



## MANOR JUNIOR SCHOOL FIRE SAFETY POLICY & MANAGEMENT PLAN

Reviewed: 18.10.22  
Review by: 31.11.23

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### Introduction

This policy has been developed in accordance with the HCC advice issues and following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 1997. The management plan specifies action staff and other people need to take in the event of fire. It covers all operational phases of the school.

### Alarm System

*Type:* Push button fire alarm with bell sounders  
*Maintenance:* Service contract arranged by Property Services Department  
*Routine Testing:* Different call point tested weekly by Fire Safety Officer. Six monthly testing by Prestige Fire.

### PRECAUTIONS

#### People of Special Needs

Discussions will be held with people with special needs to see how the individual needs can be met.

#### Contractors

The Headteacher, supported by the School Business Manager, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the County Council.

#### Fire Fighting

Circumstances will dictate as to whether fire fighting should be attempted but remember that:

**FIRE FIGHTING SHOULD ALWAYS BE SECONDARY TO SAFETY**

In the case of fire, the alarm should always be activated before any action is taken.

#### The Fire Service

The fire alarm is connected to a central call station (Southern Monitoring). Southern Monitoring will try and call the school office if the alarm is activated to see if it is a false alarm. If they get no response, they will call the fire service direct.

#### Training

All staff will be trained annually in September (or in line with induction arrangement if employed at different times of the year) and in accordance with their responsibility.

## Designated Staff Responsibility

Fire Safety Responsible Manager: (Evacuation & Roll Call)	<b>Mark Sammes (Caroline La-Garde or Caroline Findlay)</b>
Roll Call Manager:	<b>Mark Sammes (Caroline La-Garde or Caroline Findlay)</b>
Fire Safety Coordinator: (Fire Safety Reception Marshall)	<b>Beverley Humphreys (Caroline La-Garde in her absence)</b> (Beverley Humphreys)
Fire Marshalls:	<b><u>All Classteachers</u></b> Oversee the evacuation of the pupils they are with and then register the pupils in their class.  <b><u>All Support Assistants</u></b> To act as fire marshalls within the block they are located at the time of the fire, which involves checking all areas indicated on the zone map provided for each area.  <b>CK</b> to supervise Infant pupils attending unit sessions (Blyton block end of playground)  Lunchtimes; <b>All staff on duty</b> will act as Fire Marshalls.  Support staff to assemble with main link class after duties complete.  Kitchen staff to assemble outside Rowling Block. EF to oversee kitchen evacuation and shut down.
Registers, visitors book:	<b>Caroline La-Garde (Beverley Humphreys to cover if needed)</b>
First Aid:	First aid kit to be taken out by office or collected from Infant school as appropriate to circumstances
Fire Equipment Marshall:	<b>Karen Pittaway</b>
Asthma Inhalers:	Classteachers
Fire Manual:	Beverley Humphreys

**FIRE EVACUATION DRILL – OBSERVATIONS SHEET**

<b>Date:</b>		<b>Purpose of Fire Evacuation Drill (state area/part of plan tested):</b>			
<b>Time:</b>					
<b>Evacuation Time:</b>					
<b>Observed by:</b>					
<b>Observations</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>	<b>Action</b>	<b>Signed off</b>
Is there an appointed Evacuation manager to meet the Brigade?					
Was there satisfactory reaction to the alarm:					
(a) By the occupants?					
(b) By the wardens?					
Are there sufficient Fire Wardens appointed?					
Are Fire Wardens conspicuously indicated?					
Were satisfactory personnel checks conducted by:					
(a) Fire Wardens?					
(b) Evacuation Manager?					
Were satisfactory interior checks conducted by Fire Wardens?					
Were the registers available?					
Did the gates open automatically at the front of the school?					
Did the doors in the school close automatically?					
Were lifts used during the fire evacuation drill?			N/A		
Was each access point secured to prevent entry or re-entry?					

Was the evacuation plan deliberately varied?					
Did this cause any confusion?					
Was there satisfactory evacuation without the collection of personal belongings?					

