



Barrow CEVC Primary School

Inspire, Create, Discover, Together

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Fire Safety Policy	
Originated by:	Mrs A. Earl
Reviewed by:	Mrs Helen Ashe
Review date:	February 2019
Distributed to:	All staff, governors & volunteers
Distribution date:	March 2019
Adopted at Governors' Meeting	March 2019
Signature of Chair of Governors:	
Next review date	Spring Term 2021



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1. INTRODUCTION

Barrow CEVC Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Headteacher will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, Helen Ashe, or in her absence Joanne Woodland.

The Health and Safety Co-ordinator is Mark Grovesmith

The Health and Safety Governor is Ian Smith

2. RESPONSIBILITIES

Overall supervision	Headteacher/SLT
Children's toilets	Bursar
Classrooms	Class Teachers
Staff toilets	Bursar
Medical Room and office area	Admin Officer
Phoning fire service	Admin Officer to check fire service has been called.
Registers and visitors book	Administrator
School House: upstairs and downstairs	Headteacher/SLT

All staff have copies of Fire Evacuation Plans. Copies of these are also kept in the policies and procedures file in the Headteacher's office.

Copies of Fire Evacuation Plans are posted on the internal doors of classroom cupboards and the School Office.

3. TESTS AND PRACTICES

The fire alarm is tested weekly by the Site Manager and recorded in the Fire Log Book, which is kept in the School Office.

A fire drill is completed at least once a term. A record of this is kept in the Fire Log book which is kept in the School Office.

Fire systems and fire extinguishers are checked on a regular basis. The dates and results of these checks are recorded in the Fire Manual.

The Admin Officer will be responsible for the upkeep of the Fire Manual.

4. RISK ASSESSMENTS

A fire safety risk assessment is carried out by the Headteacher and the Health and Safety governor annually.

Additional risk assessments will be carried out following changes in building, installation of new equipment or if any concerns are highlighted by the Fire Safety Officer. A report is then presented to the Governing Body.

The Fire Safety Policy will be reviewed annually.

5. APPENDIX A - FIRE PROCEDURE NOTICE

Barrow CEVC Primary School

Fire Procedures

The warning of a fire will be the Fire Alarm Sounding

Fire Brigade to be called Dial 9/999

Evacuation Procedure

1. Admin officer to call Fire Brigade
2. Collect class registers and take outside
3. Children to stand and walk out of school.
Classrooms 2, 3 & 4 will leave by the classroom exits
Classroom 5 will leave by the exit leading to the playground
Classroom 17 will leave by the exit from the school house
4. The Bursar will check the toilets for children and staff in the main building.
5. The Head Teacher or delegated person will check the School House, including upstairs.
6. Children will **assemble on the Playing field**
7. Class Teachers will line up their children and take the register
8. If a fire occurs when the children are having lunch, each class teacher/MDSA will escort their class out of the hall and on to the playing field using the emergency exits in the hall. The Head teacher or delegated person will check the toilets and collect the registers from the office.

Advice when dealing with a fire

- 1 Set off fire alarms and call the fire brigade
- 2 Shut the doors and if possible, the windows of the room in which the fire is discovered
- 3 If electrical appliances are involved, switch off the current before dealing with the fire. The main electricity box is situated in the Reception cupboard in the main corridor. The key for this cupboard is kept in the key cupboard in the office.
- 4 If a person's clothing is on fire, wrap a blanket, cloth or similar article closely around them and lay them on the ground to prevent flames reaching the head.

Please familiarise yourselves with the location of the fire extinguishers and fire points.

Helen Ashe, Headteacher.

6. APPENDIX B - FIRE RISK ASSESSMENT FORM

Name of School:	
Address:	
Date of Assessment:	
Name of person completing assessment:	

	COMMENTS	
Description of Building(s):		
Sources of Ignition:		
Precautions being undertaken to prevent fires from ignition sources:		
Risk of fire starting:	High, Medium or Low risk rating	
In the event of a fire what precautions are there to minimize the risk		
Fire Alarm Call Points:		

Fire Exits to Staircases and places of safety:	
Escape Stairs:	
Fire Extinguishers:	
Fire Alarm:	
Practice Evacuations:	
Fire Doors:	
Smoke Detectors:	
Sprinklers	
Flammable Material	
Travel Distances	
Staff Training	
Assembly Points	
Fire Signs	
Emergency Lighting	
Overall assessment	High, Medium or Low risk rating

Date of assessment:

Date of Review:
(in normal circumstances this should be approximately one year after either initial assessment or most recent review)

EQUALITY IMPACT ASSESSMENT

Part A :- SCREENING EIA							
General Information							
1. Title of the policy or practice being assessed:							
Fire Safety Policy							
2. Aim(s) of the policy or practice being assessed:							
For Barrow School to provide a safe and healthy working environment with respect to fire safety in its establishment.							
3. Type of policy or practice being assessed:							
Existing				Proposed			
✓							
4. Name of person responsible:							
For the policy or practice				For completing this EIA			
Mrs Helen Ashe				Mrs Helen Ashe			
5. Which members of our school community are affected/likely to be affected by the policy or practice?							
Pupils	Staff	Parents and carers	Governors	School volunteers	Visitors to the school	Other –	
X	X	X	X	X	X		
6. Does or could this policy have a negative impact on any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
X	X	X	X	X	X	X	X
<i>Undertake a full EIA if any answer is 'yes' or 'not sure'.</i>							
7. Does or could this policy help promote equality for any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
<i>Undertake a full EIA if any answer is 'no' or 'not sure'.</i>							
<i>Any adverse impacts are explored in Part B :- the Full Impact Assessment below.</i>							