

Minerva Academy Fire Policy



GENERAL STATEMENT:

The Academy will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire, and ensure that adequate means of escape in case of fire exist for all persons on the Academy premises.

Signed: _____ (Head teacher)

Date: _____

Signed: _____ (Chairperson of the Governing Body)

Reviewed and updated with all staff Annually

OBJECTIVES:

Minerva Academy recognises the importance of safeguarding students, employees and visitors by enforcing on-going management of fire safety within the Academy. The Academy will ensure:

- That adequate means of escape in case of fire exist for all persons on the Academy premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on the Academy premises on evacuation procedures.
- That the Academy premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks

INTRODUCTION:

Fire can have a devastating effect on the Academy. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

AIMS:

The aims of this policy are:

- To safeguard all persons on the Academy premises from death or injury in the event of a fire of associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

APPLICATION:

This policy applies to all persons on the Academy premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

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RESPONSIBILITIES:

The Site manager is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing the Academy's Fire Risk Policy, standards and procedures. The Site manager is responsible for ensuring that adequate maintenance checks are carried out on the Academy's fire detection and alarm system, firefighting equipment and emergency lighting. Whilst it is the Academy's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others.

This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of Mara Lima Antunes, Site manager (upon absence Sharon Daniel, Head Teacher)
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 1. Appropriate escape routes.
 2. Location of fire extinguishers.
 3. The emergency services number (currently 999)

TRAINING:

The Site manager is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

FINDING A FIRE:

In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, Senior Management Team should check to see whether the Fire Brigade has been summoned.

FIRE ALARM:

On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors.

Teachers/TA's to grab;

- Registers
- Walkie talkies

Office staff to grab:

- the Visitors' book
- Registers
- Evacuation bag
- Walkie talkies

Site manager to grab;

- Walkie talkie
- Dial 999
- Ensure everyone is accounted for and to notify fire brigade

You should proceed to the designated assembly point. Staff coming through the side exits need to use the direct routes that are safe. Do not re-enter the building until the Fire Brigade or Head teacher, or their replacement, gives the 'all clear'.

SMOKING:

Smoking is banned in all buildings on the site.

STORAGE:

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

INSTRUCTIONS:

Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

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FAULTS:

Staff must also report any observed shortcomings in fire precautions to the Head teacher, or their replacement.

VISITORS:

Office staff to induct visitors/cover staff of Academy fire safety. Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

RISK OF ARSON:

Doors should be locked and windows closed at all times.

FIRE PRECAUTIONS:

A copy of the Academy's fire policy is displayed in the staff room. Please familiarise yourself with it, paying special attention to the responsibilities of staff detailed below.

Whilst it is the Academy's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This included, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Head teacher/Site manager
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 1. appropriate escape routes;
 2. location of fire extinguishers;
 3. the emergency services number (currently 999)

Staff must not leave or store items in designated escape routes or block emergency exits.

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Staff must report any observed shortcomings in the fire precautions to the Head teacher/Site manager.

To minimise the risk of arson, staff should close windows in their areas before leaving. The paper recycle trunk outside should be stored in an area not too close to the Academy building.

Any electrical items brought into the Academy (except new items) must be PAT tested on a yearly basis.

FIRE EVACUATION AND EMERGENCY PROCEDURES:

(as stated in classrooms);

All staff are requested to familiarise themselves with the fire notices displayed in every room and to make the children aware of the procedures.

Fire Alarm Bell:

Fire alarm bell is tested weekly by Mara Lima Antunes – Site manager on a Wednesday morning (between 9:30-10am).

Fire Drill:

Fire drill is carried out every term. **On hearing a continuous bell;**

- Follow exit route – clearly indicated in each area – in silence.
- Children and adults to assemble at their designated assembly points.
- Each member of staff counts the pupils they are teaching at the time and then a register is taken.
- At no time re-enter the building.
- Site manager or Business Manager to ring 999 for the Fire Brigade.
- Close windows and doors if possible before leaving.

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Fire Call Points:

All adults working on the premises must familiarise themselves with the locations of the fire call points in order to raise the alarm.

These are located in each classroom/floor landing.

Portable Fire Extinguishers:

The types of extinguishers are clearly labelled. These should only be used on small containable fires e.g. a waste paper basket fire and ONLY after ensuring that there is no risk to oneself or the children.

Visitors to the Academy:

Staff are to guide visitors on the premises to the nearest exit and assembly point.

Pupils with Disability:

The member of staff teaching a pupil with a disability, when the fire alarm sounds, is responsible for ensuring that they are led safely to the nearest exit and assembly point.

EMERGENCY PROCEDURES

In the event of any emergency, whether it is a bomb threat, intruder, abduction, serious injury, gas leak or flood etc. The following guidelines should be followed:

1. Establish the nature and extent of the emergency
2. Check that all children are as safe as possible
3. If the building needs to be evacuated, use the nearest fire I point to activate the alarm system, so that exit the whole Academy can follow the fire alarm procedures
4. Inform another adult quickly so that the Site manager or Head Teacher can call one of the emergency services
5. Ensure that children are supervised and kept calm
6. Record on paper, as soon as possible after the event, the details of those involved in the incident, either as victim, witness or emergency assistants
7. All contacts with the police or press are to be made through the Head teacher, or their replacement in the event they are not on site.

Arson Preventative Measures:

To avoid a possible arson attack on the Academy, staff are to observe the following immediate preventative measures:

- All litterbins to be emptied at the end of the day.
- All doors throughout the Academy should be closed at the end of the day.
- All windows should be securely fastened including ground floor windows.
- All corridors should be kept clear of combustible materials including coats.
- All stores in and around the Academy containing combustible materials should be made secure and preferably padlocked.
- All waste bins and wheelie bins should be located away from the buildings.
- All rooms containing hazardous materials such as chemicals e.g. cleaning cupboard, should be well managed, clean and permanently secure.
- All the services and meter rooms must be secure at all times, unless being worked on by competent persons.