Fire Co-Ordinator: B Humphreys

Responsible Manager: M Sammes

Seen by H&S Governor

## Fire Extinguishers Advice Note

Fire Regulations require the provision of suitable and adequate fire-fighting equipment in all workplaces, even when a “flight not fight” policy is adopted. Managers may find the following information helpful when addressing this matter

### Types of Fire extinguisher

There are five types of fire extinguisher which you may generally encounter. In the past, these have come in different colours; in future, they will all be red, but may have a coloured panel on them to indicate the type of contents (extinguishers do not have to be changed simply to comply with the new colour coding). The types of extinguishers you are likely to encounter are:

#### **Water extinguishers** (normally red).

These would be the most common type of extinguisher. They are suitable for most types of fire, except fires involving live electrical equipment or flammable liquids.

#### **Foam extinguishers** (red with cream panel, old colour cream).

Foam is normally used only for burning fats, oils or flammable liquids, but one type of foam extinguisher (AFFF) can also be used in place of water extinguishers.

#### **Dry powder extinguishers** (red with a blue panel, old colour blue).

These extinguishers are suitable for fires involving flammable liquids, or for fires where water extinguishers could be used. Rapid knock down of fire but no cooling effect, re-ignition likely.

#### **Carbon dioxide extinguishers** (red with a black panel, old colour black).

These extinguishers are mainly for use on electrical fires, but are not very useful for other types of fire.

#### **Halon (BCF) extinguishers** (normally green).

These extinguishers were mainly used on electrical fires, although they could be used on burning liquids as well as other fires.

**NB:** Halon is an ozone-depleting substance, and this type of extinguisher is no longer manufactured. If you have any of these in your premises you should contact your extinguisher servicing contractor to arrange for replacement and safe disposal of the old extinguisher. Currently safe disposal is being undertaken by the contractor at no cost.

Additionally, the following items of equipment, whilst not extinguishers, have similar functions and should be considered when assessing extinguisher provision.

#### **Fire blankets.**

Fire blankets can be used to cover contained flammable liquids, and to wrap round burning clothing.

#### **Sand buckets.**

Sand is used to absorb spillage of flammable liquids prior to removal.

### Level of provision

The British Standard for extinguisher provision makes specific recommendations relating to class “A” fire risks<sup>1</sup>. That is 1 x 13A rated extinguisher for ever 200 square metres of floor area, with a minimum of two per floor. However, regarding other classes of fire, the British Standard only indicates that extinguishers provided to deal with special risks, should be sited near to the risk concerned but not so near as to present a risk. It also recommends the distance of travel to reach an extinguisher should not be greater than 30 metres.

The following tables indicate the type and quantity of extinguishers that might be required (for guidance only). All risks should be considered individually.

Class of Fire	Type of extinguisher					
	Water	Foam	Carbon Dioxide	Powder	Fire Blanket	Sand Bucket
Paper, wood, textile, fabric	4	4	X	4	X	X
Flammable liquids	X	4	4	4	4	4
Flammable gases*	X	X	4	4	X	X
Fire involving electricity	X	X	4	4	X	X

**\* Do not use extinguisher until source of gas has been isolated**

<sup>1</sup> Class A fires are those involving solid materials, usually of an organic nature in which combustion normally takes place with the formation of glowing embers (most furnishings and fittings and in many schools large amounts of the building fabric).

Fire risks and extinguisher types				
Location	Risks	Type of Extinguisher	Quantity	Comment
All areas throughout the building	Paper, wood textile, fabric	Water or AFFF	One 13A rated per 200 sq m within 30 metres travel	Locate on escape routes, exits & close to fire alarm call points
Offices	Electrical	Carbon Dioxide (Generally 2kg)	One per large office or group of small offices	Adjacent to special risks
Science Laboratory	Electrical Flammable liquid Flammable gas*	Carbon Dioxide, AFFF, Blanket & Sand.	One of each per Lab.	Located by the exit door
Kitchen	Electrical Flammable liquid Flammable gas*	Carbon Dioxide or Powder & Blanket.	One of each per kitchen.	Located by the exit door
Boiler room	Electrical Flammable liquid Flammable gas*	Carbon Dioxide, AFFF, & Sand	One of each per boiler room.	Outside door or just inside if external access
IT rooms	Electrical	Carbon Dioxide	One per room or group of small rooms.	Adjacent to special risks

Employees should only use fire extinguishers if they are confident and have been trained to do so, and if they are not putting themselves at risk. Extinguishers are for use only on small fires – e.g. waste paper bin, or a photocopier. If a fire has not been extinguished after the extinguisher is empty, the fire should be left alone (the Fire and Rescue Service should already have been called, and evacuation of the building commenced).

