



St Anne's RC Primary

'We Grow Together in God's Love'



Fire Policy 2021

FIRE MARSHAL/ WARDEN

Fire Marshal or Warden, whatever the names used the role in St Anne's RC is the same. The contents of this document are targeted at a general working environment and whilst the basic principles apply to all workplaces, the degree of protection and the procedures adopted may vary dependent upon a number of factors, such as the premises used, the nature of the operation, the type of work conducted, and those persons potentially at risk. All of which should have been taken into consideration during the Fire Risk Assessment conducted by, or on behalf of, your employer prior to the formulation of the fire safety policy and procedures for your workplace.

WHY FIRE MARSHAL TRAINING

LEGISLATION

Often its quoted that its needed because of the Regulatory Reform (Fire Safety) Order 2005, when in fact training has been a basic requirement under the Health and Safety at Work Act 1974.

Employers, or anyone who has control of a workplace, have an obligation to provide:

- A means of detecting fire and of raising the alarm.
- A means of escape.
- Means of fighting a fire.

We are also obliged to conduct a fire risk assessment of the workplace, which includes:

- Identifying the hazards.
- Identifying those at risk.
- Evaluating the risks.
- Conducting any remedial action required.
- Recording the findings.
- Regularly reviewing the assessment.

Clearly then Included as part of this process is the requirement to conduct formal training in both fire precautions and procedures. Fires in the workplace more usually occur because they have either been deliberately started, or those present are unaware or careless of the possible fire hazard.

Consequently, compliance with legislation is not predominantly done for fear of prosecution; fire precautions, and training in particular, save and protect:

Employees Lives, Property and our Jobs

FIRE PREVENTION

In order for a fire to start and for combustion to continue there has to be three elements. This is often referred to as the Fire Triangle.

If there is sufficient source of fuel enough Oxygen and the temperature is raised and maintained above a certain level and exothermic reaction takes place, the result of which is fire. Likewise, the removal of any one of these elements will extinguish the fire.

Fire prevention is therefore an exercise in avoidance of these three elements coming together thereby creating the conditions for fire. This is done by:

- Initially exercising control over any potential sources of ignition (heat source) and any potential combustible substance (fuel).
- Secondly controlling the available combustible substance and potential sources of oxygen supply, to restrict the spread of any fire that does occur.

THE FIRE TRIANGLE

HEAT

Naked flames, smoking materials, electrical equipment, friction, hot surfaces etc.

AIM

Reduce all potential sources of ignition to the absolute minimum by removing all of those that are non-essential from the workplace. In addition, strictly controlling any that must remain.

FUEL

Wood, paper, textiles, plastics, Flammable liquids and gases, waste materials (dust, fluff, shavings) etc.

AIM

Reduce all potential fuels to the absolute minimum by only introducing sufficient materials into the workplace that are essential to complete the immediate task in-hand. In addition, the immediate removal from the workplace of all waste products.



OXYGEN

Airflow, oxygen cylinders, Oxidizing materials etc

Restricting the availability of oxygen to any fire by means of containment and compartmentalization. In addition, by reducing to the absolute minimum all alternate sources of supply.

COMPONENTS OF FIRE PREVENTION

GOOD PROCEDURES.

In addition to the procedures that exist to cater for the actions to be carried out in the event of a fire, there should also be those that cater for preventative measures such as safe working practices, regular inspections, the end of day close down procedure and staff training. Well considered, thoroughly devised and addressing all of the significant findings of the Fire Risk Assessment.

GOOD HOUSEKEEPING.

Keeping the workplace clean and tidy by regularly removing all waste and rubbish, especially at the end of the working day and prior to any close down period. Don't over look those infrequently visited areas (basements, attics, boiler rooms, plant rooms, lift shafts etc), and always include outside areas.

STORAGE

Storage areas should be appropriate for their contents and suitably separated from other parts of the premises. Within stores there should be sufficient space between stacks to allow ease of access and to help restrict any fire growth.

Only store what you need in quantities that cater for your immediate operational requirements. Additionally, only draw from storage sufficient materials to complete the task in hand.

EQUIPMENT

All equipment should be used, maintained and serviced in accordance with the manufacturers instructions. Appliances and installations should also be regularly inspected and tested and all defects reported and rectified immediately.

The use of extension leads should be kept to a minimum and care taken to ensure that they are not overloaded. In general, extension cables should only be used as a temporary measure.

All equipment not in use should be switched off and isolated from electrical circuits, especially at the end of the working day and during any periods when the premises will be unoccupied.

CONTRACTORS

Whilst on site provision should be made for their safety, and any work should be authorized, monitored and contingency measures applied as required to offset any consequence on routine procedures or in the eventuality of having to evacuate the premises.

COMPONENTS OF FIRE PROTECTION

FIRE DOORS.

Never wedged or held open with anything other than an Automatic Release Device that complies with the appropriate British Standard. Self-closing devices are capable of cleanly closing the door properly into its rebates without any assistance.

Nothing is placed to hamper the correct operation of any doors fitted with an Automatic Release Device and that they are closed during silent hours or prior to any close down period.

