



## Fire Safety Plan

### Part A Fire Prevention

The Fire Safety Risk Audit addresses the potential risks of fire in the school. The most likely causes of fire are:

1. Kitchen equipment
2. Supplementary heaters in classrooms/offices
3. Electrical malfunction
4. Use of candles/matches for birthdays, science experiments etc.

In order to reduce the risk of fire starting the following should occur:

1. All kitchen equipment should be checked regularly and be in good working order. The oven, hob and warming cupboard should never be left unattended when switched on.
2. Use of supplementary heaters in classrooms and offices should be kept to a minimum. Heaters must be regularly checked for electrical safety. Extension cables should not be used to power heaters, except when necessary. If used, extension cables should be fully unwound before use. Heaters must not be covered or placed under display boards or notice boards.
3. All electrical equipment on the premises should be checked regularly for electrical safety.
4. Use of candles/matches in lessons or assemblies should be checked with the Head teacher beforehand. Adequate safety steps should be taken before use.

### Part B Fire warnings/alarms

The school has adequate fire warning alarms in the form of a whole-school electronic alarm system which is backed up by manual bells and a buzzer in the Foundation Stage classroom that is manually activated from the Hall. The fire alarms can be sounded by any adult upon discovering a fire. The alarms can be heard from all parts of the premises. The Fire Procedure states that if you discover a fire you should SOUND THE FIRE ALARM (located outside the secretary's office and Room 3).



### **Part C Alarm Tests**

The alarms are tested on a weekly basis by the Fire Marshal. (Meral Barlow.) A log of alarm tests is kept in the Fire Safety File which is kept in the secretary's office.

### **Part D Evacuation Procedure**

On sounding of the fire alarm the whole school will be evacuated immediately. Evacuation will occur following the routes mapped out in the Fire Exit Route Plan and following the procedure described in The Fire Procedure. The Fire Procedure states the following: Leave the building by the nearest available exit and proceed to the assembly point on the playground near the grass at the front of the school in class lines for roll call. The Secretary will take class registers out to teachers. Teachers will ensure that windows are closed. Do not stop to collect personal belongings. Close the doors behind you. Fire Safety Officer (School Secretary) to check toilets and other rooms before leaving. Do not re-enter the building until told that it is safe to do so. Ensure that the fire service has been called by dialling 999.

The evacuation procedure will be tested regularly through half-termly fire drills. These drills will alternate between warning being given to staff and warning not being given. Records of all evacuation drills are kept in the Fire Safety File which is kept in the secretary's office.

### **Part E Terrorist Activities**

The risk of terrorist threat to the school is recognised, but is considered to be extremely low. The evacuation procedure for a bomb alert is the same as for a fire with the following differences:

1. The Assembly Point is in the churchyard on the far side of St James Church
2. One member of staff (Meral Barlow.) must be delegated to carry the Emergency Grab Bag (kept outside the main office – (big red bag).

### **Part F Visitors**

All visitors must sign in at reception. At reception, near the visitors book is a laminated Fire Procedure card. All visitors must be made aware of this card and encouraged to read it when they sign in. Visitors are never left unattended on school premises. Should the fire alarm sound when visitors are on site, they will evacuate with the class, group or individual with whom they are working.

### **Part G Fire suppression/fighting**

The school has various different fire fighting appliances for suppressing different types of fire. The location of these is made clear on the Fire Exit Route Plan. Upon discovering a fire (and after sounding the alarm), responsible adults should attack the fire with the appliances provided according to the type of extinguisher and the



type of fire. However, they MUST NOT TAKE RISKS and the primary responsibility is the safe evacuation of the children, staff and visitors. Staff will receive training on the use of different fire fighting appliances at regular INSET training days.

#### **Part H Staff Training**

Staff will receive training of Fire Evacuation and Fire Suppression procedures at regular staff INSET training days. Records of this training will be kept in the Fire Safety File which is kept in the secretary's office.

#### **Part I Periodic Review of Assessment**

A full fire safety risk assessment will be carried out annually, in October.

Signed: Ms. M.Beech

Headteacher

Date read: 02.05.25

To be reviewed by: September 25

Signed: Mr.R.Luckham

Proprietor's representative

Reviewed: September 24