



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
t: 01276 63870 e: schooloffice@southcamberley.surrey.sch.uk
www.southcamberley.surrey.sch.uk
Executive Headteacher: Mrs Nicky Wright



Fire Safety Policy Management policy

2022-23

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March 2022	March 2023
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South Camberley School recognises the need to have detailed fire safety procedures in place as a means of preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with any unforeseen fire/explosion related incidents. These plans include staff training and emergency evacuation drills.

A fire presentation will be given to all staff at the inset day at the start of the autumn term

WHAT CAUSES FIRE

Fire occurs when FUEL sources i.e. materials that burn easily, come into contact with a HEAT source i.e. a flame, and spark or electrical appliance and sufficient enough OXYGEN to cause ignition. Kitchens are a high risk environment as there are a number of heat sources i.e. ovens, burners and electrical appliances and a number of fuel sources i.e. packaging, oven clothes and tea towels and flammable gas.

1. Fire Management Procedures

(a) General Evacuation Procedures -Fire action/instruction notices

All rooms in the school have a written fire instruction notice giving instruction of action to take and the location of the assembly point. This ensures that anyone unfamiliar with the building follows the most appropriate route to the assembly point.

Action on discovering a fire

SOUND THE NEAREST FIRE ALARM AND FOLLOW THE EVACUATION PROCEDURE -Appendix A

Staff Instructions:

1. Raise the alarm by operating the nearest fire alarm call point. The fire alarm will activate, the sound is a high pitched continuous ringing.
2. Evacuate by nearest fire exit. If you have direct responsibility for pupils ensure they evacuate quietly and calmly to the assembly point on the main playground. If you have a specific role in fire safety fulfil this provided it is safe to do so bearing in mind your own personal safety. This is reiterated to all staff at training sessions
3. Only use equipment if:-
 - (a) you are trained to do so
 - (b) it is safe to do so and you will not put yourself at risk
 - (c) such action would contain or extinguish a fire or have an effect in protecting life
- 4 **DO NOT** stop to pick up personal belongings.
- 5 **DO NOT** try to fight a fire.
- 6 **DO NOT** return to the building for any reason.
- 7 Full the training for Fire Evacuation for the school you are in (See appendix A)

Lunchtime Procedures

If evacuation occurs during lunchtime, midday Supervisors will clear the playgrounds and evacuate the children on to the field as per the normal fire evacuation procedures. Pupils should line up in their usual locations at the assembly point. Class teachers will take the register and ensure all



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children are accounted for. In the absence of the Executive Headteacher or Head of Campus, the next senior person will take overall charge of the evacuation.

All staff leaving the site at lunchtime must sign out at reception then sign back in on their return to ensure that they can be quickly accounted for if an evacuation takes place.

Pupils : If a pupil requires assistance to evacuate the building a Personal Emergency Evacuation Plan (PEEP) would be put in place. *Copies of these documents would be held with the latest Fire Risk Assessment.*

Staff : School policy in relation to equality prefers that it is established when staff take up their appointment at the school whether or not they need any assistance to evacuate the building. Any information regarding this will be held in their personal file and copies with the latest Fire Risk Assessment. A named member of staff will be appointed to assist them from the building with a deputy in case of absence.

Visitors: All visitors should be asked if they need any assistance to evacuate in an emergency if required. If they do require help a plan is discussed and put in place. A member of staff in the class that the person is working is made aware of the plan. *Visitors are given a fire safety leaflet Appendix B.*

WHOLE SITE EVACUATION

Upon instruction from the Fire Service or the direction of the Executive Headteacher a full site evacuation will be conducted and all staff, children and visitors will evacuate to our buddy schools as detailed in the Business Continuity plan:

James road campus to our Junior campus
Junior campus to Kings International
France Hill Drive campus to The Arena Leisure Centre

A copy of the Business Continuity plan is held by the *Executive Headteacher, children's Centre and the front office grab bags at all three campuses.* This holds all contact details for the children and staff of the school. Also held in the Emergency Plan file are full emergency instructions with all the contact numbers of the correct services and people to contact.

