls**

Making good with materials of the same fire resistance is essential.

### **Security**

Must not be compromised. Doors must be kept locked and scaffolding monitored for intruders. All workmen must sign in and report to the school office to discuss their work before they start



### **Means of Fire Escape**

Fire Escape routes must be kept clear and unobstructed at all times.

### **SECURITY**

The school has a written security policy which evidences all the procedures appropriate to the security of the school premises and the people within it.

The following is included

- Intruder alarm management
- Locking up procedures
- Maintenance of security protections e.g. locks, lighting, fencing and gates
- Access control and identification of all visitors
- Recording all security breaches and incidents in a log book and the responses to those breaches
- Duties of caretakers and site managers
- List of all names and telephone numbers of people and companies involved in school security
- Cash handling procedures

### **TRAINING**

- To make everyone aware of the importance of fire safety
- To ensure competence in the school evacuation procedures
- To provide staff with a knowledge of basic fire fighting

### **General fire prevention**

- Action to take if a fire is discovered
- How to raise the alarm
- Action to take on hearing a fire alarm
- Location of escape routes and assembly points
- Evacuation and roll call procedure

### **Staff Training**

- In the operation of the fire alarm control panel
- The location of the fire fighting equipment
- The use of fire fighting equipment
- Arrangements for disabled and those with SEN
- Ensuring visitors are out of the building (a signing in and out procedure is an essential access control system)

### **Evacuation procedures**

- Fire drill carried out on a termly basis with the fire blocking one or more of the fire routes
- SLT to observe and debrief afterwards
- Fire logbook to be completed
- Date
- Duration
- Name of observers
- Type of drill –full evacuation, part evacuation
- Evaluation

### **False alarms**

If this becomes a problem then alarms may have to be re sited and fitted with anti- tamper devices

### **Full or partial evacuation**

Partial evacuation can cause many problems locating pupils and staff and visitors. The alarm in Clytha Primary School is now an automatic system.

### **Controlling pupils**

At Foundation Phase we require:

- A leader to select the safest route
- A guider at the rear
- A sweeper of the toilets and cloakrooms in Reception and separately for Y1/Y2, KS2 girls and KS2 boys

### **Disabled pupils and staff**

Those with learning, physical and sensory needs need to be evacuated safely. No practice can simulate the panic and confusion of the real thing.

### **Vulnerable pupils**

All fall into this category.

### **Fire Fighting**

Evacuation to be completed as quickly as possible. We must never place oneself or others in danger by fire fighting.

### **Preventing Fires**

- Escape time limit is 1-2 minutes.
- Each part of the building needs one of two alternative routes as a means of escape
- Checking the fabric of the Building

A premises check is completed termly. This premises check includes the reporting of missing/damaged tiles, damaged fire doors, wedged open fire doors and or locked shut push bars.

## **FIRE FIGHTING EQUIPMENT**

### **Fire Extinguishers**

Since 1997 all new extinguishers are red to comply with BS EN3. The same colour scheme is used on the labels –not to cover more than 5% of the surface area

### **Fire Blankets**

- The location must be conspicuous – LA H&S officer will advise
- Must be Accessible
- Must be protected from accidental damage

Fire fighting equipment is checked on a yearly basis by Chubb Fire and Security Company. The school maintains records and all recommendations are carried out.

## **FIRE DETECTION AND ALARM SYSTEMS**

- For the prompt and reliable detection of fire
- To alert the occupants so that evacuation can begin

- To inform the fire brigade so that they can extinguish the fire
- To minimise damage to the buildings and their contents

### **Automatic Detectors**

Most suited in high risk areas like boiler rooms and kitchens or an unoccupied or partly occupied building where the aim is to protect property rather than prevent loss of life. They must be provided to all areas containing computer equipment, media systems, television and audio equipment, photographic equipment and musical instruments. Clytha has this good coverage of automatic detectors in both buildings

### **Smoke Detectors**

Clytha has smoke detectors both in the Upper Building and the Lower Building

### **Heat Detectors**

Clytha has no heat detectors either in the Lower Building or the Upper Building

### **Fire Alarm Sounders**

In Clytha this is a loud, instantly recognisable audible signal that can be heard easily within each separate building, but not from one building to the other. If a fire started in one building a messenger would have to alert the occupants of the other building if it was deemed appropriate. The fire signalling system is an automatic system.

### **The Control Panel**

There is one in the Upper Building opposite the main doorway

There is one in the Entrance walkway of the Lower Building just inside the main doorway.

The two control panels operate independently

### **Signalling System**

Operated manually by breaking the glass call points located in both buildings

Most fires occur when there is no one in the building. The signalling system was upgraded in 2008 to a remote signalling system to ensure a prompt response. The school has an intruder alarm system installed in the school with a direct link to emergency services.

### **Testing**

Serviced yearly by trained and qualified engineer from Chubb (BS 5839)

The control panel is checked daily by the user (caretaker)

Weekly test by the user (caretaker)

Sounders are tested weekly

The Risk Monitor logbook is updated weekly with all the details of testing. Any defects entered in the 'Action required' are reported to the Headteacher.

