
FIRE POLICY

This Policy forms part of the Health and Safety Policy (November 2021) with particular reference to Section 3 – Arrangements on pages 8, 9 and 10.

FIRE / EMERGENCY EVACUATION

Since September 2018, the school operates out of one modern fit for purpose building, part refurbished, part new build.

GENERAL PRECAUTIONS

Vehicles using the school site must be properly parked in a manner that does not cause an obstruction to the emergency services. Parking is not allowed outside, or adjacent to, any doorway or emergency exit. Access routes and pathways between must also be left clear at all times. The only exception to the above will be in the case of vehicles with the driver in attendance, for example, taxis collecting children or commercial vehicles delivering goods.

All internal corridors, passageways or spaces which are either designated as, or may be used as, an evacuation route must be kept free from any obstructions, as should all staircases and areas under roof space access points.

All electrical, gas and water main switches, valves and stopcocks should be clearly labelled and the access to them must be kept clear of all obstructions.

Fire hydrant points in the school grounds must be clearly marked and kept clear of all obstructions, including parked vehicles.

1. One by the playground gate
2. One by the top entrance gate

The school's and KCC's non- smoking policy will be adhered to by all students, staff and visitors of the school.

Fire fighting equipment and alarm systems will be checked weekly in accordance with the rota in a "Fire Log". This is held in Reception and maintained by Mr J. Doble, Site Manager.

Fire drills and false alarms will also be entered in the "Fire Log". This book is kept in the Reception and maintained by Mr J. Doble, Site Manager.

FIRE SAFETY

The school will not adopt any policy or procedure which contravenes the provisions of the Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005, The Health and Safety (Safety Signs and Signals) 1996.

The school will also comply with the requirements of the Fire Prevention Officer and any policies or procedures laid down by Kent County Council.

FIRE INSTRUCTIONS

These are placed at all fire alarm call points and other strategic points around the building. In the reception area of the school, there is a clearly labelled plan of the building and the most direct route to leave the building in the event of a fire. The Assembly Point in the case of fire is the **school playground**. The Fire Assembly List will be held by, and checked by, the most senior member of staff present.

Emergency exits and the routes to them are clearly marked. Staff and pupils must familiarise themselves with the routes they are most likely to use. Fire drills are conducted every ½ term (6 weeks).

FIRE ALARMS

These are electrically operated and are of two types:

- a. Fully automatic smoke or heat detectors mounted on the ceilings of all rooms and corridors.
- b. Manually triggered "break glass" panels, situated at the ends of all corridors and adjacent to all exit doors.

Any person noticing or suspecting a fire should trigger the nearest available "break glass" alarm and proceed to the muster point on the playground. The same person is required to alert all staff using the two way hand held radio system.

The Fire Brigade will be called by a member of the Senior Leadership Team or Site Manager.

TESTING AND MAINTENANCE (for emergency systems)

Fire drills will be held at least once in every half term, during school hours. The time of day and the day of the week will be chosen at random by the Headteacher at the beginning of every term. The relevant details of every fire drill must be entered in the "Fire Log" by the Site Manager or the most senior member of staff present. Notification in advance should only be given to those employees or visitors who may be put at risk by evacuating the premises, for example Catering Staff or any contractors engaged in essential maintenance or repairs.

The fire alarm systems must be maintained in good working order and readily available for use. If the system is defective, a suitable alternative means of giving warning must be instituted, but only in the short term. If the systems suffer a major defect, the building should be closed until repairs are effected.

The fire alarm control panel should be checked daily for indication of faults, all faults should be entered in the "Fire Log".

False alarms should:

- a) be treated as if it were a real fire, and
- b) all relevant details should be entered in the "Fire Log".

Maintenance tests will be carried out at three separate levels:

- a) Daily - Faults or defects must be reported immediately to the most senior member of staff present and entered in the "Fire Log" and the Site Manager's "Defect Book".
- b) Weekly - manually triggered fire alarms, firefighting equipment and emergency exits will be checked according to the rota in the "Fire Log".
- c) Every six months - the automatic heat or smoke detectors will be checked by a suitably trained and competent employee of a specialist contractor whose work meets the relevant British Standard or its equivalent.

Fire extinguishers will be checked annually by a B.A.F.E. registered company to meet British Standards BS EN3 and BS5306:3 2009.

EMERGENCY / NIGHT LIGHTING

The system provided must be maintained and readily available for use on all occasions when it is required. The system must be checked at least weekly to ensure that:

- a) the system switches on automatically when the main electrical supply fails
- b) all bulbs and fittings are sound and in good working order.

Any faults or defects must be reported immediately to the most senior member of staff present, or passed straight to the Site Manager as soon as is practicable and entered in both the "Fire Log" and the "Defects Book".

FIRE FIGHTING EQUIPMENT

Fire extinguishers have been provided throughout the building as an initial means for fighting fire that is for extinguishing a very small fire which is discovered shortly after ignition or to control it whilst the building is being evacuated, evacuation must take priority over any other consideration. Fire fighting should not be undertaken if it could endanger the person operating the extinguisher, it should only be attempted if the fire can be quickly extinguished or it is necessary to aid evacuation. In the event of any fire, the Fire Brigade must be called.

All fire fighting equipment must be maintained in good working order and is to be kept available for immediate use at all times. If extinguishers have been used or are defective, extinguishers of the same type are to be installed whilst the originals are being serviced or repaired.

Any faults or defects must be reported immediately to the most senior member of staff present, the Site Manager, and entered in both the "Fire Log" and the "Defects Book".

FIRE DOORS

Fire doors are provided to protect escape routes from heat, smoke and dangerous fumes. They are constructed from a combination of materials which can resist the passage of heat, smoke and fumes for a predetermined length of time, usually thirty minutes.

All fire doors should be clearly marked as such and should be self closing. Fire doors should be kept shut when not in use and should not be hooked, wedged or propped open.

Any fault or defect in a fire door, the door frame, self closing device or any fixture or fitting should be reported immediately to the most senior member of staff present, the Site Manager, and be entered in the "Fire Log" and the "Defect Book".

SCHOOL MANAGEMENT**Dining Room**

If the number of people planned to be present in this room nears 60, a member of staff will be detailed to stand by the fire exit to manage safe exit should the need arise.

Quiet Rooms

There are no closers on quiet room doors, this was a conscious decision in the design process, to aid safe management of these spaces. At all times, staff will manage occupants of these rooms.

Please see Fire and Emergency Evacuation Plan.

**Portal House School
Sea Street
St. Margaret's at Cliffe
Dover
Kent CT15 6SS**

Policy: Fire Policy

This Policy has been approved by the Governing Body of Portal House School

Signed: (Chairman of Governors)

Date:

Signed: (Headteacher)

Date:

Review Date: _____