



St. Wilfrid's Church of England Primary School

Our Christian Vision:

Fire Safety Plan

MAY 2022

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

Let all that you do be done in love (1 Cor 16:14)

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Upon discovering a fire Any person discovering a fire must raise the alarm immediately by whatever means necessary. In many cases this will mean operating the nearest manual call point (MCP), e.g. the red “break glass” boxes - part of an electrical fire alarm system. MCPs should be located at final exit points or adjacent risk areas in your building.

MCPs can vary slightly in size and shape. However, they all operate on the same principle that pressure must be applied to the face of the call point to either displace the panel or the glass must be broken / cracked to cause the alarm to actuate. Some of the more modern break glass panels are laminated across the front of the thin glass.

Persons discovering a fire must be aware of what is required to maintain their own safety, and that of other building users. In smaller workplaces, the means for giving warning.

Upon hearing the alarm

Response to the fire alarm must be immediate and in line with our procedures which are:

- Leave the building in an orderly manner by the nearest available exit
- Close all doors behind you
- Assemble on the KS1/KS2 playground
- Account for each child/adult using the register – if the register is not available, count and recount the children

Calling the fire service

The actuation of the fire alarm WILL automatically alert the fire and rescue service and therefore a telephone call would not normally be required.

*However, should a call need to be made the following procedure is to be followed:
Telephone **999***

The caller will be asked what service is required.

You will then be connected to the Fire Service as requested.

Clear information is needed:

“Fire at St Wilfrid’s Primary School, Pennystone Road, Halton LA2 6QE.” “Location and type of fire” if known

Do not assume that the call has been received. Wait for an acknowledgement by the fire service.

Never delay in calling 999 but ensure Key members of staff are informed immediately eg. Headteacher, DHT, Office, Site supervisor

The Fire Service should be called to every outbreak, or suspected outbreak of fire, no matter how small (irrespective of whether or not the fire has been extinguished).

Making your evacuation

A number of Fire Wardens have been identified – CA, CW, KT, LF/JB, AR

NB. Fire wardens should ensure they take their Walkie Talkie Radios outside with them

Managers and/or Fire Wardens should ensure that people in their area leave the building promptly. **If safe to do so**, each floor or level, should be ‘swept’ by fire wardens as they leave the premises, checking the toilets on their way out. Special provisions may be necessary for any disabled members of staff or visitors present.

FIRE WARDENS: PLEASE COMMUNICATE VIA RADIOS

Areas of responsibility:

CW hall (including PE store), kitchen, KS1 group room, Willow, Ash (including toilets and outside area)

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CA or AR ICT suite, Chestnut, Disabled WC, Cherry (including toilets)
KT All rooms on main corridor (including staff WC) Oak, Sycamore (including toilets)
LF/JB Registers, Main Office, KS2 Group Room, Library, Pine, Beech and toilets
2 Personal Emergency Evacuation Plans (PEEPs)
1. Staff AH- AR/KT
2. Pupil RMc- NH

Evacuation of people with disabilities

Think carefully about all relevant persons within your premises and how you can assist disabled persons to a place of safety should the need for evacuation arise. A sufficient number of employees may need to be trained in the use of specialised equipment for this purpose, eg 'evacuation chairs'. **Remember the Fire Service is not responsible for the evacuation of people from your premises.**

In the event of a fire, others who may experience difficulty in evacuating the premises unaided could include; women in the late stages of pregnancy, people with temporary impairments such as legs in plaster, people with sensory impairments, or those with a hearing disability.

Without exception, disabled members of staff should take part in fire drills. Not only will this ensure they are familiar with the fire routine, any problems with evacuation can also be identified and addressed.

For an evacuation plan to be effective and enable the safe evacuation of the entire building's occupants it must pay specific attention to that of the needs of vulnerable groups i.e. all disabled users. It must consider the needs of known users e.g. staff, and also give thought to potential visitors, members of the public.

By using Personal Emergency Evacuation Plan (PEEP) & Risk Assessment Form the responsible person/premise managers will be able to, in confidence, gather specific information about a person's needs. The form must be used for disabled staff, and disabled pupils.

This process may identify that modifications or additional resources are needed for the building. Where specific roles have been identified for employees to provide assistance to disabled persons in case of an emergency suitable training must be provided. It must be clearly recorded in the evacuation plan and subjected to regular tests and review.

It is foreseeable that disabled people will, at sometime, occupy most premises. Therefore the responsible person must provide reasonable adjustments for their access and, equally for their safe evacuation.

Remember special provisions may be necessary, where disabled people work or disabled members of the public/visitors access your premise. For example, visual indicators may need to be incorporated into the alarm system if any employees have hearing impairments.

Note: A PEEP does not need to be completed for visitors. Your general disabled evacuation procedures must be implemented.

Securing the building (closing doors and windows)

This will:

- reinforce the security of the building by ensuring that all final exit doors are able to be secured from the outside of the building thus preventing unauthorised access into the building whilst focussing your attention elsewhere ie the register
- maintain the structural resistance of escape routes, keeping them free from smoke, to ensure safe egress for building occupants;
- limit the spread of smoke, heat and flame throughout other parts of the building, thereby keeping fire damage to a minimum;
- enable you to maintain the fire resistance and compartmentation;
- restrict fire growth by limiting the supply of fresh air (oxygen), and

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assist fire fighters when locating the origin of the fire.

- NEVER PUT YOURSELF AT RISK – IF IN DOUBT, GET OUT AND STAY OUT!

Collecting roll call information/registers/staff rota

Upon evacuating the building roll call lists, signing in/out books, staff rotas or registers must be collected to enable the roll call to be completed. It is the office staff responsibility to enable the roll call to be completed. If LF/JB not available the leadership team will undertake this role. IT IS VERY IMPORTANT THAT YOU SIGN IN/OUT IF YOU LEAVE THE BUILDING AT LUNCHTIME.