Fire doors to storage or service areas should be locked closed at all times when not in use.

FIRE EXITS .

All routes leading to and beyond Fire Exits are to remain free of any obstacle or

obstruction at all times. If doors are secured during close down periods they must be available as soon as the building is reoccupied. Emergency fastenings should be checked at least weekly to ensure that they operate as intended.

EMERGENCY LIGHTING.

On a daily basis check to ensure that all indicator lamps contained within the lighting units are lit. Emergency lighting is thereafter tested on a monthly basis and serviced every six months by a competent engineer.

EVACUATION SIGNAGE.

Available, apparent and unambiguous at all times on a continual route until a final fire exit is reached.

ALARM SYSTEMS.

Call points are to be available at all times. Ensure the console indicates normal operation on a daily basis and the system is sounded weekly.

FIRE FIGHTING EQUIPMENT.

Must be available at all times. Basic inspection on at least a weekly basis to ensure tamper indicators are intact, the unit is holding it's pressure and that there are no obvioussigns of damage. Fire extinguishers should thereafter being serviced by a competent engineer on an annual basis.

STAFF TRAINING.

All new staff must be instructed in the evacuation procedures and shown their means of escape as part of their induction process. Thereafter all staff should receive refresher training in fire precautions and the procedures that exist in the workplace on a regular basis. A regular basis being determined by the type of workplace, but should be no more than annually. Night staff are to receive training on a quarterly basis.

THE BEHAVIOUR OF FIRE IN BUILDINGS



Unlike outdoors, where the smoke and heat can readily disperse into the surrounding atmosphere, in buildings they will rise and become contained by the walls and ceilings.

The majority of people killed or injured in fires are so as a result of smoke inhalation. Smoke contains a large number of irritant and toxic products. A comparatively small fire can generate a large amount of smoke; a waste paper bin fire can rapidly fill an average sized room very quickly. Unchecked, the smoke and heat will travel through a building very quickly.

Anyone caught in a smoke filled environment will have his or her ability to evacuate severely hampered. Their vision will be impaired by the thickness of the smoke and the irritation to their eyes. They may well become disorientated and the speed at which they move will reduce to less than a third of normal walking pace. Additionally the nose, mouth and throat will become highly irritated and panic sets in. Before long they will start to feel the effects of some of the toxins and shortly thereafter they will lose consciousness. People in buildings may have no more than 2 minutes in a smoke filled environment so:

- Always raise the alarm promptly.
- Never delay an evacuation.
- Never wedge open doors.
- Always maintain a clear means of escape.

ACTIONS TO CARRY OUT IN THE EVENT OF A FIRE

ON DISCOVERING A FIRE:

- Raise the alarm without delay.
- Leave by the nearest fire exit taking any visitors with you. Do not delay your exit to collect belongings.
- Close windows and doors behind you.
- Do not use lifts.
- Go immediately to the assembly area and ensure that you are accounted for.
- Do not re-enter the building until the all clear has been given.

ON HEARING THE FIRE ALARM:

- Leave by the nearest fire exit taking any visitors with you. Do not delay your exit to collect belongings.
- Close windows and doors behind you.
- Do not use lifts.
- Go immediately to the assembly area and ensure that you are accounted for.
- Do not re-enter the building until the all clear has been given.

IF ASSISTING WITH THE EVACUATION:

- Commence the sweep from the furthest point away from your fire exit so that you are always moving towards a place of safety.
- Thoroughly check the area to ensure that all occupants have evacuated. Checks on toilet areas should include a check on each individual cubicle.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of your hand.
- If you encounter any persons present they should be instructed to evacuate immediately.
- All visitors and members of the general public should be ushered to an exit - not just pointed in the general direction of one.
- Do not delay your own evacuation if you encounter somebody who refuses to leave. Brief the Designated Person accordingly upon your arrival at the assembly area.

FIRE FIGHTING EQUIPMENT

GENERAL RULES FOR FIGHTING A FIRE

- Always raise the alarm first.
- Only attempt to tackle a fire if you have received training in the safe operation of the fire fighting equipment and only if it is safe to do so.
- Do not attempt to fight a fire that you have not previously sighted.
- Ensure you select the correct type of extinguisher. **Do not fight a fire if you are unsure what is burning or if you have any doubts about using the equipment. Remember, fire extinguishers are intended for small fires in their early stages. Do not put yourself in danger always keep yourself between the fire and the nearest fire exit .**
- Always tackle the fire from the furthest distance possible, and always keep a means of escape available to you.
- If the fire continues to grow despite your efforts to extinguish it, or if it is becoming too hazardous to remain, abandon it.
- Irrespective of the outcome, wherever possible close the door on the room.
- Always report the outcome of your attempt immediately to the Designated Person.

