

Stamshaw Infant School - Fire Safety Policy

At Stamshaw Infant School we consider the safety of all our community to be of the utmost importance. The following guidelines are to ensure the safety of all in the event of a fire on the school premises.

The following points are emphasised:

- Children as well as adults must be familiar with the arrangements.
- Arrangement instructions must be displayed in all classrooms and in appropriate places around the school building.
- Visitors to the school must sign the 'Visitors Book'.
- Staff must familiarise themselves with the location of the Red Fire activation boxes (call points) throughout the premises and how and when to activate them.
- All staff, including supply staff must be informed of the evacuation procedures.
- Staff refresher training to be reviewed every 12 months and training carried out where appropriate. All fire safety training must be recorded in the PCC fire safety log.
- Two fire drills per term are to be carried out.
- Reports of these drills are made and recorded in the Fire Log held by the Site Manager.
- All arrangements, procedures and amendments must be made or updated in accordance with the most recent reports of Portsmouth City Council Fire Risk Assessment. Documents and Reports are held in the School Office – these recommendations also apply to activities arranged by other outside agencies.
- All instructions – including those by alarms, extinguishers and exit signs must be in place and clearly displayed.
- Appliances must be correctly fixed to the wall.
- The school operates a strict no-smoking policy within the school site.

Other notes concerning Fire prevention/ Drill arrangements

- Instructions concerning all inflammable materials must be followed.
- The rubbish bin compound is to be locked over night to ensure the bins cannot be moved against the school building and set fire to.

Fire Fighting appliances and Alarms

- Only two types of fire extinguishers are located throughout the premises and they are FOAM and CARBON DIOXIDE (CO₂)

FOAM may be used on wood, paper and textiles and flammable liquids but NEVER on Live Electrical Equipment.

CARBON DIOXIDE to be used on flammable liquids and Live Electrical Equipment.

- Under no circumstances must a member of staff use the fire extinguishers unless they have been trained by an approved and qualified person. No fire extinguishers must be purchased by any member of staff. This is the responsibility of the PCC Fire Risk Assessor.
- The use of the fire alarm system must be known by a minimum of three competent persons - Head Teacher, Assistant Head Teachers and a member of the administrative staff. This is to cover for holiday and sickness.
- The fire alarm system should be tested weekly from a different 'Call Point' each time in accordance with the recommendation of BS 5839-1. A record of the test should be entered in the Fire Log held by the Site Manager.
- The emergency lighting system is to be tested monthly in accordance with the recommendations of BS 5266-1. A record of the test should be entered in the Fire.

Contractors on the premises

When outside contractors are on site e.g. to undertake minor repairs or for major building projects the following practice is followed:

- There will be a discussion with the Site Manager or administration staff of the actual plan of work to take place.
- If there is any reason to use naked flames on the work to be undertaken, the school must first be made aware of this and the time scale involved. If in doubt no 'Hot Work' is permitted to be undertaken unless clarified with the Site Manager.
- No 'Hot Work' is to be carried out until a 'Hot Work Permit' has been fully completed by the contractor, a copy of which is to be held by the school in the Fire Log.

Outside Agencies

Anyone hiring or using the hall must be informed of the maximum persons allowed in the hall, including staff - All standing (or sat on the floor): 270 pupils

Anyone bringing electronic equipment onto the school premises e.g. disco must prove that their equipment has been checked and tested.

When the fire alarm is activated for real or by accident, the monitoring service station will call the school within minutes to confirm if the Fire Brigade are required. If the call goes unanswered the Fire Brigade are contacted by the monitoring service and will be advised to arrive via Cardiff Road to gain entry into the playground with their vehicle.

Date of review - July 2025