Fire Extinguishers

It is the policy of the Academy that only trained staff should attempt to use a fire extinguisher to put out a fire. The main priority is the safety of pupils and themselves.

The fire extinguishers in the school are as follows:-

Type of Extinguisher	To be used on
Water and Hydro Spray	Wood, Paper, Textiles
CO2	Live Electrical Equipment and Flammable Liquid
Foam	Wood, Paper, Textiles and Flammable Liquid



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Powder	Wood, Paper, Textiles, Live Electrical Equipment, Gas Fires and Flammable Liquid
Fire Blanket	Smothering fat pan fires or wrapping around a person whose clothing is on fire

False Alarms

If a teacher or pupil indicates that it is a false alarm the school should evacuate and then Executive Headteacher, Head of Site or Member of the Facilities Team should check the front monitor to see which Zone has a red light. Cross check this zone against the fire alarm zone map to determine which part of the school has been set off. If safe and no visible smoke or fires check the detectors in that zone (they will be lit up red on the bottom either all the way round or a red dot). If no visible red lights check the core points to ensure no one has broken the glass

Reset Alarm – Member of Faculties Team

To reset the fire alarm press the silence alarms on the control panel
Then press the reset - red button on the control panel, (if the alarm sounds then there is still an issue with a call point or detector), therefore silence the alarm and investigate.

Once the all clear has been given staff should ensure that everyone re-enters the building in a calm, safe organised way with no crowding occurring at key entrances

EMERGENCY EVACUATION PROCEDURES

The most important part of the fire routine is the evacuation of the premises. Fire drills that include evacuation must be held termly to ensure everyone on the premises is familiar with the routine.

Special Events in Main Hall

It is vital that the maximum capacity of our hall spaces is adhered to, in the case of our school it is maximum of:

James road campus

Junior campus ?????

France Hill Drive campus

It is really important to refresh staff on the evacuation procedures prior to any public event being held in school.

Fire Precautions and Procedures (other emergencies)

An outside contractor undertakes a fire risk assessment every year, our last inspection was 14th February 2022 by Magenta. The fire risk assessment report is brought to the attention of the SBM, Executive Headteacher and the governing body. Magenta also ensure the Lightning Protection (last checked January 2022), Fire Extinguisher Service (next due April 2022) and Emergency Lighting (next due August 2022). Every 6 months an outside contractor services the fire alarms which currently is Admiral on the 16th February 2022



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Termly fire drills are arranged by the Executive Headteacher and Faculties Team. Fire procedure posters, fire exits and escape routes signs are located almost everywhere in the school and staff is aware of the assembly point.

A fire log book details records of staff training, testing of call points (weekly), checking fire extinguishers (weekly), testing of emergency lighting (monthly) and record for planned and unplanned evacuations.

FIRE PREVENTION

A fire needs three elements - heat, oxygen and fuel. Without heat, oxygen and fuel a fire will not start or spread.

1. Identify and control of fire hazards

- Report faulty electrical or gas equipment promptly
- Do not overload electrical sockets
- Always turn off gas and electrical equipment after use
- If you smell gas, DO NOT use a naked flame or turn on any electrical appliances.

2. Good Housekeeping

- Correct storage of flammable materials i.e. flammable liquids and aerosols
- Control and regular removal of refuse and waste
- DO NOT block fire exits
- DO NOT use passage ways or stair wells for storage areas

3. Fire Precaution Systems

- Detection systems in place must be regularly checked and maintained

4. Evacuation Measures

- Maintain all escape routes (no dead ends/locked fire doors)
- Labelling of all fire exits, doors and routes (This is a School responsibility)
- Determining and labelling of fire alarm points (This is a School responsibility)

Specific roles identified in the School Fire Management Plan

Executive Headteacher and Heads of Campus:

Additional duties undertaken include:

- Account for occupants at the assembly point
- Communicate with the Facilities Team
- Issue instruction to vacate the site if directed by the Fire Officer in charge
- Provide instruction to re-enter the building once the Fire Officer has indicated that it is safe to do so



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- Ensure actions that need to be taken after an incident are recorded and implanted
- Organise feedback session to staff
- Ensure that staff training is carried out at the start of each school year and to new staff on arrival

All Staff

- It is the duty of all staff to make themselves fully aware of all evacuation procedures, how to sound the alarm, any specific fire duties both they and others have during an evacuation and to familiarise themselves with all the general exit routes and all alternative routes in the building.
- They have a duty to abide by the School Fire Safety Management Plan and to follow agreed procedures such that they do not put themselves, pupils, or any other occupants at risk.