Fire extinguishers must be serviced annually; County Supplies have organised a contract for this to be carried out. The record sheets in the Fire Safety Manual (Part G) should be filled in by the contractor at the end of these service visits.

In the past, hose reels have been provided, particularly in large and multi-storey buildings, to allow employees to fight a fire should it arise. This is now no longer appropriate, as it is considered that employees could be putting themselves in danger, because they may be tempted to remain near a fire for longer than is safe. Generally, fire hose reels should only be used by the Fire and Rescue Service, or by employees who are specifically trained to use such apparatus.

### **Fire Extinguisher Training**

The fire regulation's require staff to be trained in the use of fire fighting equipment and this applies even if a "flight not fight" policy is in place. However, this provision is risk appropriate and therefore it's suggested that fire equipment training be provided on the following basis:

- **BASIC LEVEL** - Staff who are not likely to encounter a fire by way of their normal working activities (the majority of teachers and other staff). Here it will be sufficient to show the video "Alphabet of Fire" followed by the fire safety coordinator leading a short familiarisation of the extinguishers provided in the premises
- **ENHANCED LEVEL** - Staff who are likely to encounter a fire in the course of their normal work activities ie: lab assistants, science teachers and catering staff etc. Training here should consist of the basic level plus attending a practical extinguisher session run by Hampshire Training Solutions.

The video indicated above is available from your Department Health & Safety Advisers, Dave Moore on 019 6287 6202 or Paul Webber on 019 6287 6334.

#### **Management actions following equipment provision**

##### **Monthly**

- Check all fire extinguishers are in the correct locations, have not been discharged and both extinguishers and location signage is unobstructed.

##### **Annually**

- Ensure annual servicing is carried out by competent person.

##### **Records**

- Records of all checks, servicing and staff training should be kept in the Fire Safety Manual.

If you have any queries regarding the above issues, clarification and further fire safety advice can be obtained from the Fire Team Leader Colin Burville

Phone

01962 845165

Profs: ARCNTB

E/mail: [fireteam@hants.gov.uk](mailto:fireteam@hants.gov.uk) or [cshst@hants.gov.uk](mailto:cshst@hants.gov.uk)

## Appendix A Management Plan

### 1 POLICY STATEMENT

The Departmental Director understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

### 2 MANAGEMENT

The Headteacher acting on behalf of the Governors is the “Responsible Manager”<sup>2</sup> for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

The general management of this responsibility is delegated to the Fire Safety Coordinator.

### 3 SITE FIRE SAFETY SPECIFICATION

The workplace has a total of 3 buildings put to teaching /education use and presented as follows:

#### Buildings

The workplace is a two storey building with multiple staircases put to teaching use.

#### Fire Alarm

The building has an electrical fire alarm with manual call points.

The fire alarm is connected to a Central Call Station.

#### Emergency Escape Lighting

Emergency lighting is provided to all escape routes.

#### Portable Fire Fighting Equipment

19 Fire extinguishers of various types are strategically located throughout the buildings

NB: The location of the above facilities are indicated on the attached diagram or listed in the records section of the manual.

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<sup>2</sup> As defined in relevant legislation



#### 4 RISK ASSESSMENT

The Fire Safety Coordinator will complete the fire risk assessments. This will be monitored by the responsible manager and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

#### 5 EMERGENCY PLAN

An emergency plan will be produced by the fire safety coordinator indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually which ever is sooner. This process will be monitored by the responsible manager and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

#### 6 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by the fire safety coordinator and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

#### 7 FIRE DRILLS

The responsible manager will arrange for a **monitored** fire evacuation drill to take place termly. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

#### 8 FIRE PRECAUTIONS

All fire resisting doors will be maintained self closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, they will not be left unattended other than for short periods of time and for specific reasons.

