



St James' C of E Junior School

Fire Safety Policy

**St James' Church of England Junior School
Developing a love of life and learning in a
caring Christian community**

Fire Safety Policy

1	Introduction	3
2	Fire Safety Management	3
3	Persons Responsible for Fire Safety	3
4	Fire Safety Training	4
5	Fire Risk Assessment Appraisal	4
6	Evacuation Drills	4
7	Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems	5

Appendices

1	Fire Safety Notice	6
2	Evacuation Routes	7
3	St James' Church of England Junior School Fire Plan (Main School)	8
4	St James' Church of England Junior School Fire Plan (Dinner Hall)	9
5	Location of Manual Call Points and Portable Fire Extinguishers	11
6	Bomb Threats	12
7	Fire Risk Assessment	
8	Personal Emergency Evacuation Plans (PEEPs)	

Reviewed November 2019

Fire Safety Policy

1. Introduction

It is the overall aim of St James' Church of England Junior School to minimise the risks to staff and employees, which may arise from fire or other hazards. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

2. Fire Safety Management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff / fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

3. Persons Responsible for Fire Safety

Responsible Person	Headteacher
Competent person	Caretaker
Fire safety training, induction and revision	Headteacher and Caretaker
Fire risk assessments	Caretaker and Gloucestershire County Council
Fire drills	Caretaker
Updating of log book / recording	Caretaker (checked by link governor)
Checks on call points	Caretaker
Checks on emergency lighting	Caretaker
Fire escapes unobstructed	Caretaker
Check all fire detection and protection systems are maintained	Caretaker and School Bursar

4. Fire Safety Training

Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have internal training annually during an Inset day. This will include:

- Understanding the emergency plan / fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives e.g. exit door via caretaker's property
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All temporary / agency staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

Records of fire safety training & induction must be recorded in the school's training records.

5. Fire Risk Assessment Appraisal

An appraisal of the Fire Risk Assessment will be carried out each term as part of the Health and Safety inspection carried out by the Headteacher, Safety Representative, Bursar and Caretaker.

An annual review of the Fire Risk Assessment will be carried out by the Headteacher and Caretaker, their findings reported back to the Governing Body.

A full risk assessment review should be carried out by Local Authority Fire Risk Assessment Officer every three to four years. This full review is carried out as part of the Gloucestershire County Council Traded Services package and is reported to the governing body.

All issues that present a fire risk must be actioned as per the priority rating. Where this is not possible a mitigating statement should be written into the assessment according to premise Health and Safety procedures. In any case the action should always be completed to demonstrate and provide evidence to an enforcement officer.

6. Evacuation Drills

The procedure for emergency evacuation is displayed in every room.

The main alarm indicator panel is situated in the entrance corridor opposite the School Office. Fire drills are executed by the Headteacher or Caretaker via this panel.

Evacuation drills should be carried out once a term to capture all persons that regularly use the building and to ensure they are familiar with the procedures. Consideration should be given to deliberately blocking exits or holding person(s) back from evacuating etc. to test individuals' knowledge and site procedures.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	Class Teacher	Teaching Assistant
Collection of registers and staff / visitor signing in sheets	School Administrator	School Bursar
Collection of school mobile phone / radios	School Administrator	School Bursar
Checking of toilets	Fire Wardens	
Checking rooms	Fire Wardens	
Calling the fire brigade	Fire Marshal	Deputy Fire Marshal
Meeting and liaising with the fire brigade	Fire Marshal	Deputy Fire Marshal

In general, all staff, pupils and visitors will assemble at the assembly point, unless the source of the fire makes this impossible.

Each Fire Warden will immediately do a head count for their group and if appropriate call the register. Absentees must immediately be reported to the Fire Marshal.

Fire doors and exit doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

An additional fire exit door located near to the headteacher’s office is to be used in the event of a fire in the staffroom (where the main exit is hazardous). This door leaves the school site via the caretaker’s property.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book maintained by the Caretaker. Timing of each evacuation must be recorded accurately. Guidelines state that a full evacuation should take no more than 2½ minutes. All persons should receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the Headteacher or link governor will periodically check the Fire Safety Log Book and the evacuation schedule.

7. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants under contract.

Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing / Battery test
All external and internal doors	Daily	Confirmation that doors open and that they are not obstructed
Emergency lighting – Function Test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – Discharge Test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact; equipment has not been removed or tampered
Fire extinguishers	Annual	Service and pressure test

Records for these tests are kept in the Fire Safety Log Book stored electronically.

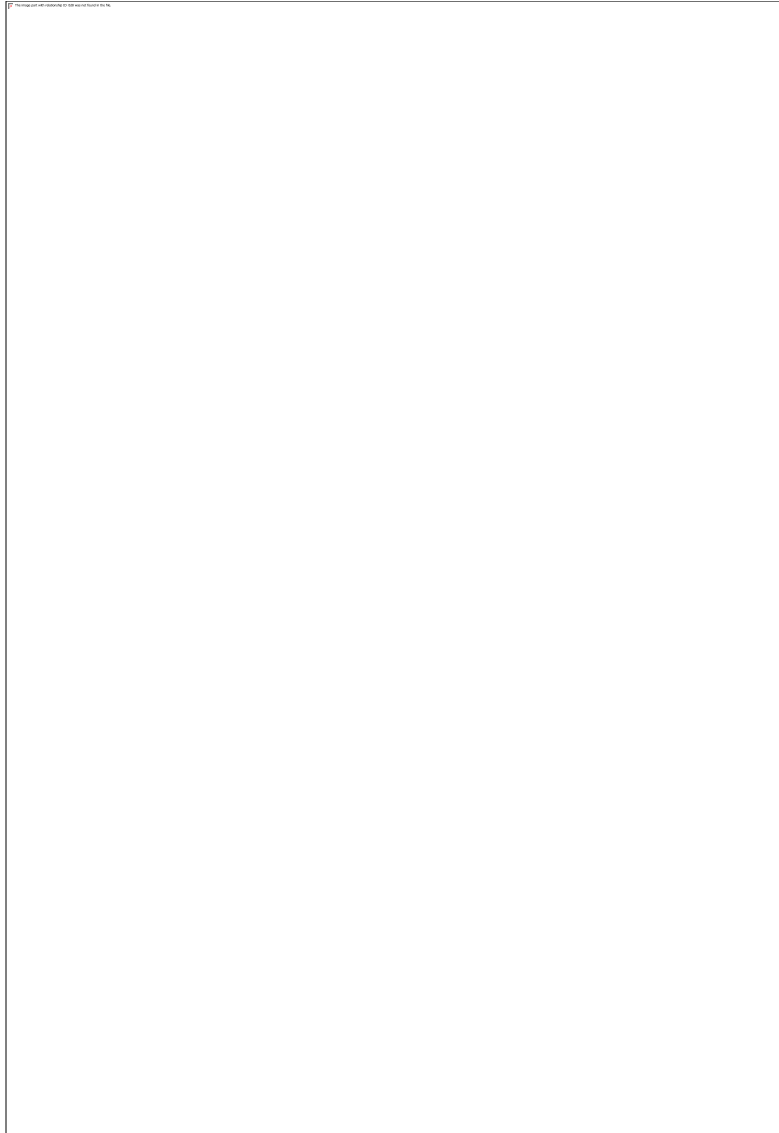
8. Disabled pupils / members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