### **Sprinkler System**

None at Clytha

### **Emergency lighting**

It is checked monthly and results are recorded in the Risk Monitor file.

### **PLANNING RECOVERY FROM A MAJOR FIRE**

- In order to minimise the consequences of a fire
- In order to restore normal operations as soon as possible (School Emergency Recovery )

It will take 2 to 5 years to recover from a fire. A contingency plan will allow time for discussion, consultation and the full briefing of all those involved. Immediate action will save a great deal of money and speed the recovery process. Contact the LA to check who meets the costs of contingency plans/arrangements.

### **Security**

- Contact LA to secure the school site immediately
- Prompt salvage will aid replacement costs and save time.
- Contact LA to remove salvage to a safe place where it can be stored and repaired ready for reuse,

### **Health & Safety**

Potential hazards to be noted on the fire plans and made available to the emergency services. See Asbestos Plan

### **Accommodation**

- Contact LA to arrange relocation temporarily.
- Request loan/donation of replacement equipment and materials from other schools
- Arrange to contact parents to collect children.

### **Meals**

Meals are transported. Contact LA to arrange delivery to new location and current school if some accommodation is satisfactory.

### **Transport**

Contact LA to arrange transport to temporary premises.

### **Services**

Contact water and power services –gas and electric to check safety of services to damaged building/s.

Organise mobile telephones if telephone line is damaged.

### **Records**

Ensure that all records are backed up at the end of each school day and copies and back up copies are kept off site by the school secretary. This includes the contingency plan.

### **Construction Work**

Contact LA to arrange for the building/parts of the building to be made safe. LA to co-ordinate reconstruction work

### **Insurance Company**

LA to contact the insurance company and liaise with the loss adjuster and agree the insurance claim

### **Contact list**

An updated list of emergency contacts is kept by the Office Staff.

### **Press**

The LA Communications Team to handle Media arrangements

### **FIRE PREVENTION, SITE SECURITY, ARSON**

- Most fires are started deliberately
- Fire Prevention, Site Security and Arson are closely linked  
(Refer to Arson and Security Policies)

### **Property marking of Electronic and Computer Equipment**

Each item and computer equipment with an individual replacement value of £1,000 (including software) or greater to be marked permanently and prominently with the School's name and post code. The school uses Berol Detective Two Marker pen that is visible under ultraviolet light.

### **Secure Areas**

It is advised that if the value of media systems and audio equipment, photographic equipment and musical instruments exceeds £1,000(single article limit) or collectively £10,000 replacement costs then such equipment is locked away in a secure area when not in use. At Clytha all equipment is locked away when not in use.

### **Lap Tops and Ipads**

It is advised that, when not in use, they are locked away.

### **Perimeter Fencing**

It is advised that the school site be bound by a 2.2 metres metal palisade fence installed in accordance with BS 1722 Parts 10 and 12 with gates of similar value. The gates must be secured by quality padlocks and locking bars which meet European CEN Standard Classification Grade 50r6. The Fire Inspection Team reported that Clytha Primary School does not have security fencing or CCTV cameras.

### **Gas Emergency Shut off Valve**

There is no gas in the staffroom requiring a cut off valve.

### **MANAGEMENT CHECKLIST**

1. Fire Safety Policy and Responsibilities  
Both must be in place
2. Fire Hazard and Risk Assessments  
The school will use the 5 point plan to identify all risks

3. Provide and Maintain Fire Safety Equipment and Fire Fighting apparatus
4. Training

All staff to be trained in fire evacuation procedures and fire prevention awareness.

5. Contingency Plan

To be in place to minimise the effects of fire on the school

6. Checks and Records

Regular fire checks need to be in place with results recorded in Risk Monitor File.

7. Good Housekeeping

To minimise fire risks e.g. storage of flammable material, heat processes, temporary heaters, waste disposal.

8. General security

Good general security helps to reduce the risk of arson, the cause of 50% of fires in schools

9. Monitor and Review

Regular review of the risks and risk control measures is essential.

#### Fire Hazard and Risk Assessment

1. Identify the fire hazards and where fires might start
  2. Identify the location of people at significant risk in case of fire
  3. Evaluate the risks:
    - Are existing fire safety measures good enough to make reasonably sure that no one would get hurt if there was a fire.
    - Check
    - Controls on ignition sources/source of fuel
    - That a fire can be detected in reasonable time and that people can be warned
    - That people can get out of the building safely
    - Provision of fire fighting equipment
    - Maintenance and testing of fire precautions
    - That fire safety training is adequate to ensure that those in the building know what to do if there is a fire
- Carry out improvements if needed
4. Record findings and take action
    - List the more significant hazards and conclusions
    - Prepare emergency plan
    - Inform instruct and train employees in fire precautions
  5. Keep assessment under review - up to date and revise if required