

Castle Hill Primary School Fire Plan Procedure



Last Reviewed: September 2023

Next Review due: September 2024

Reviewed by: School Business Manager & Head

Approved by: OPERATIONAL SO NO APPROVAL REQUIRED

Su Broadhurst

Review frequency: Annually

This fire emergency plan has been compiled following fire risk assessments of the relevant building. The aim of the plan is to ensure that in the event of fire workers, visitors, contractors and casual employees know the action they should take to ensure that the workplace can be safely evacuated. The emergency plan and the fire risk assessment are kept in the fire coordinators office and are available for inspection by staff, fire service and health and safety enforcement officers.

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Section 1

Workplace Details

Address

Castle Hill Primary School
Abbotswood Road
Brockworth
Gloucester GL34NU

Name/ Addresses/ tel. no:

Headteacher: Mrs S Broadhurst
Tel number: 01452 863380

Occupier of the Premises:

Castle Hill Primary School

Use of Premises:

Primary School

Fire Safety Coordinator:

Su Broadhurst Headteacher and School Business Manager

Deputy Safety Coordinator:

Lloyd Johnson, Caretaker

Fire Marshals:

The School Business Manager

Number of Workers in Workplace:

36

Number of Other People in Workplace:

211 children

Section 2

Organisation and Responsibility for Fire Safety

The Leadership Team and Governing Body has ensured that the fire risk and potential for damage have been properly assessed and the building complies with all statutory requirements in respect of fire precautions.

The Fire Safety Coordinator is responsible for assessing the degree of fire risk and for formulating and regularly updating this workplace fire emergency plan.

Fire Safety Coordinator

The Fire Safety Coordinator will:

1. ensure that all procedures, precautionary measures and safety standards as laid down in the workplace fire emergency plan are clearly understood and complied with by all those within the workplace.
2. where required by the workplace fire emergency plan, ensure that a system using hot work permits is established and monitor compliance.
3. carry out weekly checks of fire fighting equipment and test the fire alarm system on a rotational basis and arrange for regular testing of all fire detection devices
4. conduct regular inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in this fire emergency plan.
5. liaise with the local fire brigade including arranging pre-fire planning familiarisation tours
6. liaise with security personnel where they are employed.
7. maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.
8. regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
9. during an alarm, execute those duties required for the safe evacuation of the workplace, and ensure that all staff and visitors report to the assembly points.
10. promote "a fire safe working environment" at all times.
11. give the officer-in-charge of the first fire appliance to arrive with the following information:
 - how many people are still in the building.
 - if relevant - any dangerous substances stored in the building that are likely to become involved.
 - where the seat of the fire is thought to be located.
 - the best route to get to trapped persons or the seat of the fire.
12. consider any proposed material changes for fire safety implications and where necessary carry out a review of the fire risk assessment.
13. assist any fire or health and safety enforcing officer who wishes to inspect the premises/building, and they must give them any information or assistance, which they need in order to complete the inspection.

Fire Marshals – see page 5

The Fire Safety Coordinator appoints fire marshals and deputy fire marshals in writing, to assist in building fire evacuations, fire safety inspections and the implementation of the workplace fire emergency plan.

Fire Marshals are responsible for clearing their designated area of all personnel, in a fire evacuation. Fire Wardens have the added responsibility of:

- dealing with special needs people in the building.
- reporting their area is clear to the Fire Co-ordinator at the fire assembly point.
- attacking fires with available fire-fighting equipment if so trained and it is safe to do so.
- conducting regular fire safety inspections of their area using the company checklist.

Section 3

Workplace Precautions

Emergency Procedures

The means of raising an alarm in case of fire is dealt with in section 4. **Written fire action notices are displayed in prominent locations and given to all workers at the workplace.**

Clear access to the workplace must be maintained at all times.

Nominated personnel, with specific responsibilities e.g. security guards, must be briefed to unlock gates, doors etc., in the event of an alarm.

Clear fire safety signs are installed and maintained where required in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Adequate numbers of extinguishers appropriate to the hazard should be placed at storage area entrances.

Use and Storage of Combustible Materials and Waste

Combustible materials are used safely and kept clear of any likely ignition storage. Combustible materials are stored either in fire resisting stores or with adequate space separation between them and ignition sources.

Good housekeeping practices are maintained in this workplace. Waste material, in the form of waste, packing materials, wood, shavings and oily rags are regularly removed from the workplace. Special attention is paid to corners, bases of shafts and other out-of-the way places.

