



ST EGWIN'S C.E.
MIDDLE SCHOOL

Fire Safety Policy 2022-2024

Updated March 2022
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Headteacher

A handwritten signature in black ink, appearing to read 'J. Williams', written over a horizontal line.

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Introduction

At St Egwin's Middle school, we value the health, safety and welfare of all of our school community. As part of keeping our community safe, we conduct fire safety training for all our staff and pupils so that they feel prepared to carry out important actions in the event of a fire. This fire safety training plan includes all the important information that members of staff and pupils will learn when they conduct fire safety training, enabling them to stay as safe as possible in the event of a fire.

1. Related documents

1.1. This training plan has been created with due regard to, but not limited to, the following documents:

- Fire Safety Policy
- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Safety Risk Assessment
- Fire Safety Checklist

2. Training sessions

- 2.1. Each member of staff will partake in fire safety training so that they feel confident in carrying out safety procedures in the real-life event of a fire.
- 2.2. Upon employment at the school, NQTs and new employees will partake in fire safety training as part of their school induction.
- 2.3. All other employees will attend refresher training on an annual basis.
- 2.4. The SLT will attend additional training on an annual basis that is specifically designed for training them in their roles in fire safety, including applying findings from the risk assessment, responding to fire hazards, fault reporting and liaising with the fire service.

3. Fire safety risk assessment

- 3.1. Within the fire safety training, the analysis and conclusions from the fire safety risk assessment will be distributed to all members of staff.
- 3.2. The headteacher will answer any queries that staff have pertaining to the risk assessment and any general fire safety questions.

4. Fire safety and precautions

- 4.1. The fire safety training plan will go into detail of the theory of fire including the fire triangle.
- 4.2. Members of staff will be informed of the location of all fire alarms and break glass points in the school, and they will be taught the correct procedure for sounding the alarm.
- 4.3. During the training, members of staff will be informed of the arrangements for contacting the emergency services, including who is responsible for communicating with firefighters after they have made the school safe.
- 4.4. During the fire safety training, members of staff will be informed of how fire doors should be used safely.

- 4.5. The training provider will provide staff with the protocols to follow when suspecting and reporting any faulty equipment that could cause a fire e.g. electrical goods.
- 4.6. The training provider will express the importance of ensuring that all emergency exits are free from obstruction at all times. If an emergency exit is obstructed, members of staff will be informed that they are obliged to report the obstruction to the SBM or, if the obstruction is minor e.g. a school bag blocking the exit, the member of staff should move it immediately and take it to the school office.
- 4.7. By the end of the training:
 - Members of staff will have acquired knowledge of the different methods of putting out a fire, depending on the type and cause of the fire.
 - Members of staff will be able to correctly use fire safety equipment including a fire extinguisher and a fire blanket.
 - All members of staff will be able to relay information to the training provider with regard to how to raise the alarm and the location of all fire exits in the school.

5. Evacuation and emergency procedures

- 5.1. If a member of staff causes, or is first on the scene to, a fire, the training will prepare them to be able to contain the fire to the best of their ability, where it is safe to do so, as well as provide them with a full understanding of the protocol for raising the alarm and aiding in the evacuation of the school.
- 5.2. Members of staff will be informed that they must report a fire without delay.
- 5.3. The training will cover the action that must be taken once the alarm has been sounded including marshalling corridors, escorting pupils out of the building and directing them towards their fire assembly point.
- 5.4. The training will include a practical demonstration on how to open emergency exits and members of staff will be asked to describe their emergency exit based on the location of their classroom/office/staff room.
- 5.5. Members of staff will be informed of who will be responsible for checking school toilets to ensure no pupil, staff member or volunteer is left in the building in the event of a fire drill or emergency – there will be at least one male and female member of staff responsible for this role.
- 5.6. The training will inform members of staff of the protocol for evacuating visitors and volunteers, including showing them the fire assembly points upon arrival at the school and who to report to in the event of a fire.
- 5.7. Members of staff will be informed of how to safely evacuate people who are disabled or in need of special assistance.

- 5.8. By the end of the training, each member of staff will be able to describe and practically apply their skills on how to safely evacuate pupils, including how to safely evacuate them from classrooms and communal rooms such as the school canteen or library.

6. Fire drills

- 6.1. Fire drills will occur, at a minimum, termly to test the skills learned in the fire safety training.
- 6.2. All members of staff will treat the fire drill as if it were a real fire. Any member of staff who ignores a planned alarm will be subject to additional fire safety training.
- 6.3. Members of staff will be forewarned of the fire drill one day previous to the set date. If for some reason the fire drill has to be rescheduled, the SBM will inform all members of staff of the rescheduled date.
- 6.4. During the fire drill, the headteacher will observe how efficiently the school was evacuated, how quickly pupils lined up in their respective form groups and how long it took for class teachers to register their pupils and return the registers to the headteacher. Members of staff will be informed of this during their fire safety training.

7. Issues arising from fire drills

- 7.1. The SBM will complete a form pertaining to the successes and challenges that arose out of the fire drill. This report will be sent to all members of staff.
- 7.2. Staff will be informed of any significant challenges that arose from the fire drill and, if necessary, additional training will be carried out within six weeks of the initial drill.

8. Training pupils

- 8.1. Within the training, teaching members of staff will be informed of their responsibility to inform pupils of:
 - The theory of fire including the types of fire and how they should be extinguished.
 - The fire triangle.
 - The procedure to follow if they cause or are first on the scene at a fire, including who they should inform first.
 - The procedure to follow once they hear the fire alarm.
 - How to safely evacuate a building.
 - Their emergency exits including their fire assembly point and all emergency exits.
 - The classroom rules upon hearing the alarm, e.g. standing quietly, leaving bags behind and walking calmly out of the building.

8.2. Pupils will be informed by their teachers the consequences of their actions should they set off the fire alarm without a just cause.

8.3.

9. Training records

9.1. During fire safety training, the headteacher will be informed of what information to record in fire safety training records.

9.2. All training records will be filed together in a secure location in the SBM office

9.3. Training records will be kept as part of the Fire Safety Plan and Fire Safety Policy.