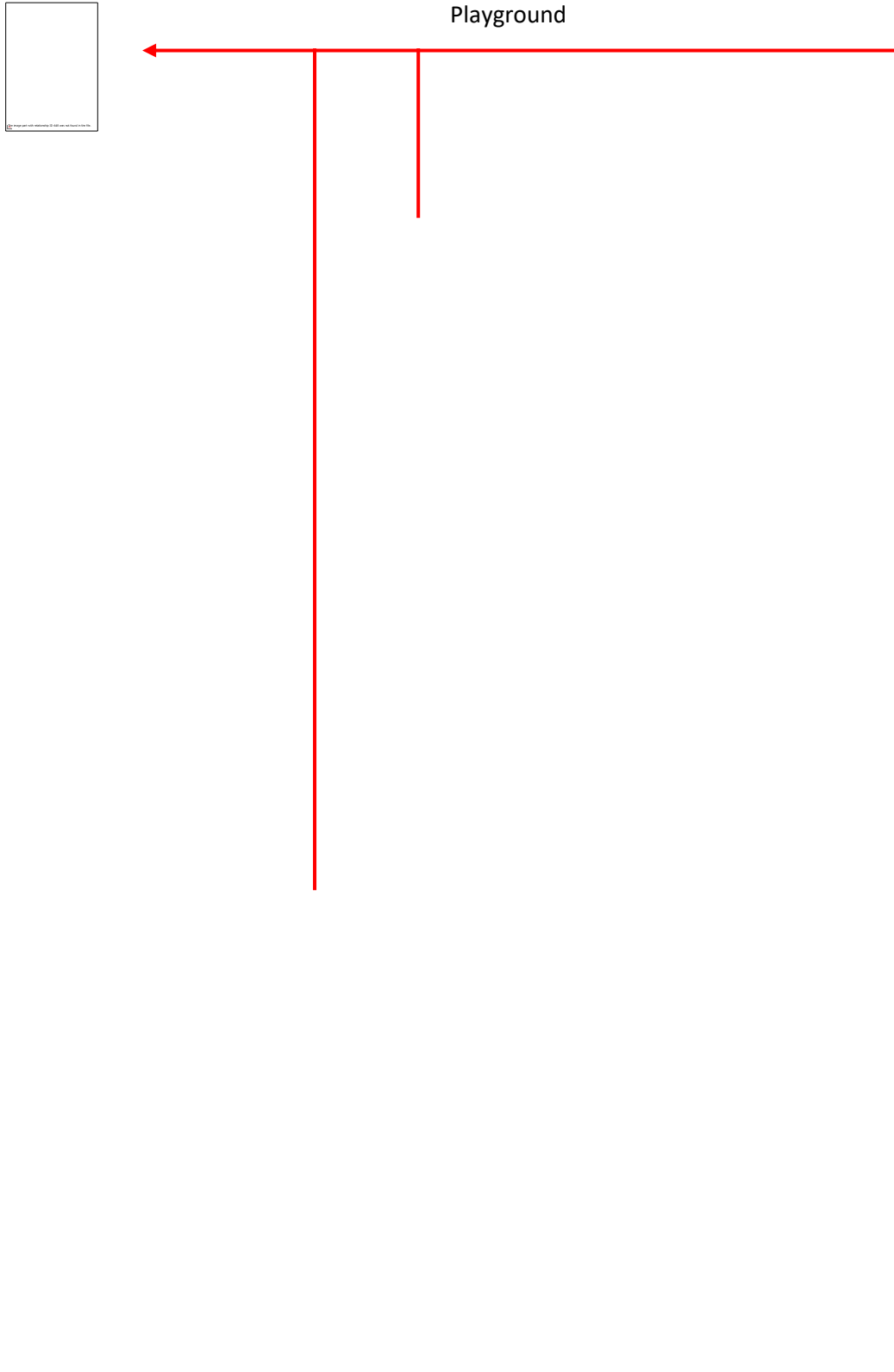
A Generic Emergency Evacuation Plan, (GEEP), can be written for groups that may share similar disabilities or where the evacuation methodology is the same. A GEEP may also be written based on foreseeable evacuation issues for people present that are unfamiliar with the building. The evacuation of special needs persons must be included in the site emergency plan.