They must ensure that they are aware of –

- The Fire Management Policy and Fire Evacuation Procedures.
- The importance of any meetings, training or feedback sessions in respect of Fire Safety Awareness and procedures.
- Their duties and those of other staff who have specific roles in fire safety.
- How to raise the alarm i.e. where the call points are located
- Documented evacuation procedures, location of final exit doors and escape routes
- They need to ensure that fire doors and exit routes are not obstructed or locked
- They need to ensure fire doors are not propped open and door closers are functioning
- Any defects or deficiencies in the building or failure of any of its equipment should be reported immediately to the Site Manager and/or the Caretaker.
- The need to provide constructive feedback on fire drills to ensure highest levels of safety for all occupants
- The School Policy is that only trained and nominated staff should attempt to tackle a fire with firefighting equipment if it is safe to do so

The need to report any concerns relating to fire directly to the Executive Headteacher

Facilities Manager

- Facilities Manager ensure that a Fire Risk Assessment is carried out once a year which will report any issues, changes required, works required etc. Once the report has been completed the Facilities Manager will arrange a meeting with the Executive Headteacher and Business Manager to discuss the initial findings before finalising the documents and including a list of agreed actions, documenting when these will happen, and who will undertake them. Any alterations to fire procedure documents will be carried out and amended copies given to all staff and replaced in grab bags.
- Ensures all weekly and monthly tests are carried out and recorded
- Ensures maintenance issues are carried out either internally or using an external contractor
- Reports any large defects to the Executive Headteacher and Business Manager



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Supply Cover

Supply cover staff are given a Visitor Safety Leaflet (See Appendix B) and their duties in the evacuation of pupils are discussed before they commence work.

APPENDIX A

FIRE EMERGENCY PLAN (ALL 3 SITES)

Frimley Road

Pre Evacuation

- All staff will sign in via Inventory at the main entrance
- Class teachers will take a register at the start of the day and mark the number of children in that class on a white board on the classroom door. Registers are printed from Scholarpack and placed above the reception desk. Any late comers or children who leave early would be recorded on the inventory and printed off in the event of a fire.
- Visitors will be signed in at the reception which will then update the Inventory

Fire Alarm

- When the alarm goes off it will be one continuous ring

Teachers, Children and Visitors

- All classes will start to evacuate using the nearest safe exit and go straight to the assembly point, which is on the rear field. The teacher before leaving will make a note of the number of children on the whiteboard on the classroom door. Once on the field the class will line up (with the children having their backs to the school) and the teacher will then count the children which should match the figure that was on their classroom door. The teacher will put up their hand up to indicate to the Head of the school (or acting Head if necessary) that their class is all accounted for. If they don't have the correct number they will not raise their hand and the person with the full electronic print out will hand the register to the teacher and once handed over that class will do a full register and the teacher will either raise their hand if all is accounted for or keep their hand down and attract the attention of the Head that someone is missing and the possible area they might be.
- On the sound of the alarm any visitors should immediately leave the building by the nearest escape and head towards the main assembly point and line up to the left of the rest of the school
- All catering staff should also line up and the front person raise their hand to indicate that they are all present.

Admin and Support Staff

- Once the alarm goes off the person in the admin office will print off the class registers and the Inventory which is a live document and therefore up to date at the moment the alarm goes off. If the admin person isn't at her desk then the second person in the office will take over the printing of the register.
- To print fire inventory go to an office computer click on the inventory which will be a tab open at the bottom of the screen and then click the flame symbol towards the bottom right and then select the office printer from the dropdown and press print.



