Fire Precaution Policy

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Part 1: Fire Prevention

References

Fire Precautions Amendment Regulations 1999
The Education (School Premises) Regulations 1981
The Health & Safety at Work Etc. Act 1974
Fire Precautions Act 1971
DES Building Bulletin No7: Fire & Design of Education Buildings
Assessment of Fire Hazards from Solid Materials and the Precautions Required for their Safe Storage & Use
CLEAPSS 1988
The Management of Health and Safety at Work Regulations 1993
A Guide to the CIMAH Regulations 1984 – Further Guidance on Emergency Plans
A guide to the Public Information for Radiation Emergencies Regulations 1992

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and over-riding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

The school site manager is to be informed of all fires, no matter how small. A fire is not considered extinguished until such time as it has been inspected by the site manager.

Fire risk assessments

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1st December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions which include:

1. Appropriate fire detection and firefighting equipment that is accessible and simple to use
2. Nominated employees to implement fire-fighting measures
3. Provision of adequate training and equipment for those appointed
4. Arrange for any necessary contacts with external emergency services
5. Provide adequate emergency escape facilities

In order to do this, employers should carry out risk assessments and revise them from time to time. It should identify any person especially at risk in a case of fire, i.e. a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises should be created providing for the calling of the fire brigade allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills must be carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment forms part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.
There are no hard and fast rules about how the assessment should be carried out. The important thing is that it should both be practical and systematic to ensure that the whole of the workplace is examined, including every room or area, particularly any area not often in use.

Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire

2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire

A strategy should also include:

1. Planning for the actions to be taken in the event of fire:
• Training of staff, including any specially delegated function
• Provision of instruction to pupils
• Display of appropriate fire instruction notices

2. Control of risks associated with activities or processes which may cause or adversely affect any outbreak of fire, e.g. process, storage, gas, electricity, contractors on site, vandalism

3. Check on existing structural precautions, and seeking further advice where there are thought to be deficiencies

4. Monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review, by checklist

Issue of general fire notice

The issue of general fire notices to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

Staff training

The site manager is responsible for ensuring that all staff in the premises are trained in accordance with the requirements of the school.
Every member of staff will receive instruction in fire precautions during induction. This training will be recorded in the training section of the fire log book.
After the initial instruction all members of staff will receive an refresher once in every 12 months.

Control of risks: Training of staff and instruction of pupils

Employees

1. The training of all employed persons forms an essential part of the school's fire precautions.
The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
2. Instruction and training for all will include the following points:
a) the action to be taken upon discovering a fire
b) the action to be taken on hearing the fire alarm
c) the method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
d) the correct method of calling the fire brigade
e) the location and use of firefighting equipment
f) knowledge of escape routes
g) evacuation method for the building, location of assembly point and method of accounting for persons
h) stopping machinery, activities and isolating power and fuel supplies where appropriate
i) appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Pupils
Pupils should be instructed at the start of their attendance at the school to enable them to:
1. Identify the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly points
4. Know what to do if not in a supervised group, in the event of fire
These points should be included on the fire notice, and reinforced during practice evacuations.

Fire drills

Fire drills will be carried out at least once in every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, i.e. activating the fire alarm and the whole premises will be checked as if an emergency has arisen. This fire drill can be combined with the instruction given to staff. When a fire drill is held it will be recorded in the fire log. All staff must participate in at least two drills per year.

Testing of fire alarm system

The fire alarm system will be tested weekly by the site team. A different call point for each test will be used and recorded in the logbook.

Emergency lighting

The emergency lighting is to be examined weekly by The site team. The log book will be completed indicating any defects and these will be brought to the attention of the group bursar immediately. This lighting will also be checked by an electrical contractor annually.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of the site manager to ensure staff are fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms
Types
1. Central alert - operated from administration
2. Single stage electrical fire alarm - operated by release button
3. Telephone

Alternative alarms
1. Should there be no official fire alarm in the vicinity, the person finding the fire is to raise the alarm by shouting, “Fire, fire, fire”.
2. The fire alarm is to be raised no matter how small the fire.

Firefighting equipment

Fire extinguishers
There should be the correct type of fire extinguisher at each 'Fire Point' dependent upon the location.

