

FIRE SAFETY



MANAGEMENT

It is the aim of Bredenbury Primary School to minimise the risks to pupils, staff and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire.

This policy is to be implemented as part of the Fire Emergency Plan and alongside the Fire Safety Policy.

ACT IMMEDIATELY

Report all findings that do not comply with expectations set in this fire safety prevention check.

DON'T FORGET

Record all findings that do not comply with expectations set in this fire safety prevention check.

DAILY (START)

1. STAFF - Ensure all fire exits are available for use and that all escape routes are clear.
2. CARETAKER - Check that the fire alarm and emergency lighting systems are operational and they do not indicate any faults

DAILY (END OF DAY)

1. ALL STAFF - Ensure that all unnecessary electrical equipment has been switched off and the close down procedure has been conducted.
2. ALL STAFF - All internal doors should be closed. (FINAL CHECK BY CLEANER/ADMINISTRATOR))
3. ALL STAFF - Check that all external doors and windows are secured. (FINAL CHECK BY CLEANER/ADMINISTRATOR))
4. CLEANER - Ensure that all rubbish has been disposed of safely.

WEEKLY (GENERAL)

CARETAKER

1. Check the operation of fire doors to ensure that they fit in the frame and that self-closing devices operate
2. Ensure that safety signs and fire extinguishers are in place.
3. Check all outside area to ensure that any external waste is cleared away.
4. All checks should be recorded in the log book

WEEKLY (FIRE ALARM)

CARETAKER

1. Every week a manual call point should be operated during normal working hours.
(It is useful to number the call points so that they are easily identified.)
2. A different call point should be used for each subsequent test
3. Record the test In the fire safety logbook
4. The levels of audibility should be checked to ensure the alarms can be heard in all areas and that sounders are working correctly.

MONTHLY (EMERGENCY LIGHTING)

CARETAKER -

1. Test the self-contained luminaries, by simulation of a failure of the normal lighting supply through operation of the relevant trip switch or test switch.
2. Check that all emergency lights are illuminated.
3. Check for cleanliness.
4. Re-instate the power supply.
5. Record the test In the Fire Safety Logbook

MONTHLY (FIRE EXTINGUISHERS)

CARETAKER WILL ENSURE -

1. that they are in their designated position,
2. ... are unobstructed
3. have not been discharged or tampered with,
4. ...have not lost pressure where extinguishers are fitted with pressure indicator,
5.have not suffered any obvious damage such as dents to the casing.
6. That they record the inspection In the fire safety logbook

MONTHLY (FIRE BLANKET)

CARETAKER WILL ENSURE -

1. each fire blanket is correctly located in the designated place;
2. each fire blanket is unobstructed and visible;
3. the operating instructions of each fire blanket are clean and legible and face outwards;
4. each fire blanket container is not obviously damaged and that the hand hold devices are visible and undamaged;
5. any tamper indicators of each fire blanket, where fitted, are not broken or missing;
6. and records of the inspection written in the Fire Safety logbook

TERMLY (FIRE DOORS)

CARETAKER AND FIRE WARDEN -

Fire doors are essential in maintaining the fire separation and protecting the means of escape. The doors should be maintained closed at all times to prevent the spread of fire and smoke.

If this cannot be achieved then self-closing devices can be fixed to doors that are linked to the fire alarm and can close automatically.

To ensure the doors are effective in protecting the means of escape regular checks should be made and the results recorded.

1. The door should close properly without binding evenly against its stops and where applicable does it latch properly.
2. The door closer should be checked to make sure it is not leaking oil and then check its closing and latch function and adjust as necessary. The door closer must firmly fixed and working correctly.
3. On pairs of doors is there a selector fitted and is it working correctly.
4. Ensure the door frame is fixed securely, it is not split or damaged and there are no gaps between the frame and structure.
5. Ensure the door gaps and edge gaps edge-gap does not exceed 4mm on any door (allowing for shrinkage over time the maximum allowable gap should not exceed 6mm.)
6. If the door or frame has intumescent strips fitted to the top and both edges if so are they intact and undamaged.
7. Where smoke seals are fitted check that they intact and undamaged and are working properly by making proper contact with all of the frame/ door edges.
8. Check the door to ensure that it is not twisted, damaged, or has holes in it.
9. Is the glazing fitted fire resistant; is it undamaged, properly bedded in and rattle free.
10. Is the door furniture firmly fixed and working correctly; check the integrity and fix soundness of the hinges, ensure that they are not rusty or binding, apply light oil and make a note of any fire door that is only hung on two hinges.
11. Check the proper function of any approved door hold open devices; do they operate correctly when the fire alarm is activated. This operation to be arranged with the staff on site.
12. Ensure that door does not snag on the floor or floor covering when opened
13. Record the results in the fire safety log book.

TERMLY (GENERAL FIRE SAFETY)

GOVERNORS WILL –

To demonstrate a proactive means of promoting fire safety a formal and organised tour of the school should be conducted.

1. Review standards of housekeeping and reduce fire loading* as appropriate,
2. Review all fire safety signage to monitor condition and replace as necessary
3. Examine all final exit doors to ensure they operate correctly and that all external escape routes are clear and free from trip hazards

4. Undertake an arson prevention inspection ensuring site security and that combustible items are secured or out of sight.

***The fire loading of a building is a way of establishing the potential severity of a hypothetical future fire. (It is the heat output per unit floor area, often in kJ/m^2 , calculated from the calorific value of the materials present).**

ANNUALLY

FIRE AND RISK MANAGEMENT SERVICES WILL CONDUCT A FIRE ASSESSMENT

A fire risk assessment for the school was undertaken in May 2015.

1. This will be reviewed annually.
2. However, more frequent reviews will occur if there are changes that will impact on its effectiveness.
3. These may include alterations to the premises or new work processes.
4. To ensure the Fire Management Programme is being adhered to, the Health and Safety, Grounds and Buildings Committee will make regular checks throughout the year and report its findings at their termly committee meetings.

CONCLUSION

In general, fires start in one of three ways:

- Accidentally, such as when smoking materials are not properly extinguished or when lighting displays are knocked over;
- Act or omission, such as when electrical office equipment is not properly maintained, or when waste is allowed to accumulate near to a heat source;
- Deliberately, such as an arson attack involving setting fire to external rubbish bins placed too close to the building.

Fire safety legislation requires the responsible person to take steps to reduce, so far as is reasonably practicable, the risk of fire occurring by adopting adequate fire prevention measures. This fire risk assessments should identify the measures necessary to prevent fires from occurring.

Further information on preventative measures can be found in the Government guidance: Fire Safety Risk Assessment-Educational Premises