



From mountain to sea

Barthol Chapel School Fire Safety Policy



Introduction

Barthol Chapel School will ensure, so far as reasonably practicable, that all staff, pupils and visitors are protected from the risks of fire whilst on the premises.

Responsibility

- The Head Teacher must ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Head Teacher has the ultimate responsibility for the implementation and management of this policy.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Policy Objectives

- To safeguard all persons in the event of fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Managing Fire Safety

The day-to-day responsibility for managing fire safety is the responsibility of the Head Teacher. The Head Teacher will take all reasonably practicable steps to provide and maintain an environment which is safe from the effects of fire for all who may be affected by the activities in Barthol Chapel School.

The Head Teacher is committed to continually improving the fire safety performance in Barthol Chapel School to ensure that there is no disruption to the delivery of services.

The Head Teacher will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.
2. Provide and maintain in working order all firefighting appliances and devices including: a) fire detection and alarm systems; b) emergency lighting systems; c) firefighting equipment; d) notices and signage relating to fire procedures; e) means of escape, taking into account the needs of any disabled users.
3. Ensure the school has an up-to-date fire safety risk assessment to ensure that the school's facilities are compliant and to reduce the risk of fire incidences by carrying out appropriate task risk assessments.



4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.
5. Ensure that all staff, pupils, visitors and third-party hirers are made aware of and comply with the school's fire procedures.
6. Identify any special risks, e.g., the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.
8. Draw to the attention of all staff within Barthol Chapel School this policy annually by reminding all staff about the policy statement, its principles and collective responsibilities.

Organisation and Responsibility

Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the Head Teacher accepts main responsibility for the implementation of this policy, individuals are obliged to cooperate to ensure a working environment safe from the effects of fire.

In addition all employees must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire.
- Participate in fire evacuation practices which the Head Teacher organises.
- Inform the Head Teacher of anything relating to the premises which could represent a serious or immediate fire safety danger.
- Report any faults/improvements on the fire safety arrangements.

Fire Risk Assessments

A member of the Council's Health and Safety team will carry out the fire risk assessment for the premises. The fire risk assessment document and any action plans will be kept on the premises and is to be produced, on demand, to an officer of the enforcing authority, which is Scottish Fire and Rescue Service, or any other authorized person (for example a health and safety colleagues).

Fire Action Notices

There is a written emergency fire action plan for Barthol Chapel School which sets out the action that staff and other people in the premises will take in the event of a fire. These are placed next to every manual call point in the building and next to each door within every room. It will be known by staff and form the



basis of training and instruction. The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy.

Maintenance of Fire Safety Measures

The premises, internal and external emergency routes and exits, firefighting equipment, fire alarm, fire detection, emergency lighting and other fire safety measures will be kept in efficient working order and covered by a suitable system of maintenance. There will be regular checks, periodic servicing and maintenance and any defects will be put right as quickly as possible. Records of these items will be maintained.

The school fire detection and alarm system is maintained and checked by OTEAC quarterly.

The alarm sounders and manual call points are tested on a weekly basis (every Friday 9am) by Stuart Sim, School Janitor.

The school emergency lighting is checked quarterly by OTEAC.

Notices and signage are updated as and when required and checked by Stuart Sim, School Janitor.

Firefighting equipment is visually checked weekly by Stuart Sim, School Janitor and extinguishers are replenished or replaced annually by FES.

A Fire Logbook which contains records of fire safety issues is located in the school office. These issues include: fire drills, the inspection and testing of fire detection and alarm systems.

Fire Safety Training

The actions of staff are crucial to the safety of all occupiers in these premises. It is essential that staff know what they have to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and action if there is a fire. The Head Teacher will actively support training by providing the necessary resources and organisation to carry out such training.

Fire Drills

Fire drills will be carried out so that staff and pupils understand the emergency fire action plan (including all relevant personal evacuation needs), ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

Fire drills will take place termly with each member of staff participating at least once a year. Records of fire drills will be maintained.



Fire Procedures at Barthol Chapel School

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point. In the event of failure of the fire alarm, the electric school bell shall be rung continuously (if it is safe to do so).

ON HEARING THE FIRE ALARM PROCEED QUICKLY AND CALMLY TO THE NEAREST FIRE EXIT

It is school policy that the fire brigade will be called upon any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade.

Pupils and staff to leave by their nearest fire exit and gather at the designated assembly point which is detailed on the **FIRE ACTION SIGNS** in each classroom and other rooms within the school.

Class Teachers need to take the class register (kept in Yellow Classroom Admin Folder) and conduct a headcount. Once headcount is complete, notify the HT to confirm all pupils are present and correct.

Staff Responsibilities

Member of Staff	Responsibility
Head Teacher	<ul style="list-style-type: none"> To ensure all pupils are accounted for. Ensure no classes are assembling close to fire. Decide whether it is necessary to evacuate to Barthol Chapel Church and implement Emergency Business Continuity Plan.
<p>In the event of the Head Teacher being out of the building, a nominated Class Teacher will conduct the responsibilities for the Head Teacher.</p>	
School Administrator Admin Support Assistant	<ul style="list-style-type: none"> Take responsibility for Emergency Grab Bag by 'grabbing' when leaving the building. Take working mobile phone in case Emergency Business & Continuity plan is activated.
Class Teachers	<ul style="list-style-type: none"> Organise and lead class to fire assembly point. Conduct headcount at assembly point. Report result of head count to Head Teacher.
PSA	<ul style="list-style-type: none"> Support classes in evacuation process. Support class teacher and/or Head Teacher.



Due to the nature of our small school, responsibilities will evolve during an emergency, and it is important that all staff are aware of the responsibilities of others.

For example, in the unlikely situation that the Head Teacher is not in school and the School Administrator or Admin Support Assistant are not in school, Class Teachers may be the only adults present in the school and they need to coordinate the Fire Procedures.

If the Head Teacher and School Administrator or Admin Support Assistant are not in school, the Emergency Grab Bag must be located in the infant classroom.





FIRE ACTION

Barthol Chapel School



Raise the Alarm.



**Leave the building by the nearest exit.
Adult to evacuate pupils out exit.**



**Adult to carry out check of toilet areas in
classroom. Close doors behind you.**



Report to Assembly Point.
(Far end of Concrete Playground). Adult to register pupils.



Call the Fire Service by dialing 999.
(Address: Barthol Chapel School, AB51 8TD).



**Do not take risks. Do not stop to collect personal
belongings. Do not return to building until authorised
to do so.**

