



**Rudgwick Primary School**  
**Fire Safety Policy and Plan**

**Inspire - Believe - Achieve**



**Our Vision:**

**Rudgwick Primary School aims to be a community where everyone is inspired by a love of learning, is supported and encouraged to believe in themselves and is enabled to achieve success.**

**Fire Safety Policy and Plan issued by the governors of  
Rudgwick Primary School**

**Effective from: February 2021**

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**Signed by: David Buckley, Chair of Governors**

**Reviewed by: Staff, Finance and Health and Safety Committee**

**Approve by: Full Governing Body**

**Review Frequency: 1 Year**

**Next review date: February 2023**

The Purpose of this policy is as always to aim to make a safer working environment for the children, staff, parents and visitors to Rudgwick Primary School. We will aim to reduce the risk from fires, by following these safety precautions.

- Prevent fires starting**
- Ensure that in the event of a fire everyone can evacuate safely**
- Restrict the rate of fire spread.**

### **1. Designated person**

A designated person (Headteacher) is responsible for managing/auditing fire evacuation procedures from the school and arrangements for checking/monitoring the fire safety and fire fighting equipment. In her absence this task will fall to the business manager and premises officer who are trained fire marshalls.

The designated person must:

- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people in the building can get out safely – including people with disabilities
- Check that people in the building know what to do in the event of a fire and by which route to escape
- Make sure there is reasonable firefighting equipment in the building and that staff are trained/aware on how to use the equipment

(This will be as specified by the fire safety officer for the WSCC Fire and Rescue Service).

- Make sure the fire safety equipment is checked and maintained.

### **2. Fire risk assessment**

The Fire Risk assessment must be carried out in the event of:

- A significant change in the environment; or
- An accident or near miss that reveals a weakness.

The Fire Risk assessment must be done by a professional and will be reviewed annually by the Headteacher and Business Manager.

The Fire Risk assessment will generally cover the following areas

- Fire hazards and prevention
- People at risk
- Fire detection and alarm systems
- Fire-fighting
- Escape facilities
- Fire emergency plan
- Instruction and training
- Fire safety and record keeping

- Asset protection
- Legislative controls

The action plan produced as a result of the assessment will be reviewed, actioned and evidenced by the Safeguarding Governor and reported back to the Full Governing Body as appropriate (but in any event at the full governors meeting following receipt of the Fire Risk assessment report).

[Note: The DFES Fire Safety – Managing School Facilities Guide 6 provides guidance on fire risk assessments that the school must follow. It also sets out which parts of the risk assessment can be done by school staff, and which require professional advice. Further advice is available in a number of publications listed in WSCCs Health & Safety Information for Educational Establishments 2005.]

## Tests and Maintenance Checklist

<b>Period</b>	<b>Test/Check/Maintenance</b>	<b>By whom</b>
Daily	Check means of escape are clear Check fire alarm panel in normal condition Check indicator lights on emergency lights are working	Premises Officer/All personnel in the building.
Weekly	Test the fire alarm	Premises Officer
Monthly	Test emergency lighting Test doors fitted with emergency devices ie push bar operation Check all fire doors for defects Visually check all fire extinguishers and fire blankets are in place and not used or damaged/tampered with.	Premises Officer
Per Term	Carry out fire drill Head to report to Governors that fire drill and procedures are up to date.	All personnel in building Headteacher
Annually	Full system check of fire detection and warning system, and any repairs necessary Full system check of emergency lighting system and any repairs necessary Full service all fixed and portable fire fighting equipment, and any repairs necessary	Contractor
5 yearly	Electrical system wiring check	Contractor

### **3. Testing Fire Alarms**

All electrical warning systems must be tested weekly to make sure they work and can be heard throughout the building.

All those affected should be made aware of the difference between a test and a real alarm.

A record of these checks, tests, and maintenance is kept in a logbook in the office.

### **4. Fire Safety Notices**

The head teacher must ensure all staff and children know the correct procedures in case of fire.

Fire procedure Notices must be displayed prominently throughout the building. They should be checked on a monthly basis by the designated person to make sure they are in place and up-to-date.

### **5. Fire Drills**

Fire Drills are practised regularly (at least one per term). Fire evacuation procedures are set out in the appendix.

A record of all practices is kept in the office with date, time of day, escape time and causes of delay recorded.

There must be an effective system for counting all staff, pupils, visitors and contractors so that everyone can be accounted for. Any defects in the counting system will be recorded and corrected promptly.

The escape time should be no longer than two and a half minutes. If it is longer than this the designated person must look at the reasons why and how delays can be reduced.

### **6. Evacuation of people with restricted mobility**

Any people with restricted mobility present in the school for a fire alarm will need assistance to leave the building during the fire evacuation.

An Personal Evacuation Plan should be drawn up for any member of the school community, or regular visitor to the school, who has restricted mobility, even if their condition is only temporary.

### **7. Escape Routes**

Escape routes must be clearly marked and be of a minimum of 800mm in width.

Exits must be kept clear and free from furniture or the accumulation of any other material.

All doors must be closed at night, weekends and holidays to reduce the risk of fire spread and smoke damage.

### **8. Escape Signs**

All escape routes are clearly signed in accordance with the Health and Safety Regulations 1996.

