Fulwell Infant School Academy

Fire Safety Policy

Fire: Precautions & Emergency Procedures

To be brought to the attention of all Governors, Headteachers, Teaching and Non-Teaching Staff

The procedures and other information were reviewed in Jan 2020, with the support of the Local Authority Health & Safety Team.
Fire wardens to wear luminous jackets at all times during an evacuation.

Introduction

Fire is the most serious risk facing educational premises, libraries and community buildings alike. The potential injuries to people who may be trapped in a building in the event of a fire, and the damage to property from fire is immense. The guidelines outlined below have been adopted at Fulwell Infant School Academy and are regularly tested.

Fire Certificates and Fire Risk Assessments

In accordance with the fire safety order 2005, a fire risk assessment is required in every building not covered by a Fire Certificate under the Fire Precautions Act 1971. This risk assessment must be reviewed annually by the 'responsible person' (Mrs W Angus).
These assessments cover subjects such as signage, adequate means of escape, integrity of the building structure, heat and smoke detectors, fire alarms and fire fighting equipment.

Means of Escape

Means of escape refers to safe exit routes out of a building in case of an emergency. Means of escape must be kept clear at all times. Although it may be tempting to prop open internal fire doors, especially when there is a risk of small children trapping their fingers in heavy doors, it is essential that they are kept closed as they will prevent the spread of smoke and flames for at least half an hour. This will allow enough time for evacuation and for the majority of fire to be extinguished.

Maintenance of door closure mechanisms is essential to ensure that doors close without effort. These mechanisms also serve to control the speed of closure and minimise the risk of injury to the fingers.

The nature of these injuries is often very serious and products such as "Finger Safe" are available for doors, which will prevent injuries to fingers should they become trapped in the gap between the door and the frame. The only exception is if internal fire doors are held open on a magnetic door closure unit that automatically releases when the fire alarm is sounded. The school has finger safe fitted to all classroom doors.

Internal fire doors must be marked with "FIRE DOOR, KEEP SHUT" notices. These can be obtained through Property Services.

Flammable display materials must be kept to a minimum on means of escape. All displays must be treated with fire retardant spray, as such material will burn very easily assisting in the spread of a fire, details to be logged on class sheet. All classroom doors or other rooms opening onto means of escape must be kept closed when they are unoccupied, even if they are not official fire doors.

Means of escape must have the way out or exit route clearly marked with appropriate **signage**. **Green signs with pictograms of running men and directional arrows** are the current standard. Display work must not obscure fire exit signage.

The purpose of Emergency Lighting is to allow people to find their way from a building in darkness if the mains electrical supply should fail. The requirement is usually where no other source of lighting, e.g. external street lighting would provide adequate illumination to allow unrestricted

means of escape. Risk assessments provided by Property Services will identify where supplementary emergency lighting is required in schools.

Where this is identified, the duty on the Governing Body is to consider its provision, so far as is reasonably practicable. A programme of installation may have to be phased with highest risk areas receiving attention first.

Fire Alarm Systems – Test Procedures and Frequencies

Where Fire Detection Systems are fitted all the tests outlined below must be undertaken at the specified frequencies and recorded in the fire precautions logbook. If a fire certificate is in force for the building, then this should be inspected to ensure the test frequencies are correct. Defects must also be recorded in the logbook and reported to the appropriate person for repair.

Fire alarm panels must be inspected daily for normal operation of the system. Where provided, the connection to the remote manned centre must be checked to ensure it is functioning correctly. Mr D. Forster will conduct daily checks.

Fire alarm **call points** must be activated from a different call point or zone on a weekly basis, so that each call point is periodically checked. In addition the batteries and connection should be inspected including the electrolyte levels. Any automatic door releases connected to the fire alarm must be checked at the same time to ensure that they are releasing and closing fully onto door rebates. The caretaker or other nominated person should undertake this task and record details in the fire log book.

The fire alarm must be subject to a quarterly and annual inspection and test by a competent person (the installer or other electrically competent person).

Fire detectors should be subject to regular visual inspection of detectors for damage, accumulation of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector. Detectors must also be tested as per manufacturer's instruction.

Emergency lighting luminaries must be visually inspected or activated on a monthly basis to ensure they are working. In addition a failure of normal lighting must be simulated on a monthly basis for a sufficient time to

allow all luminaries to be checked. This must be undertaken in times of lowest risk i.e. when the premises are unoccupied.

In addition, there must be a six-monthly test of self-contained and central battery systems, by simulation of a failure of the normal lighting supply, for a period of one hour. During the test all luminaries must be checked for proper function. On a three-yearly basis there must be a test for full duration of self contained and central battery systems, which have a specified duration category in excess of one hour. As with the six-monthly test all luminaries must be checked for proper function.

Fire fighting equipment must be subject to a monthly visual inspection by the Mr D Forster to ensure their proper position and that they have not been discharged or damaged.