Staircases and fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code.

In some cases, following risk assessment, secure doors have been provided. In such cases appropriate provisions for the automatic release of securing devices have been made and will be maintained and tested as appropriate.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue buildup of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

The storage of flammable materials will be in accordance with health and safety guidance and when used only

the minimum necessary will be freely available for that use.

## 9 MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by the caretaker and serviced<sup>3</sup> by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the fire safety coordinator and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the caretaker and serviced by competent contractors<sup>4</sup> managed by PBRS and monitored by the fire safety coordinator and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the caretaker and serviced by competent contractor annually. This will be monitored by the fire safety coordinator and reviewed annually. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire safety coordinator will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the responsible manager. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

## 10 MONITORING AND REVIEWS

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects;
- The reporting and decision process up and down the management chain.

## 11 RECORDS

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

Signed:	Position	Date:
Countersigned:	Position	Date:
To be signed by Head Teacher, Unit Manager etc, and countersigned by Chair of Governors, Line Manager or other supervisory equivalent.		

<sup>3</sup> In accordance with the current edition of BS 5839.

<sup>4</sup> In accordance with the current edition of BS 4266.

All children should leave via the nearest exit and assemble with their classes on the side playground.

<b>Classrooms:</b>	1 (Lewis Room)	Classroom French doors and out of new doors by Unit
	2 (3S)	Main door (outside office) or through Class 1
	3 (4D)	Classroom French doors
	4 (3K)	Out of hall door or through Class 3
	5 (3H)	Classroom French doors
	6 (BASC club)	Classroom French doors
	7 (6H)	Stair well doors to path
	8 (4P)	Stair well doors to path
	9 (5B)	Stair well doors to path
	10 (6D)	Stair well doors to path
	11 (5L)	Stair well doors to path
	12 (4F)	Stair well doors to path
	13 (6G)	Classroom rear door
	14 (5M)	Classroom rear door
<b>Staffroom /Unit</b>	Fire door in staffroom then walk to the playground where the children line up with their usual class	
<b>Hall</b>	Emergency exits to the car park	
<b>Kitchen</b>	Main outer door	
<b>Office/Head</b>	Main door (outside office)	
<b>Music room</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>Library</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>ICT Suite</b>	Via the ICT door leading to the car park – then proceed onto the side playground	
<b>The Annexe</b>	Via the two main exit doors – then proceed onto the side playground	
<b>Carroll Room</b>	Through door and out of the unit exits	

**NOTE** All personnel to proceed to the side playground.  
All children (including children from the Unit) to line up in classes while the class registers are checked. Name call must be taken. Visitors must report to the School Business Manager based near the exit doors of the Hearing Impaired Unit. Support staff to stand by allocated block doors. Any infant children on site to remain with Unit staff.

In the event of an emergency the Headteacher or designated Teacher in Charge must be notified immediately. The alarm will be given by the continuous ringing of the fire alarm. Children must exit the building in an orderly fashion – walking in silence.

**Wet break times and wet lunchtimes – (children in classrooms)**

Children to exit via emergency exits as above and walk on to the playground and line up in classes as practised. All staff to proceed on to the playground. Teacher nominated as “On Duty” to organise the registers including adults on site.

**Lunchtimes/Break Times**

Children in school exit as normal. Children on main playground will be stopped and sent class by class to evacuation point. Lunchtime Supervisor responsible for movement of pupils to evacuation point.

**After School Clubs**

Children will exit according to the procedures for each room as identified above.

**Assembly Evacuation**

All children to use rear hall doors and walk around building in order.

Classteachers, if not in hall supervising, to exit building and walk around to meet classes before escorting them to the side playground.

**Emergency Assembly Point**

The side playground adjacent to the school playing field.

**In Case of Lock Down**

If there is an emergency such a Broadmoor warning, the school will issue a lock down. The internal change bell, as opposed to the fire alarm, will continuously ring and children will be escorted into their classrooms. Registers will be issued for pupil checks. Support staff will man exit doors and parents contacted by email / phone. Pupils will be collected in person from base doors and signed out by the supervising support staff.

*\* For staff responsibilities see Fire Safety Policy*