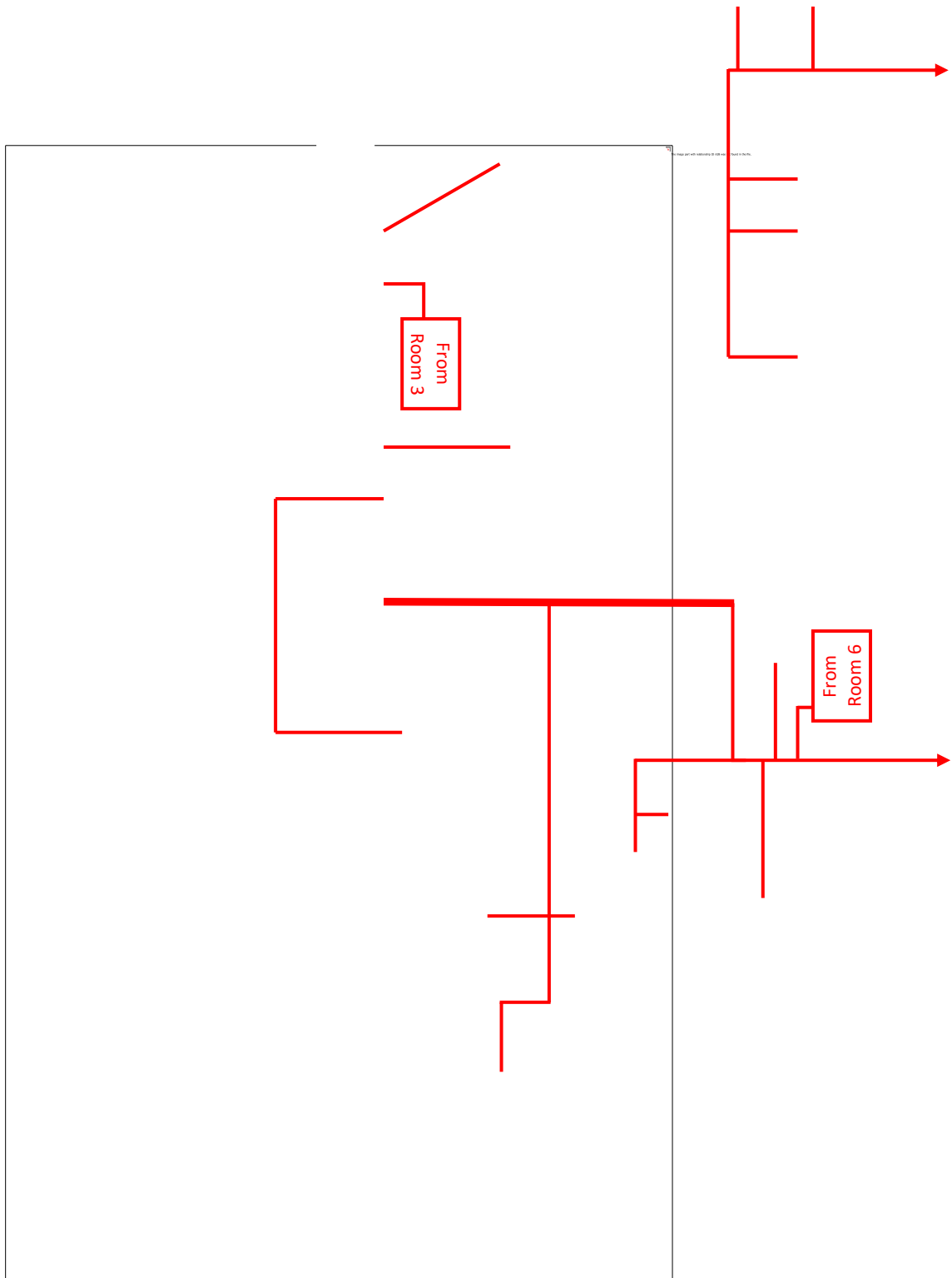
Appendix 1 – Fire Safety Notice

Located in all rooms.