Unwanted materials from the more open areas of a workplace are collected at regular intervals and removed from site.

All dry vegetation is cleared regularly from the perimeter and external escape routes of the building.

Rubbish is not burned on site.

Electricity and Gas Supplies

All electrical supply installations, both temporary and permanent, are installed in accordance with The Institution of Electrical Engineers' Regulations for Electrical Installations and the Electricity at Work Regulations 1989, by competent electricians. Installations are inspected regularly and tested with results recorded in the appropriate register.

Main switches, other than those controlling security lights, are turned off when work ceases and all equipment unplugged when not in use.

All gas supplies are installed by a Council of Registered Gas Installers (CORGI) registered gas fitter. Gas cylinders are located outside buildings, secured and protected from unauthorised interference. All gas appliances are fitted with control taps. Only a competent person will install LPG connected to an appliance by a flexible link.

Section 4

Means for Raising the Alarm in Case of Fire

The means of warning of fire in this workplace is an electrical break glass fire alarm system, and can be readily identified as being a fire alarm. The position of trigger devices and important components of the fire alarm system are indicated on the workplace fire plan drawing.

The system is installed in accordance with the appropriate British Standard 5839, Part 1, at the time of construction/installation.

Section 5

Procedure for Calling the Fire Brigade

Written Emergency Procedures are displayed in prominent locations and given to all employees at the workplace. An example of the workplaces' fire orders is shown on the next page.

Clear pedestrian access to and from the workplace and buildings is maintained at all times.

Nominated personnel, Caretaker/Fire Marshals, are to be briefed to unlock gates, doors etc., in the event of an alarm.

Fire Action Notice

If you discover a fire

Break the glass.

Call the Fire Brigade – Dial 999 from a landline or 112 from a mobile phone.

When the operator answers, give the telephone number you are ringing from and ask for the fire brigade.

When the fire brigade replies, tell them clearly the address where the fire is.

Do not replace the receiver until the Fire Brigade have repeated the address to you and you are sure they have got it right.

The Fire Brigade cannot help if they do not have the full address.

Attack the fire if possible with the equipment provided.

Do Not Take Any Personal Risks.

Leave immediately if the fire cannot be brought under control.

Shut doors and windows to slow down the spread of smoke. But only if it will not significantly delay your escape.

On Hearing the Alarm

Leave the building and proceed to the assembly point in the Infant playground.

Use the nearest available exit.

Only collect small valuables and a coat if they are close.

Do not stop to collect other personal belongings.

Take other personnel with you.

Do not re-enter the building until instructed that it is safe to do so.

Section 6

Means of Escape in Case of Fire

A Map showing escape routes on the wall in the Reception area.

All escape routes are kept free from combustible materials, obstructions, and trip hazards. All doors used as a means of escape are kept easily and immediately openable, without the use of a key, by anyone escaping from the premises.

Clear and appropriate means of escape signs are installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers. The position of such signs is indicated by the appropriate symbol on the drawing that forms part of this plan.

Section 7

Fire Fighting Equipment

Portable Fire Extinguishers

Adequate numbers of suitable types of portable extinguishers are available throughout the workplace and are indicated on plan by the appropriate symbol. All workplace personnel must be trained in the use of portable fire fighting equipment.

Extinguishers are located in conspicuous positions near exits on each floor.

To protect distribution panels and items of electrical equipment, appropriate sized carbon dioxide extinguishers are provided close to the equipment concerned.

Extinguishers, hydrants and other fire protection equipment are maintained and regularly inspected to a schedule established by the fire safety coordinator.

Section 8

Access for the Fire Brigade

Access for Fire Appliances and Fire Fighters

The surrounding access roads are of sufficient width, headroom and loading for fire service appliance access. Fire fighters are unlikely to have to travel more than 45-metres from a final exit or a protected storey exit to deal with a fire or carry out a rescue within the building.

Section 9

Fire Records

A fire log book is kept in the premises and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- fire risk assessment documentation held.
- this fire emergency plan.
- the means for detecting fire and for giving warning in case of fire, e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other simple devices.
- the means for fighting fire, e.g. portable equipment.
- the emergency escape lighting system.
- instruction and training.
- fire drills.

