



# Dair House School

## Fire Safety and Precautions Policy



---

**Monitoring: Bursar   Updated: November 2018   Review: August 2019**

---

The main causes of fire in a school and office environment are carelessness in kitchen areas and use of cooking appliances as well as misuse of or faulty electrical appliances, poor control of heating appliances and vandalism and arson.

Regular checks are carried out to ensure that there is no large accumulation of flammable material in classrooms, offices, store/resources rooms, cupboards. Flammable liquids are to be stored in a fire-proof hazard box. One box is kept in the Art/DT Room. The other, being the responsibility of the Caretaker, is locked away in the sheds.

### Basic Prevention:

- Always report faulty cooking or electrical appliances.
- Always report suspicious behaviour, particularly outside the building.
- Do NOT misuse any electrical appliances, e.g. do not dry clothes on fan heaters.
- Be on the lookout for combustible materials near sources of heat e.g. paper near electrical equipment
- Always report to the Bursar or Headmaster any concerns you have, i.e. propped open or obstructed doorways, entrances and exits.
- Door guard devices on fire doors.

### Fire Marshals:

The Fire Marshals (identified by a hi-viz jacket) for the school are:

- the Bursar, and
- the Caretaker

In the event that a fire is discovered, or if the fire alarms are triggered, it is the Fire Marshal's responsibility to ensure a full and smooth evacuation of the whole premises and to check as far as it is safe to do so, that this has been achieved. The Fire Marshal should then liaise with the emergency services when they are on site and ensure that nobody re-enters the premises until it is safe to do so, as confirmed by the emergency services or by senior staff where the Services are not called.

### Fire Extinguishers:

It is the responsibility of all staff to ensure that they and their pupils make a quick, quiet and orderly exit from the school in the event of a fire being discovered or should the fire alarms be

triggered. The first priority is evacuation however, if the fire is small and appears manageable, those with fire extinguisher training should make every effort to extinguish the fire **but only if it is safe to do so**. Staff with fire extinguisher training are:

- Michael Simpson

The principles of fire extinguisher use will be given to all staff at regular Inset training sessions, should they be in a position to use them, where their pupils are safe and the fire appears manageable.

### **Location of Fire Extinguishers**

#### **Ground Floor**

	<b><u>Type</u></b>
Reception Entrance Hall	Foam
Reception Entrance Hall	Carbon Dioxide
Gym	Foam
Kitchen	Fire Blanket & Carbon Dioxide
Back Stairs by Kitchen	Foam
Dining Room / Hall	Foam & Carbon Dioxide
Back Stairs (up to Room 12)	Foam

#### **Entrance Area/Key Stage 1 classrooms**

	<b><u>Type</u></b>
Entrance Hall	Carbon Dioxide
Entrance Hall	Foam Spray
Room 3	Foam Spray

#### **First Floor**

	<b><u>Type</u></b>
Landing (by front stairs)	Foam
Landing (by room 10)	Foam & Carbon Dioxide
Outside Resources Room	Foam & Carbon Dioxide

#### **Second Floor**

	<b><u>Type</u></b>
Staircase up to SENCo Room	Foam & Carbon Dioxide

#### **Outside**

	<b><u>Type</u></b>
Fixed to Changing Rooms	Powder
PTA Shed	Water

#### **Type of Extinguishers and use**

Water Extinguishers	Wood, paper, textile
ABC Powder Extinguishers	Wood, paper, textile Flammable Liquids, Gaseous Fires Life Electrical Equipment

Carbon Dioxide Extinguishers

Flammable Liquids  
Live Electrical Equipment

Foam Spray Extinguishers

Wood, paper, textile  
Flammable Liquids

### **Location of Fire Alarms**

Staff will need to make themselves aware of the nearest Fire Alarm and fire extinguishers. On discovering a fire, staff should put the safety of their pupils first and get them out of danger. They should never put themselves at risk nor the children in their care. The nearest alarm should be triggered and then follow evacuation procedure. Staff should be encouraged to assist members of the public/visitors out of the building when the alarm sounds.

### **Fire Alarm**

The Fire Alarm is maintained by approved engineers 3 times a year, together with the emergency lighting. The Fire Alarm is linked to the Southern Monitoring Station who will, in the event of a fire, alert the Fire Brigade. For fire drills purposes the yellow box on the alarm control panel will be set to TEST which disables the link to Southern Monitoring Station to prevent a false call-out. Fire Extinguishers are checked / recharged on an annual basis. Weekly fire alarm tests are performed at a variety of locations around the premises. Full alarm instructions are displayed on the wall by the alarm control panel outside the dining room.

### **Evacuation Procedures**

Fire action notices will be displayed in each classroom and staff will need to ensure they are familiar with them.

When the fire alarm sounds, the Bursar (if not in school, the Headmaster or a member of the office staff) will dial 999 for the Fire Brigade and pick up the paper forms of the electronic pupil registers along with the visitors book and, if appropriate, the record of visiting school supporters. Everybody must stop what they are doing, line up in silence, leave the room quickly and quietly, get out of school by the nearest exit point and assemble in the tennis courts.

When leaving the class room, teachers should close all windows and doors, give clear instructions to the children and follow the class out.

Check toilets when passing and evacuate quickly, preventing panic.

Staff will need to ensure that pupils know the correct procedures for the evacuation of the building.

Assist anyone who may be in difficulty or may need assistance.

Visitors to the school will be made aware of procedures.

Children to line up at the evacuation point in silence to have the register called.

### **Routes out of the building**

All staff to make themselves aware of the fire escape routes indicated on the Fire Plan displayed next to the Fire Notice. Staff will need to ensure that pupils in their care leave the building by the shortest route and assemble in the tennis courts in an orderly fashion. Children must leave the building quickly and quietly, without running.

Nobody must return to the building until the go ahead is given by the Fire Brigade or Fire Marshals.

### **Fire Drills**

Fire Drills are carried out once a term. Follow evacuation procedures. Once the roll call has been taken at the assembly area and the location of all staff is established, the Headmaster or Deputy Head will give the go ahead for staff and children to return to the building. Debrief to take place as soon as possible in order for any problems to be dealt with. The caretaker will keep a record of date, time involved and any problems to be solved.

### **Fire Risk Assessment and Regular checks**

A full Fire Risk Assessment is made on a regular basis by an externally approved company. This is reviewed internally by the Bursar annually.