TYPES OF FIRE EXTINGUISHER

TYPE	USE	DANGER
WATER		
 <p>A red fire extinguisher with a black hose and handle. The label on the front says 'WATER' and has a red square with a white letter 'A' below it.</p>	<p>Class 'A' Fires (Wood, Paper, Textiles)</p>	<p>Do not use on live electrical equipment, flammable liquids, cooking oils or fats.</p>
CO2		
 <p>A red fire extinguisher with a black handle and a black discharge horn. The label on the front says 'CO2' and has a red square with a white letter 'B' below it.</p>	<p>Class 'B' Fires (Flammable liquids)</p> <p>Safe to use on live electrical equipment.</p>	<p>Exercise caution when used in confined spaces - ventilate the area once the fire has been extinguished.</p> <p>Danger of re-ignition.</p> <p>Do not use on cooking oils or fats.</p> <p>Do not hold discharge horn.</p>
DRY POWDER		
 <p>A red fire extinguisher with a black handle and a black discharge horn. The label on the front says 'DRY POWDER' and has three red squares with white letters 'A', 'B', and 'C' stacked vertically below it.</p>	<p>Class 'A' Fires (Wood, paper, textiles)</p> <p>Class 'B' Fires (Flammable liquids)</p> <p>Class 'C' Fires (Gases)</p> <p>Safe to use on live electrical equipment.</p>	<p>Danger of re-ignition.</p> <p>Do not use on cooking oils or fats.</p> <p>Due to the danger of explosion, fires involving gases should be tackled by shutting off the source of supply.</p>
FOAM (AFFF)		
 <p>A red fire extinguisher with a black handle and a black discharge horn. The label on the front says 'FOAM' and has two red squares with white letters 'A' and 'B' stacked vertically below it.</p>	<p>Class 'A' Fires (Wood, paper, textiles)</p> <p>Class 'B' Fires (Flammable liquids)</p>	<p>Do not use on cooking oils or fats.</p> <p>Some foam extinguishers are not suitable for use on live electrics.</p>
WET CHEMICAL		
 <p>A red fire extinguisher with a black handle and a black discharge horn. The label on the front says 'WET CHEMICAL' and has two red squares with white letters 'F' and 'A' stacked vertically below it.</p>	<p>Class 'F' Fires (Cooking oils and fats)</p> <p>Class 'A' Fires (Wood, paper, textiles)</p>	<p>Do not use on live electrical equipment or Class 'B' flammable liquid fires.</p>

THE ROLE OF A FIRE MARSHAL / WARDEN

The employer, having taken into account the findings of the Fire Risk Assessment, will determine the tasks required to be performed by a Fire Marshal. More usually these will include:

DURING ROUTINE WORKING

To check that:

- Those present in the workplace are complying with procedures and abiding by safe working practices.
- Fire doors fitted with a self-closing device are not wedged open and close completely under their own effort.
- Fire doors to service and storage areas are locked shut when not in use.
- Fire doors fitted with an Automatic Release Device are capable of closing unhindered should the device be triggered.
- Fire exits are available, operate correctly and all evacuation routes leading to and beyond them remaining free of any obstructions or hazards.
- All emergency lighting indicator lamps are lit.
- Fire alarm call points are visible, unobstructed and available.
- Fire detectors and sensors are undamaged, free of any accumulations of dust and not subject to any conditions likely to interfere with their correct operation.
- Control panels for any fire protection equipment are indicating normal operation.
- Fire extinguishers are where they should be, unobstructed and in a usable condition.

AS REQUIRED

- Staff to receive training as part of their induction process and thereafter on a regular basis in both general fire precautions and local procedures.
- Basic maintenance and testing of fire protection equipment and facilities.

IN THE EVENT OF AN EVACUATION

To conduct a sweep of a pre-designated area to ensure that all occupants have evacuated while helping any colleague with his Personal Evacuation (PEP) And any customer that may have difficulty evacuating the site.

Fire Marshal/ Warden

Head Teacher: Amy Wainwright

Site Manager: Neil Walsh

Office Staff: Karen Smith/ Julie Spiller/ Lisa Holt

TA: Andrea Platt/Angie Wood

Responsibility

Headteacher/Julie/Lisa: offices, staff room, meeting room, PPA room and staff toilets.

Angie/Bernie: All KS2 classrooms, toilets and library area/hall/kitchen

Site manager/Andrea:

Key Stage 1 including all classrooms, toilets, library area, rainbow room, welcome room and The Haven.

Office staff: To guard the front entrance stopping people from entering. To meet the fire officer.

Meeting Place

Back of the playground against fence.

Evacuation Plan

Leave by **CLASSROOM** fire door when in class.

If all classes are in the hall half are to leave through **KS1 Corridor (past Welcome room)** and the other half **FRONT DOOR**.

KEY STAGE LEADERS to check key stage staff

HEADTEACHER/OFFICE to check all visitors and Kitchen staff/office staff on entry sign

On return to the building lock all outer gates **SITE MANAGER** job.

ALL STAFF to make sure all doors are shut behind them when leaving the building.

HEADTEACHER/ SITE MANAGER to go through role call starting with nursery and working through the school and check if safe to go back in.

Covid Appendix A (Sept- Review)

- 1) Doors to wedged open to reduced contact of surfaces.
- 2) Ensure bubbles are 2m apart on playground.



N/R Classroom doors
Y1/2 classroom door
Y4 KS2 door
Y5/6 Classroom door