### **9. Fire Extinguishers**

The Fire and Rescue Service checks portable fire extinguishers and fire blankets annually.

Fire Equipment must be regularly checked – see the checklist at point 3 above.

The annual health & safety report will audit (ie.check that it is present and fire safety officer checks are up to date) the portable fire safety equipment.

### **10. Fire fighting equipment training**

Our policy is to evacuate

Only trained Fire Marshalls are trained to tackle a fire if they feel confident to do so ie a small waste paper basket fire.

Named Fire Marshalls are:

Claire Dunsby

Terry Ryan

### **11. Visitors**

Visitors to the school are made aware of fire safety procedures and are asked to sign that they have read these on entry to the building

### **12. Contractors**

Contractors on the premises may temporarily increase the fire risk in the building. They will therefore need to declare the nature of their work and be monitored accordingly. When a contractor has signed a hot work permit ensure an appropriate fire extinguisher will be available in close proximity to the job. All contractors who have signed a hot works permit should have their own fire extinguisher.

### **Responsibilities**

Designated person for managing & auditing fire safety

Headteacher: Terry Ryan

Named Fire Marshalls are:

Business Manager: Claire Dunsby

Health and Safety Governor

LEA Member of the Governing Body: Mike Flower

Fire Equipment  
Contractor.....SSE

Fire Procedure Notices  
Business Manager.....Claire Dunsby

Alarm System  
SSE

Record of Fire Drill Practices/Emergency lighting test and fire alarm tests  
Business Manager.....Claire Dunsby



Appendix A

# Rudgwick Primary School

## Fire Evacuation Plan

### Sounding the Fire Alarm

If a fire is discovered or suspected, a fire alarm must be sounded. Fire alarms are located throughout the building, near fire escape doors. Please familiarise yourself with the fire alarm break glass points.

### Calling the Fire Brigade

The school front office staff, on hearing the fire alarm, will dial 999 to report to the fire brigade. Confirmation of this call must be made to the Head teacher or Deputy Head in Head teacher's absence.

### Evacuation of the Building

When the alarm – a continuous ringing of the bell- is heard, the building is to be evacuated immediately. Children under the direction of staff are to leave the school building in a calm and orderly manner by the most direct route, closing the door behind them. When children are in their normal classrooms, this is:

- Year R: external door at back of classroom to playground. TA to check Reception Classroom toilets are empty
- Year 1: external door at back of classroom to playground. TA to check main corridor toilets & disabled toilet are empty
- Year 2: through door at back of classroom to toilet corridor, leading to playground
- Year 3: external door at back of classroom to playground
- Year 4: external door at back of classroom to playground
- Year 5: external door at back of classroom to playground
- Year 6: external door at back of classroom to car park. TA to check Community Room & toilet is empty
- ICT Suite: through corridor to external door to playground or front entrance



Front Office: external door to playground or Front entrance

Heads Office: external door to playground or Front entrance

Business Managers Office: external door to playground or Front entrance

Physio Room: external door to playground or Front entrance

Community Room: external door in classroom to front entrance; note this has a turn to open mechanism

Hall: external door at back of hall to meadow

Library: external door to meadow

Kitchen: external door to meadow

PPA room: external door to meadow

Fire Marshalls to check building is empty and report to Headteacher

Front office staff to take Fire Grab Box, signing in books & telephone

Teachers to take medication necessary for pupils in their class, ie: inhalers, insulin.

## **Assembly point**

Playground

Teachers to confirm all pupils from their class present, Front Office staff to confirm all adults present and both to report to Fire Marshall (identified by high vis jacket)

## **Individual Escape Plan for Disabled Pupil/s**

N/A at current time

## Appendix B

### Classroom Fire Evacuation Plan (Displayed for pupils)

1. On hearing the alarm, everyone stops talking & listens to the teacher
2. Line up at the fire exit door – this may not be your normal door! (if you are not sure look at the plan)
3. If you are NOT, for any reason in your classroom, go out the nearest door and join your class
4. If you are in a music lesson, go with your teacher
5. Walk in a sensible & silent line onto the playground following your route on the map
6. Line up on the playground in your normal lining up place
7. Listen carefully for your name in the register and answer 'Yes' clearly
8. **DO NOT GO BACK INTO THE BUILDING UNLESS YOU ARE TOLD TO DO SO**

## Appendix C

### **Full Off Site Evacuation Strategy**

The decision to evacuate is a difficult one and must be considered carefully, balancing potential danger en route to designated place of safety, with potential danger remaining on site. It is a decision for the Senior Management Team, or the emergency services, on all occasions

### **Place of Safety**

The designated place of safety for the school is the Penthorpe School in Church Street, Rudgwick.

This school must be advised, as soon as possible, of a proposed evacuation, in order to implement their procedure for accepting Rudgwick pupils. They will also assist in ensuring pupil safety on the walk to the school if notified in advance.

### **Evacuation Route**

Out of main entrance either reception door or playground gates

Left and downhill to the end of Tates Way

Right along Queen Elizabeth Road

Cross Church Street under supervision of teachers in high visibility jackets

Turn left and enter Penthorpe School car park.

### **Adopted by Full Governing Body**

**Date:**

**Signed:**

**David Buckley**

**Chair of Governors**

Review date: February 2023