Where appropriate records also include:

- the date on which the testing and maintenance was carried out and by whom.
- the date on which any defects were reported and the action taken to remedy such defects.
- the date on which the defect was remedied and by whom.
- Fire records include details of every defect and the action taken to remedy them.

Means of Escape

The means of escape from the building is checked on a weekly/daily basis by the caretaker.

Fire Alarm System

Testing

The fire alarm is tested as described below. (These tests may be carried out by the person responsible for fire safety in the premises)

Daily

The fire alarm control panel is checked to see that it indicates normal operation, or if not, remedial action taken. All faults are rectified without delay.

Weekly

The correct operation of the alarm system is checked by actuating at least 1 trigger device, i.e. detector, call point or end of line switch, on any 1 zone. Each zone is tested in turn and at every test a different trigger device is used so that all trigger devices are tested over a period of time. The entry in the fire precautions log book must identify the zone and trigger device used for each test.

Additional Tests

There are additional tests, which are done quarterly, annually, and five yearly in accordance with British Standard 5839. These tests require specialised equipment and knowledge and are carried out by a competent person.

Lighting

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight or individual lights may be operated by an internal switch next to the nearest exit door.

Escape Lighting

The emergency lighting system utilises self-contained battery operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than 1 hour.

All component units of the system are located as indicated on the plans.

The lamps will remain lit by emergency power for 1 hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

Testing

The escape lighting is tested and examined as described below.

Daily

A check is made to ensure that steps have been taken to remedy any fault recorded in the logbook.

Monthly

Every luminaire and internally illuminated exit sign is energised from its emergency supply by simulating a lighting circuit power failure. During the power failure simulation, all luminaires and signs are checked to ensure that all lamps are illuminated. The test needs to continue only until this has been done.

Six monthly

The monthly test is carried out, but every 3-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 1 hour and every 1-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 15 minutes.

Subsequent annual test

All self-contained luminaires with sealed batteries are tested in the same way as described for the three yearly tests.

At the end of every test all indicator lamps are checked to ensure that all batteries are recharging.

Fire Fighting Equipment

All fire extinguishers conform to British Standard EN 3 and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points.

The extinguishers are of a suitable size and weight for use by the occupants of the building.

Testing

Monthly:

All fire extinguishers, spare gas cartridges and replacement chemical charges are examined to ensure they are in good condition and that extinguishers are in place, have not been discharged or lost pressure and have not been damaged.

Annually:

All fire fighting equipment is inspected and serviced by a competent person.

Periodically:

Discharge tests of fire extinguishers and hose reels are carried out at the frequency recommended by British Standards.

Section 10

Security Measures to Minimise the Risk of Arson

The whole workplace has a fence erected around the perimeter as an effective method of deterring trespassers as well as preventing malicious fires.

Section 11

Staff Training Programme

Fire Safety Coordinator and Fire Marshals are instructed and trained in their particular responsibilities. Fire Marshals are designated to check all sections of the building to ensure that everybody has left the structure and are shepherded from the building to a place of safety.

All workers are regularly trained by a competent person to ensure that they understand the fire precautions and the action to be taken in the event of fire. Holding fire exercises, which include an evacuation drill, reinforces training. For the purpose of this drill, at least 1 exit or escape route is declared unavailable so that staff will become familiar with the alternative escape routes.

The training is based on written instructions, which include the fire procedure described in this Fire Plan and will include the following:

Familiarisation with the means of escape from the premises

Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm

Stopping plant and isolating power supplies where appropriate

The method of calling the Fire Brigade

The location and practical use of fire fighting equipment

The action to be taken on discovering a fire

The action to be taken when the fire alarm sounds

Evacuation of the building (staff/public)

The location of the assembly point(s) and the correct roll call procedure

Instruction, training and exercises are carried out not less than once in each of the following periods:

Instruction and training for new workers, a minimum half-hour fire training period on the first day on workplace, on induction

A 1 half-hour fire awareness training session is carried out every 2 years for all staff.

Fire evacuation drills are carried out at least every 6 months.

Section 12

Fire Safety Inspections

The company conducts fire safety management inspections as follows:

The Fire Safety Coordinator and a Fire Marshal conduct a joint quarterly inspection of the whole of the workplace. This inspection is flexible and appropriate to the company concerned. It is a more detailed examination than the monthly inspection.

The Fire Coordinator carries out an annual fire risk assessment review of the building and places appropriate documentation including a significant hazards action list found in the fire safety register