Appendix 2 – Evacuation Routes





Appendix 3 – St James’ Church of England Junior School Fire Plan (Main School)

<p>Action on discovering a fire</p>	<ul style="list-style-type: none"> • Raise the attention of others by operating the fire alarm. • Evacuate all occupants according to fire procedure. • On hearing the unscheduled alarm, the Fire Marshall or next in charge to call 999, ask for Fire service stating fire at; St James’ C of E Junior School, Upton Street, Gloucester. GL1 4JU. • Notify a senior manager as soon as possible and give precise details about fire. • Use fire-fighting equipment only if necessary to make your escape.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Administration staff to collect registers, signing in book and mobile phone • Ensure all windows and doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Fire Marshall can be heard
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services the Fire Marshall will liaise and provide the necessary information;</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map • What does the fire involve? • Are all persons evacuated from the building?
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Doors currently without thumb screws or quick release handles must be unlocked while in use • Staff must be aware of alternative routes.
<p>Firefighting equipment use</p>	<ul style="list-style-type: none"> • Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.
<p>Responsibilities and duties to assist in case of fire</p>	<ul style="list-style-type: none"> • All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times. • Once evacuation complete fire procedure to be put into place.

Appendix 4 – St James’ Church of England Junior School Fire Plan (Dinner Hall)

This fire plan applies only to the lunchtime letting of St James Church Hall for use as the school’s dinner hall. St James Church are responsible for the fire safety and risk assessment of this building in accordance with the current fire safety regulations.

<p>Action on discovering a fire</p>	<ul style="list-style-type: none"> • Raise the attention of others by sounding a warning, by three blasts on the whistle to call attention. • The Midday Supervisor(s) will then instruct the children to evacuate the hall using the nearest entrance. Providing it is safe to do so, the preferred evacuation route is via the stage end fire exit, assembling in the school playground. • The alternative evacuation route would be via the main exit, initially assembling on the grass area by the city farm and then when all are accounted for, walking the children around to the St James Street school entrance and assembling by the MUGA. • The midday supervisor will nominate a person to return to the school building to advise staff of the incident and to arrange for the emergency services to be summoned as necessary. • The Headteacher or SLT Member will assess the risk as to whether the whole school needs to be evacuated or not. • Use fire-fighting equipment only if necessary to make your escape.
<p>What to do if the fire alarm sounds</p>	<ul style="list-style-type: none"> • Follow fire procedure and evacuate all occupants to the assembly point. • Administration staff to collect registers, signing in book and mobile phone • Ensure all windows and doors are closed. • All areas to be checked for occupants. • Keep silent to ensure instructions from Fire Marshall can be heard
<p>Liaison with Emergency Services</p>	<p>On arrival the emergency services the Fire Marshall will liaise and provide the necessary information;</p> <ul style="list-style-type: none"> • Where is the fire located? – give site map • What does the fire involve? • Are all persons evacuated from the building?
<p>Escape routes and fire exit use</p>	<ul style="list-style-type: none"> • Means for escape routes are checked daily. • Doors currently without thumb screws or quick release handles must be unlocked while in use • The catering staff and the midday supervising staff must ensure that the padlock is removed from the main entrance doors. • Staff must be aware of alternative routes.
<p>Firefighting equipment use</p>	

	<ul style="list-style-type: none">• Firefighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when firefighting.
--	---

Responsibilities and duties to assist in case of fire	<ul style="list-style-type: none">• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times.• Once evacuation complete fire procedure to be put into place.• The caretaker will contact the Church Hall Caretaker or other church representative to advise them of the incident.
--	--

Appendix 5 – Location of Manual Call Points and Portable Fire Extinguishers

Manual Call Points

1	Main Entrance	Located in the Main Lobby area.
2	Main Corridor	Underneath the fire alarm panel, opposite the School Office.
3	Main Lobby	Located just inside the corridor to Room 1.
4	Pastoral Suite	Located by exit door.
5	Room 1	Located by exit door.
6	Room 2	Located by exit door.
7	Room 3	Located by exit door.
8	Room 9 (Music and Drama)	Located by exit door.
9	Room 8	Located by exit door.
10	Library	Located by exit door.
11	Upper School Exit	Located by exit door.
12	Plant Room	Located inside door at the top of the steps.
13	Caretakers House	Entrance hallway.