Fire blankets
Fire blankets held are classified as: light duty. Suitable for dealing with small fires in containers of cooking fat or oils and fires in clothing.

Fire instruction notices
Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

Fire prevention checks

The site manager is to ensure that regular fire prevention checks are carried out.

Checks are to include:
1. Unnecessary lights/electrical appliances (TVs, videos, microwave ovens etc.) are to be switched off and where possible, unplugged.
2. Convector heaters are to be inspected regularly.
3. Designated smoking areas, staff rooms, waste bins, etc.

A fire prevention check is to be carried out in all areas at the termination of the day's work prior to premises being vacated.

The following precautions are to be observed:

1. With the exception of essential systems which must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
2. Waste paper bins are to be emptied and the contents removed from the building.
3. All parts of the school are to be inspected by the cleaners after departments have been closed for the day. He/she is also to ensure that electrical equipment have been switched off and that all doors are closed.
4. Windows and inspection apertures are to be left free from obstruction. To facilitate detection of a fire from outside prior to vacating rooms or premises at the end of the day all curtains should be drawn apart, other than when security requirements dictate.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Paint materials, used stencils, oily rags, oily overalls, etc. are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. If this is impractical they must be deposited in close-lidded, non-combustible containers, placed well away from stores and other combustible material. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces
is forbidden.

Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the school.
Disposal is to be undertaken at regular intervals at central collection points. Smouldering or burning refuse is not to be disposed of at refuse collection points.

Flammable materials

Flammable materials are not to be stored near any form of heating.

Electrical appliances
When using electrical appliances, the following rules should be adhered to:
1. They are to be switched off and unplugged when not in use.
2. The use of multi plug adapters is prohibited.
3. They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
4. Temporary wiring and extensions are not to be used.
5. Inspection lights are to be of an authorised pattern and fitted with a guard.
6. Electrical faults are to be reported immediately to the group bursar.
7. Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
8. A fuse should never be replaced with one of a higher rating.
9. Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.

Controlled burning

Burning of any sort is forbidden.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores, which are to be clearly signed.
Paint stores are to have electrical fittings of the approved safety pattern.
Floors of paint stores are to be covered with sand.

Buildings used for entertainment

Premises are to have adequate means of escape in case of fire. These are to be clearly indicated and are to be unlocked and unobstructed. An adequate number of stewards or ushers are to be available.

Decorations are not to be put up without the advice of the site manager; any decorations which increase the fire risk are prohibited.

Decorations are not to be pinned or wired to any form of electrical wiring.

Naked flame is not to be used as a means of illumination, however, if candles etc. are necessary for decor or stage productions they are to be fixed in candlesticks with a heavy base and must not be so positioned as to present a fire hazard.

Any temporary staging is to be secure and is not to obstruct fire exits.

Supplementary wiring is only to be carried out by a qualified electrician and following consultation with the site manager.

A sufficient number of fire appliances are to be available to deal with an outbreak of fire.

Adequate supervision of children's entertainment is essential. At parties and cinema shows sufficient personnel are to be available to act as marshals to control and evacuate the children to safety.

The site manager is to be notified of any special occasions or celebrations involving extra decorations or any fire risks.

Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

Disabled persons

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level which may need to be crossed.

Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies part in the long-term development of a good relationship with neighbours, and part in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied.

Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire and smoke doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit spread of smoke damage).

Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire retardant materials should be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably.

Accordingly, the quantity and location of such displays is critical in reducing the fire loading.

1. Displays should not be placed on escape routes or block exits.
2. Sources of ignition, such as light bulbs should not be placed near the displays.
3. Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
4. In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

Storage

Readily combustible materials such as paper, should be stored in designated areas where they will be secure against unauthorised entry. These areas must be free of sources of ignition, such as heaters and suspended lighting units.
Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material should be aware of the dangers.

Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs get it repaired before continuing. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.
All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by external contractors.

Fire Doors

Fire doors have at least one of two functions:
1. To protect escape routes from the effects of fire so that occupants can safely reach a final exit
2. To protect the contents and/or the structure of a building by limiting the spread of fire
Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.
Even if a door is not a fire door it may reduce smoke and heat damage so at evenings and weekends all doors should be left in the closed position.