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- Once the list has been printed the person who printed it will then take the print out, the grab bag and cordless phone and evacuate the building. The cordless phone should be given to the Head (acting) of Site. The monitoring company will call this phone and ask if the Fire Brigade is required
- If the second person isn't needed to print off the register then that person will check the fire alarm and see what zone the fire is and ONLY if safe to do so, check the area for sign of fire, smoke or broken call point. Once either option has been established (if safe to do so) then they will report their findings to the Head of the school.
- If a fire is discovered then the Fire Brigade will be called by the monitoring company. If the monitoring has been told by a member of staff that there is no fire and it was then discovered there was then the Fire Brigade will be called using either the cordless phone or someone's mobile by calling 999.
- If it was discovered that the cause was a broken call point and there was absolutely no sign of a fire then the alarm can be put on to silence until the call point has been reset. Once this has been done the fire alarm can then be reset and everyone can then return into the school.
- If a second person isn't in the office to cover then everyone should evacuate and once it has been established that everyone has safely evacuated from the building safely then no one is to re-enter the building and the fire brigade should be called (if not already) to ensure that the building is safe to enter.

Out of Hours

- If the fire alarm goes off outside of the hours of 8am – 4pm then everyone on the premises should evacuate to the assembly point and wait for the Fire Brigade to turn up.
- If someone seems to be missing then the Fire Brigade should be made aware of this as they arrive.
- No one should re-enter the building until it is safe to do so and has been given the all clear by the Fire Brigade
- If someone who has evacuated knows that it was a false alarm please call Simon 07596 443259, Lee 07596 443268 or JP 07547 524320. They will then attempt to call off the Fire Brigade however chances are if the Brigade are already on their way they will still show up. No one is to re-enter the building once evacuated.

FIRE EVACUATION - JAMES ROAD

Pre Evacuation

- All staff will sign in via Inventory at the main entrance
- Class teachers will take a register at the start of the day and mark the number of children in that class on a white board on the classroom door. Registers are printed from Scholarpack and placed above the reception desk. Any late comers or children who leave early would be recorded on the inventory and printed off in the event of a fire.
- Visitors will be signed in at the reception which will then update the Inventory

Fire Alarm

- When the alarm goes off it will be one continuous ring

Teachers, Children and Visitors



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- All classes will start to evacuate using the nearest safe exist and go straight the assembly point, which is on the rear field. The teacher before leaving will make a note of the number of children on the whiteboard on the classroom door. Once on the field the class will line up (with the children having their backs to the school) and the teacher will then count the children which should match the figure that was on their classroom door. The teacher will put up their hand up to indicate to the Head of the school (or acting Head if necessary) that their class is all accounted for. If they don't have the correct number they will not raise their hand and the person with the full electronic print out will hand the register to the teacher and once handed over that class will do a full register and the teacher will either raise their hand if all is accounted for or keep their hand down and attract the attention of the Head that someone is missing and the possible area they might be.
- On the sound of the alarm any visitors should immediately leave the building by the nearest escape and head towards the main assembly point and line up to the left of the rest of the school
- All catering staff should also line up and the front person raise their hand to indicate that they are all present.

Admin and Support Staff

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- No one should re-enter the building until it is safe to do so and has been given the all clear by the Fire Brigade
- If someone who has evacuated knows that it was a false alarm please call Simon 07596 443259, Lee 07596 443268 or JP 07547 524320. They will then attempt to call off the Fire Brigade however chances are if the Brigade are already on their way they will still show up. No one is to re-enter the building once evacuated.

FIRE EVACUATION – FRANCE HILL DRIVE

Pre Evacuation

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- Visitors will be signed in at the reception which will then update the Inventory

Fire Alarm

- When the alarm goes off it will be one continuous ring

Teachers, Children and Visitors

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APPENDIX B

South Camberley School Visitors fire Safety Leaflet

Fire safety

If you discover or suspect a fire:

Shout 'FIRE' and sound the alarm by activating the nearest fire alarm call point

DO NOT try to fight a fire.

Evacuate the building by the nearest fire exit

Do not stop to collect personal belongings

Go to the fire assembly point in the main playground

Do not re-enter the building until authorised to do so

Fire alarms are tested termly.

You will be advised if testing is to be carried out during your visit.