Portable Fire Extinguishers

1	Staff Room	On rear wall by window.	Fire Blanket
2	Lower School Cloakroom	Outside Staff Room.	6 Ltr Foam
3	Lower School Cloakroom	Outside Staff Room.	2 Kg CO ₂
4	Room 1	Kitchen area.	Fire Blanket
5	Pastoral Suite	Inside internal door.	2 Kg CO ₂
6	Pastoral Suite	Inside internal door.	Fire Blanket
7	Stairway to Room 3	Top of stairway.	6 Ltr Foam
8	Room 3	Located by exit door.	2 Kg CO ₂
9	Room 9 (Music and Drama)	Located by exit door.	6 Ltr Foam
10	Room 9 (Music and Drama)	Located by exit door.	Fire Blanket
11	Main Hall	Located by Resource Room door.	6 Ltr Foam
12	Upper School Corridor	Located on wall outside easy access toilet	6 Ltr Foam
13	Upper School Corridor	Located on wall outside easy access toilet	2 Kg CO ₂
14	Upper School Corridor	Outside Main Hall shutter door.	2 Kg CO ₂
15	Room 5	Located by exit door.	2 Kg CO ₂
16	Upper School Corridor	Outside Room 7.	6 Ltr Foam
17	Stairway to Room 6	Top of Stairway.	6 Ltr Foam
18	Stairway to Room 6	Top of Stairway.	2 Kg CO ₂
19	School Office	Located by exit door.	2 Kg CO ₂
20	Plant Room	Located at top of stairs.	12 Kg Dry Powder
21	Outside Store	Located inside door.	2 Kg Dry Powder

Appendix 6 – Bomb Threats

This section provides guidance on the action to be taken if any member of staff receives a bomb threat. Bomb threats may be received either by telephone, fax, E-mail or by someone reporting a suspicious parcel, letter, object or vehicle. The initial action taken may be critical in preventing injury to colleagues or members of the public in or around the premises.

It is vital that the person receiving the information or seeing any suspicious object remains calm and uses the following procedure as appropriate.

Receiving a bomb threat by telephone, fax or E-mail

Staff receiving a bomb threat by telephone should attempt to obtain as much information as possible prior to the caller hanging up. They should then instigate the procedure.

The person taking the initial telephone call should make themselves known to the Responsible Person and remain available to give details of the call to the police.

To instigate the procedure, anyone receiving a threat should contact his or her line manager who should then make contact with the Headteacher, giving as much information as possible regarding the call.

The Head Teacher will take charge of the incident at this point and assess the validity of the threat by contacting the police in order to ascertain the current alert status.

From the information available to the Headteacher they may decide to search the public areas. Fire Wardens, Fire Marshals or Designated Persons will be asked to do this, undertaking this search procedure both within the building and around the surrounding area. This is intended to be a cursory look in the public area for anything out of place.

If information warrants evacuation, the Headteacher will ensure activation of the alarm, or ensure all staff are informed of the need to evacuate, and inform the Police.

Fire Wardens, Fire Marshals and Designated Persons will go through their normal drill, visually checking the building noting anything suspicious and ensuring all persons have left. On leaving the building the Fire Wardens will report to the Headteacher, who will remain outside the building in order to secure the outer doors of the building. The Headteacher, Fire Wardens, Fire Marshals and Designated Persons will then proceed to the assembly point.

If a suspect device is found within the building the Headteacher should secure the building. The keys should then be passed to the Police or Explosive Ordinance Disposal Unit when required by those bodies, informing them of the location of the device.

Receiving or discovering a suspicious package

All persons handling mail must be aware of the following indicators, which may identify suspect letters or parcels. **It must always be remembered that a letter bomb or parcel is designed to maim or kill when opened.**

There are a number of indicators, which should alert you, these are: -

- Grease marks on the envelope or wrapping
- An odour of marzipan or almonds
- Visible wiring or tin foil, especially if the envelope or packaging is damaged
- The envelope or package may seem heavy for its size
- The weight distribution may be uneven; the contents may be rigid in a flexible envelope
- If it is a parcel it may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed or come from an unexpected source
- There may be too many stamps for the weight of the package
- It may have been posted outside Great Britain
- It may have been delivered by hand from an unknown source.