Contractors

Building contractors bring a large number of ignition sources to the school. Tar boilers, blow lamps, welding equipment and liquefied petroleum gas bottles all give rise to a higher fire risk. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.
The group bursar should be made aware when hot cutting work is to take place for both the safety of the pupils and the school.

Fire routine

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below.

1. What to do if you discover a fire
2. What to do when you hear the alarm of fire
3. Evacuation
4. Assembly
5. Roll call
6. Calling the fire brigade
7. Special needs of cleaners, disabled, etc

Advice on the Procedure in the event of a fire

At time of emergency:
1. If you discover a fire or one is reported to you - operate the nearest fire alarm call point by activation.
2. If you hear the fire alarm – evacuate the premises immediately, as detailed in the evacuation procedure for the School.

Ensure that the Fire Brigade is called by dialling 999.

After the event:
1. Do not re-enter the premises until advised to do so by the senior fire service officer present.
2. If the fire has been extinguished by school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying, ie fire doors satisfactory, fire alarm operating, extinguishers re-charged.
4. Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the head teacher.
5. The site manager is to analyse the procedures followed during the fire to determine whether changes are required.

Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained:

- Persons with special responsibilities
- Fire alarm call point locations and checks
- Weekly fire alarm tests
- Fire alarm fault records
- Fire alarm maintenance inspection
- Emergency lighting maintenance inspection
- Firefighting equipment routine monthly checks
- Fire drills
- Firefighting equipment tests and maintenance by contractors
- Training records
- Visits/inspections by fire brigade

Publication of fire instructions

These instructions are to be held by all.

Extracts are to be published in the staff handbook.

All new arrivals are to have fire instructions brought to their attention.

Part 2 to these instructions are to be displayed prominently at all fire points and at the telephone exchange.

Those annexes pertaining to specific risks are to be displayed in those places.

The classroom fire notice is to be displayed in each classroom.

Appendix A
Displays, display boardings and decorations

Great care should be taken that educational and display materials, which may be added to a building by the occupants, do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials, for example, Christmas trimmings and 'autumn leaves' displays.

Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and depending on quantity and location will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before persons have a chance to escape.

In determining what is reasonable by way of display materials and/or decorations the over-riding consideration is whether persons are likely to be trapped as a result of fire involving such materials.

This is a difficult area for the lay person to assess as it needs an understanding of how parts of their building contribute to escape routes, and how materials, for example display boarding, may contribute to the spread of fire over its surface.

The following guidance can be given concerning materials which form the linings of walls and ceilings (the technical terms are defined in Building Bulletin 7 and British Standard 476, and are essential to understand which materials are acceptable).

1. In "protected stairways", "protected corridors" and "protected lobbies" the surface linings should be "class 0", that is non-combustible. The meaning of this is that display boards, and free standing displays should not be incorporated in these areas.
2. In "horizontal circulation area", the linings should be "class 0", except that 20 per cent of the total wall and ceiling area may be "class 2". This means that display boarding may be acceptable in these areas, subject to its area being within the amount given, and that the character of the fire resistance as given in the manufacturers specification is "class 1".
3. In new construction these requirements should have been taken into account at the design stage. However, occupants should ensure that no modifications such as covering or painting which will change the nature of its fire resistance occurs.
4. Where there are any areas of doubt, for example whether a certain material is acceptable in terms of the effect that it may have on fire precautions then the advice of the site manager should be sought.
5. Where displays are provided in other cases they must be located where they are well clear of any source of ignition eg cookers, Bunsen burners etc.

Where paper, natural or plastic materials are used for decorations or display they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.

Cellular plastics (polyurethane foam) presents particularly severe fire risks and should not be used for display purposes.

Appendix B
Electricity

The current running through electric wiring is a source of heat; and if a fault develops in the wiring that heat can become excessive and start a fire. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. Fuses or circuit breakers are incorporated in a system to protect against overloading in the event of defect.

Plugs and circuits must be correctly wired and fused. Equipment and plugs with loose connections must be taken out of use.

In the event of a fuse protecting equipment or a circuit blowing, the cause of the failure should be identified before replacing the fuse.

Any replacement of fuses must be with fuses of the same rating.