The Headteacher has entered into an annual maintenance contract (SLA) whereby an approved fire engineer undertakes an annual inspection and test. A label must be affixed to the equipment indicating the date of the test and the signature of the engineer.

Fire instructions must be given to all employees on induction, this must include what to do in the event of a fire, location of fire assembly points, responsibilities for others, calling the fire brigade etc.

Fire drills are held half-termly in school. During a drill one escape route should be obstructed and no advance warning should be given to staff, except to catering employees and other staff who have responsibility for securing cash, confidential information and such like. At the beginning of each school year, there will be at least two fire practices in which both staff and children are made aware prior to the occurrence. With children on site aged from 3-7 years, familiarity with the procedures is essential to prevent panic. There will be an additional two fire practices within the first term. Evacuation will be timed by the Headteacher on each occasion and recorded.

The Fire Brigade must not be called on a drill, and where the alarm triggers an automatic call out, the Fire Brigade and the Civic Centre Alarm Control Room must be notified of the drill in advance. All premises must be evacuated within two minutes.

Fire Wardens

The school has trained fire wardens listed below with responsibilities.

W. Angus	Evacuation Co-ordinator
F. Kelly	Deputy Evacuation Co-ordinator
A Gandy/ E. Willis	Nursery
T. Hope	Staffroom, Staff toilets, access barrier and staff timesheets (Deputy for David Forster)
S. Wilson/M. Storey-Coates	Registers, Visitors/ Pupil signing in books, Disabled Toilet
J. Robson	Medical Room/Year 1 corridor
A. Vipond	Year 1 toilets/Playground exit corridor
C. Calvert	Year 2 – Windmill, Year 2 corridor
C. Middleton	ICT Suite, Art Room, Music Room
C. Brewerton	Boys Reception toilets, cloakroom & corridor
J. Pickford	Girls Reception toilets
Julie Tanaszi	School Kitchen (meet car park o/s main entrance)
David Forster	Contact Control Room, perimeter of School, access barrier

In The Event Of a Fire

1. Activate alarm buttons which are located at 26 points throughout School in the following places:-

Entrance, Staffroom, Nursery entrance, Nursery link, Nursery garden fire door, Nursery kitchen reception corridor, class 9, 8, 7,6,5,4,3,2,1, exit to year1/2 playground, year1/2 corridor (near caretakers cupboard), computer suite, music room, art room, library, hall, kitchen and boiler house.

2. Evacuate all areas by the nearest exit. All fire exits are marked. Do not attempt to collect belongings.
3. Close windows and doors only if it is safe to do so.
4. In the event of a large amount of smoke, fumes or intense heat, drop to the floor and crawl.
5. Assemble in the playground or on the field if the playgrounds are unsafe.
6. Count children and helpers.

7. Do not attempt to re-enter the building until you are told to do so.

If a fire happens during lunch break

The same rules apply. Office will be responsible for telephoning the Fire Brigade and evacuating the School, in the absence of the Headteacher or Deputy Headteacher. Staff on the premises will assist in this process.

If a fire happens during Assembly / Hall time

The teacher leading the Assembly takes charge of the situation. Unless blocked, year groups should exit via the following fire doors in the hall:-
Reception - via Reception corridor
Year 1 - via the library Year 2 - via Year 1/2 corridor

If a fire happens after school hours

M Nicholson will assist the club leader (in the hall) to evacuate children. Club leaders in other areas will take children to the Year 1 /2 playground assembly points. All adults to meet outside with the children, waiting for the "all clear."

Rainbow Club children will be evacuated by J Cowie / J.Robson/ A.Laverick to the Year 1/2 playground assembly points.

If a fire happens when the site supervisor is not on site

The Finance Director will contact the Control Room and do a sweep of the perimeter ensuring barrier is raised allowing access and gates are unlocked to ensure full evacuation to the playing field if needed.

Fire Action Notices

City of Sunderland blue and white fire action notices must be posted in all classrooms or at frequent locations throughout the premises.

Fire Training

Nominated personnel identified on the risk assessments should be trained in fire precautions and how to use fire extinguishers. Courses are

currently via e learning through Sunderland LA and cover the following topics:

- Physics of how fires start
- Causes of fires
- Fire extinguishers

Public entertainment licences are required in certain instances where the public is invited to concerts and fetes. Any queries should be addressed to the Building Control Section of the Environment Department.

General

Combustible materials will not be stored in suitable locations away from sources of ignition. The boiler house, electrical cupboards and kitchens are not suitable locations.

Vents on machinery and heating systems must not be obstructed. Heating ducts should be cleaned at risk assessed intervals to remove dust.

Electrical equipment must be used in accordance with the Corporate Health & Safety Policy part 3.24 "the Safe Use of Electricity at Work".

Smoking/Vaping is prohibited.

Portable heaters must be sited away from causes of combustible materials and wet clothes must not be hung directly in front of the heat.

Wendy Angus
Signed:
Title: Head teacher
Date: September 2026

Signed Doug Green
Title: Chair of Trust
Date: October 2026