Or it may be any combination of the above.

Once suspicion has been aroused, the letter or parcel will be left where it is and the area vacated securing the door. The Headteacher should then be informed who will take the appropriate steps.

For an incident involving chemical or biological substances, post room staff that may have been exposed to a substance should be separated from others in a safe area close to the room of origin. This room needs to be made available to the emergency services for decontamination and to administer medical attention where needed. Those not exposed should assemble at a safe distance outside the cordoned area and await guidance from the emergency services.

It is more likely that in this instance only a section of a building would need to be evacuated and this will be carried out either verbally or by telephone.

The Headteacher, Fire Wardens, Fire Marshals and Designated Persons will cordon off the area and warning signs will be put in place.

Suspicious Vehicle

If a vehicle arouses suspicion by the way or where it is parked then, where appropriate, Headteacher or Responsible Person should be contacted to ascertain if they are aware of the owner. If the ownership cannot be verified the Headteacher or Responsible Person should take appropriate action as detailed above.

Likewise, if a threat is received relating to a vehicle but not specifying the vehicle or location, Headteacher or Responsible Person should be informed.

The Headteacher or Responsible Person will organise for Fire Wardens, Fire Marshals or Designated Persons to inspect the car parks adjacent to buildings, whilst also informing the police who are responsible for checking vehicles on the highway or in public car parks. Vehicles should be inspected to note anything suspicious.

If required, the evacuation alarm should be raised.

After the incident

Once an incident is over, the lessons learned from the incident should be recorded and improvements in systems and procedures implemented as necessary.

These should be communicated with staff in the building, similar premises and other GCC departments.

Information should be obtained from as many sources as possible to maximize the lessons learned. Sources of information can include:

- Interviews with persons involved in the incident
- Logging systems used to record building information
- Fire detector actuation
- Security cameras

Evacuation Distances

Risk / Threat	Assembly Point Distance
Letter / Briefcase	100 metres (minimum).
Suitcase / Car	200 metres (minimum).
Van / HGV vehicle	500 metres (minimum).
<i>These distances refer to bomb damage - flying glass can exceed these distances.</i>	

Fire Safety Policy – to be reviewed 2022
Telephoned Bomb Threat

- + **If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.**
- + **Follow DfE guidance – sheets located near to headteacher’s phone and in school office**

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

- + **Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.**

Where is the bomb right now?

What will cause it to explode?

.....

.....

When will it explode?

Did you place the bomb? If so, why?

.....

.....

What does it look like?

What is your name?

.....

.....

What kind of bomb is it?

What is your telephone number?

.....

.....

What is your address?

.....

.....

- + **Try dialling 1471. You may get information on where the phone call was made from.**

Did dialling 1471 work?

Time the call ended:

.....

.....

Contact the Police (999) and headteacher / nominee immediately.

+ Carry out further actions based on Police advice.

What gender was the caller?

- Male
- Female

Approximately how old was the caller?

.....

Did the caller have an accent?

.....

Did the caller use a codeword?

.....

Did the caller sound familiar?

.....

What sort of voice did the caller have?

- | | | |
|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Well spoken | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Hoarse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal | |

At what pace did the caller speak?

- | | | |
|---------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Quick | <input type="checkbox"/> Slow |
|---------------------------------|--------------------------------|-------------------------------|

What manner did the caller have?

- | | | |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Upset | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Muddled |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Rational | <input type="checkbox"/> Other |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational | |

Were there any distinguishable background noises?

.....
.....

Notes:

.....
.....

Appendix 7 – Fire Risk Assessment

This section contains details of the school's current Fire Risk Assessment and Action Plan for remedial works.

This is located in the 'grab' folder located in the main office

Appendix 8 – Personal Emergency Evacuation Plans (PEEPs)

This section contains a copy of all current Personal Emergency Evacuation Plans in operation within the school.

These are located in the 'grab' folder located in the main office