Electrical socket outlets must not be overloaded, and the use of multiway adapters inserted directly into the socket outlet is not permissible. It is therefore essential that before additional equipment is obtained, facilities should exist to allow its safe use. It may be permissible to run up to four items of equipment which draw low amounts of current, eg computer and monitor from a single socket outlet by a fixed plug connected to a purpose designed four socket outlet with an integral fuse. Careful location of the cable is essential. The unit should be removed when not in use.

Flexible cables are to be replaced when worn or damaged. (This is not a task expected to be in the ability of most employees, as it will involve part disassembly of the equipment).

After use outlets should be switched off, and plugs removed from the socket. Any addition or alteration to the permanent electrical system of premises must be carried out by a qualified electrician. Under no circumstances should work of this nature be undertaken without prior approval of the business manager.

Appendix C
Special precautions: science

Putting out burning furnishings
Fires involving furnishings, ie curtains, stools and bench tops, should be tackled only in the initial stages. If gaining a hold, the priority is evacuation of students. Any type of extinguisher may be used if electrical equipment is not involved but water is the most effective agent in preventing re-ignition. If a fire is first reduced to smouldering with a non-aqueous extinguisher, water should then be used to complete extinction.

Putting out burning phosphorous
Water is a suitable extinguishing medium. It is usually most convenient to cover the burning phosphorus with sand and then add water.

Putting out flammable liquid fires
The source of ignition should be turned off, if possible.
If a liquid is burning in a container such as a beaker, the preferred first treatment is to smother with a fire blanket or fireproof mat. A carbon dioxide extinguisher may then be necessary to give complete extinction. The blanket or mat should be left in place while the area cools.
Very small liquid spills which are burning can again be smothered with a fire blanket.
If a larger pool of liquid is on fire, tackle with an extinguisher directing the extinguisher towards the edge of the fire and sweeping towards the centre. Large fires can be better tackled by two people, each with an extinguisher, from different angles but not opposite each other.

Putting out burning flammable liquid on clothes
If burning liquid is spilt on a person's clothes, he/she should immediately be made to lie down with the flames underneath and a fire blanket or convenient garment pressed on top.

Putting out gas fires
A fire extinguisher should not be used on a gas jet but only on residual fires which may be burning after the gas has ceased to flow.

Natural gas
If it is possible to approach, shut off the supply. The main gas cock may have to be used and it is clearly better if it is in the room.

Fire precautions
The users
1. Fire doors should never be wedged open or fire-fighting equipment used for anything other than its purpose.
2. Plastic articles, such as trays, should be of fire-retardant plastic.
Flammable materials must be kept away from flames, eg blinds should be used in preference to curtains to dim-out rooms and should be of fire-retardant materials.

3. Flammable substances should be stored appropriately. Waste bins should be of metal and emptied regularly. Flammable articles such as paper and cartons should not be allowed to accumulate and should never be stored near exit routes, under stairs etc.

Fire drills

1. Staff and students who happen to be in the laboratories during fire practices will participate in the normal evacuation drills. When the alarm sounds, technicians should see that gas is turned off at main stopcocks, that gas cylinders are returned to an agreed place and that hazardous substances are locked up.
2. Laboratory staff should hold regular practice drills for putting out clothing on fire and for putting out small bench fires.
3. Fire-fighting equipment should be located near an exit door.

Fire blankets

These should be provided in all laboratories where there is a risk of Class B fires, primarily for dealing with people who have burning flammable liquid spilt on their clothes. They are also the most effective treatment for flammable liquid fires in an open container.

Sand

1. Sand should be available for fighting small metal fires but need not necessarily be in a 'fire bucket'; a pack of sand should be included in a chemical spill kit and may also be used for fire fighting.
2. Water buckets are inappropriate for laboratory use because of the likelihood that electrical equipment will be involved.

Part 2: Fire Procedures

General fire notice

On discovering a fire:
1. Operate the nearest fire alarm point without delay.
2. Call the fire brigade by dialling 999.
3. Evacuate all occupants to agreed assembly point.
4. Staff: attempt to extinguish fire with nearest suitable fire appliance.
Do not attempt if fire has reached such proportions as to endanger life or escape, but proceed to assembly point.

On hearing fire alarm:
1. Close all doors and windows.
2. Proceed to your assembly point and take the roll call.
On arrival of the fire brigade the site manager or a senior member of staff should meet the fire brigade's officers and give as much information as possible about the fire.