Taking your shortest safest route

Where possible the shortest safest route should be taken (See escape route signs located in school corridors).

Human behaviour will often lead some building users (public, visitors etc.) to attempt to take the route which they are familiar with, the way they came in. This will not always be the shortest safest route. Where necessary designated responsible persons/fire wardens must direct and assist other building users to their shortest safest route.

Dealing with the fire

Employees should be advised only to fight the fire in extreme circumstances i.e. as a last resort to assist their exit from the building.

Attending the roll call area

All building occupants must report to the roll call area to allow the roll call to be completed. This will also ensure that reliable information can be provided to the fire service upon arrival regarding the building and occupant status.

In no circumstances should search parties be organised to search the premises for missing persons. This task, if necessary, will be carried out by Fire Service personnel.

Where safe to do so the roll call area must not be vacated until the emergency is over, or as instructed by the fire officer. This will remove the potential for vehicles to be moving around access areas eg. the car park, possibly restricting movement of emergency vehicles, or affecting the roll call.

Organisation at the assembly point

A number of Fire Wardens have been identified – CA, CW, KT, LF/JB, AR

The Fire Wardens duties may include:

- Ensuring a head count or roll call is undertaken of assembled staff/pupils/visitors,
- Informing the Fire Service when all persons are accounted for, or persons are reported 'missing',
- Feeding information from the Fire Service to those at the assembly point,
- Ensuring staff and visitors evacuated from the premises remain at the assembly point until permission to re-enter the building has been given by the Senior Fire Officer present, and/or
- Monitoring the safety of those assembled, (especially with regard to traffic) and taking further action if necessary.

Fire service presence and dealing with fire

The Headteacher must ensure that the evacuation is operating as planned and be available to liaise with the fire service whilst they are on site. In her absence, the AHT or a member of the leadership team will assume this role.

“Grab Bag”

A Grab Bag will be stored in the Main Office. This will contain:

- Contact details for all staff and pupils (inc. Log-in details for parent text messaging service)
- Whistle

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- Torch
- First Aid Kit
- Mobile Telephone
- Key Phone Numbers
- Plan of the building

What about contractors?

Any contractors on site complete an induction process giving them information that they will need in relation to fire safety whilst on the premises.

Other emergency procedures

Although this guidance is predominantly aimed at the procedures to be considered during the event of a fire, other emergency procedures should be considered.

Consider the risk of neighbouring building fire and bomb threats.

Fire Evacuation Assembly Points may not be suitable for Bomb Alerts. Fire Evacuation Assembly Points will usually be closer to the building than one would wish to be if an explosion was to occur.

Bomb Alert Evacuation Assembly Points need to consider shielding from a blast and blast debris.

Staff training

All staff will receive training in what action is to be taken, if they discover a fire,. Or the fire alarm sounds indicating that a fire has broken out.

A fire drill will be carried out at least once per term. All staff should receive training eg Induction, e-safety module, further training for specialist roles.

Please note no 'hands on' fire extinguisher training is provided as employees are instructed not to fight fires except in exceptional circumstances and as a last resort i.e. to assist their exit.

Reminder about types of Fire extinguishers

Water

Suitable for most fires except those involving flammable liquids or live electrical apparatus. Direct the jet at base of the flame and keep it moving across the area of the fire.

Dry Powder

Suitable for fires involving flammable liquids or electrical apparatus. On fires involving either liquids in containers or spilled liquids, direct the jet or discharge horn towards the near edge of the fire. With a rapid sweeping motion drive the fire towards the far edge until all flames are extinguished.

Carbon Dioxide

Suitable for fires involving flammable liquids or electrical apparatus (method and operating instructions as for dry powder). Carbon dioxide extinguishers should not be used in confined spaces where there is danger that the fumes may be inhaled. Do not hold the horn to direct the discharge of the gas.

Foam

Suitable for most fires involving flammable liquids. Where the liquid on fire is in a container, or for spilled liquids at an adjoining vertical surface above the level of the burning liquid. Do not aim the jet directly into the burning liquid.

What should I do with the local emergency evacuation procedure?

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All staff should receive training on the emergency arrangement and fire safety provision of the building in which they work. This will commence from induction, and develop through regular refresher training and evacuation drills.



St Wilfrid's CE School

Lunch-time Evacuation Procedure

On hearing the fire alarm at lunchtime:

1. Staff and children who are already outside, should make their way to the class assembly points.
2. All staff in the building to go to the hall, except staff taking lunchtime clubs who should accompany children via nearest fire exit to assembly points. Those children should then be returned to their class assembly points to be registered.
3. The two most senior staff members to take one other member of staff each to sweep through either KS1 or KS2.
4. Office/KS2 senior staff will collect registers as necessary.
5. Those members of staff remaining in the hall, together with any lunchtime supervisors, will supervise its evacuation. Facing the school field, those sitting in the left side of the hall will leave via the left doors and out through nearest fire exits (KS1 exits or corridor exit) making their way to their own assembly points. Those sitting on the right will exit via the right door and out through Y5/6 exit before making their way to their own assembly points.
6. Lunchtime supervisors already stationed outside will supervise the children, directing them to their assembly points in accordance with their usual places.
7. Registers will be taken and the signal to return to the building will be given by the headteacher or a senior member of staff.

NB If fire located in Hall, all staff should proceed to fire exits with any children in KS1/KS2 areas. Senior staff members to sweep KS1/KS2 and proceed to assembly points.

All staff are responsible for ensuring that children are aware of this procedure.

Any staff leaving the building at lunchtime should sign out and in on their return.

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