Know:
1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

In the event of fire:
1. Maintain silence.
2. Do not stop to collect your personal belongings.
3. Do not rush.
4. Do not attempt to pass others.

Remember to dial 999, ask for the fire brigade and give the precise location of the fire.

Fire and emergency procedures

Site manager
All liaison in respect of fire precautions in Sancton Wood School and Nursery will be through the site manager.

Fire and emergency procedures
At a fixed time each week The site team will test the alarm to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.

Fire drills must be carried out at least termly to enable everyone to become familiar with the procedure for evacuation.

On sounding the alarm, the Fire Brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors and windows behind them if possible.

An assembly point should be designated at a safe distance from the building to prevent possible injury from falling debris.

If there is no risk of personal injury attempts may be made to tackle the fire using a suitable type of extinguisher and to switch off power sources from the mains.

At all times fire exit routes must be unobstructed. All exit doors must be unlocked whilst there are people in the building. Smoke doors must not be hooked or wedged open other than to allow temporary movement within the area.

Exit routes must be clearly identified and marked.

The use of display material must be controlled in fire exit routes.

Persons appointed as fire wardens must liaise with staff to establish safe procedures.

Extinguishers
The location of all fire extinguishers must be clearly marked. No materials may be placed near these in such a way that their location is hidden or that their use is hindered.
If possible, training in the use of fire extinguishers should be arranged with the local site manager.

Storage of flammable materials
Flammable materials such as paper, floor-cleaning materials, petroleum products must not be stored in boiler houses, adjacent to kilns or other high risk locations.

Raise the alarm
It is the duty of anyone discovering a fire to operate the nearest fire alarm point by activation. The nearest member of staff must be immediately informed.

Instructions for site manager

The site manager should undergo training in fire duties at the appropriate training establishment before assuming his/her appointment. Where it is not possible to arrange training before the appointment is assumed, s/he is to attend the first practicable course after appointment.
His/her primary duties are as follows:
1. Responsible to the headteacher for all matters relating to fire precautions and the school fire organisation, s/he should establish close liaison with the local fire service officer in the area

2. To supervise, maintain and control on behalf of the headteacher:
• preparation of school fire instructions
• measures for fire prevention and fire fighting, including fire practices
• allocation, maintenance and testing of all fire-fighting equipment held by the school for its fire protection
• the efficiency, training and duties of the fire wardens and the instruction of all in the use of fire-fighting equipment
• arrangements for summoning fire-fighting resources. Details are to be displayed in buildings and by the school telephone exchange
• liaison with the appropriate fire service representatives in the area
• suitable records to show the following:
    - Training of personnel and attendance on courses
    - The distribution and appropriate inspection maintenance and testing of school fire equipment, fire alarms and water supplies

5. To ensure that any building or part of a building used either temporarily or permanently for plays, concerts, cinematography shows, dances and similar entertainment have been approved by a fire service officer as meeting safety requirements

6. To take charge of fire-fighting operations until the fire brigade arrives

7. To ensure that adequate arrangements are made for sign-posting and marking water supplies for firefighting and that a water supply map is maintained for use by the fire services

8. To ensure that authorised fire notices are displayed as necessary

9. To ensure that civilian contractors employed within the school perimeter maintain an adequate standard of fire precautions

Instructions for fire wardens

1. Fire wardens should attend a training course at an appropriate training establishment.

2. They are to assist the site manager in such fire duties as required.

3. They are specifically responsible for:
a. Monthly routine maintenance and testing of school fire equipment and water supplies
b. Training faculty/department personnel (including new personnel) in fire prevention and
the operation of fire equipment, the topography of the school (water supplies, hazards, etc.) and their duties in general
c. The maintenance of the faculty/department fire equipment register up-to-date on a monthly basis
d. Ensuring that all equipment tested is recorded in the register with the date of checking
e. Checking all fire points to ensure they are correctly sited, in line with current specifications and the correct orders, notices, etc. are on display

Instructions for assembly area controllers

1. The senior teacher present at each assembly area is to take charge of the organisation of assembly and roll calls.

2. He/she should ensure, as soon as possible:
a. Roll calls are taken quickly and efficiently
b. Teachers, tutors or department heads report their roll call status to them as soon as it is completed
c. Any staff or students unaccounted for are to be notified to administration by the quickest and safest means available