

# RAVENS COTE JUNIOR SCHOOL

## FIRE SAFETY POLICY

2025-2027



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November 2025		November 2027	
Signed	Mrs A Wells Headteacher	Signed	Mrs E Gibson Chair of Governors



## Ravenscote Junior School FIRE SAFETY POLICY

Ravenscote Junior School recognises the need to have detailed fire safety procedures in place as a means of preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with any unforeseen fire/explosion related incidents. These plans include staff training and emergency evacuation drills.

An outside contractor undertakes a fire risk assessment on a yearly basis. The fire risk assessment report is brought to the attention of the SBM & Headteacher. The outside contractor also undertakes the annual inspection and maintains the fire safety related equipment. Testing of the fire alarm is done on a weekly basis by the Caretaker.

A termly fire drill is arranged by the HT, DH or SBM. Fire procedure posters, fire exits and escape route signs are located around the school and staff are aware of the assembly point.

A fire log book details testing of call points and testing of emergency procedures.

Fire procedure notes are held by all members of the SLT, year leaders and Fire Marshalls.

Online fire safety training is undertaken by all staff annually.

The online training is designed to equip anyone who works in a school, college or other educational setting with practical day-to-day knowledge of fire safety.

The course covers:

- The importance of fire safety procedures.
- The importance of fire safety training and the regulations in place to ensure your organisation's fire safety policy is adhered to.
- Understanding the three fire triangle elements including ways to reduce and manage the risks each element poses.
- The different classes of fire.
- Understanding how a fire is maintained and the four main ways fires can spread.
- Fire risks and the processes that must be put in place to reduce the risk of fire.
- The different types of fire extinguishers.
- Understanding the procedures for raising the alarm, where to find and how to operate the fire alarm call point.
- What to do when evacuating the premises in the event of a fire.
- Calling the fire and rescue service and what information you will need to provide to ensure full clarification of the situation regarding the fire.



This course is suitable for anyone who works in a school, college or other education setting. The course has four modules with four multiple-choice questionnaires and has additional resources to expand learning.

### **What causes fire?**

Fire occurs when FUEL sources i.e. materials that burn easily, come into contact with a HEAT source i.e. a flame, and spark or electrical appliance and sufficient enough OXYGEN to cause ignition. Kitchens are a high-risk environment as there are a number of heat sources i.e. ovens, burners and electrical appliances and a number of fuel sources i.e. packaging, oven clothes and tea towels and flammable gas.

**IF YOU DISCOVER A FIRE – SOUND THE NEAREST FIRE ALARM AND FOLLOW THE EVACUATION PROCEDURE.**

### **Fire Procedures**

Immediately after the alarm has sounded you should:

Escort visitors, and members of the public who are on the premises, from the building, via the nearest exit, to the designated assembly point (Upper Playground). Ensure that all doors you pass through are closed after you.

When children arrive at the assembly points all teachers will call the roll. Office staff will call the roll for all school staff, visitors and members of the public who are on the premises and notify the Headteacher/Deputy Headteacher or member of the SLT (whoever is on duty) at once of the result.

Fire Marshalls will carry out a sweep of the buildings to ensure that they are all clear.

Two members of the SLT (Headteacher / Deputy Headteacher / SBM) will check the alarm panel to see which zone has a red light and cross check this against the fire alarm zone map to determine which part of the school has been set off. If safe and no visible smoke or fires, check the detectors in that zone (they will be lit up red on the bottom - either all the way round or a red dot). If no visible red lights, check the call points to ensure none of the glass has been pressed.

### **Reset Alarm**

To reset the fire alarm, press the silence button on the control panel. Then press the reset button on the control panel.

### **Huts – Fire Alarm**

~~At present these are not connected to main school. If the main panel sounds, the alarm in the huts will also sound and should be evacuated as normal.~~



~~Each hut has its own stand alone alarm system which is not connected to the main building. Should the alarm be activated in one of the huts, the alarm will sound in that hut ONLY. The hut should be evacuated as normal and a member of SLT notified by radio to activate the alarm in the main school building by pressing the nearest call point. The rest of the school should then follow the evacuation procedure.~~

~~The Caretaker should be contacted to reset the alarm in any of the huts.~~

### **Caterer – General Guidance**

The Caterer will ensure that all members of their staff are aware of the relevant procedures for fire and emergency evacuation.

The Caterer will ensure the following are brought to the attention of all their staff:

- The procedures for evacuating the building, where to assemble and to whom to report.
- The Fire Safety Plan must be displayed in a prominent position in the kitchen or working environment.
- Catering staff to be made familiar with the location of fire extinguishers and their type. Maintenance of firefighting equipment and emergency lighting is the responsibility of the school.

### **Visitors/Contractors to the Kitchen**

All visitors/contractors to the kitchen must sign in at the school office upon arrival. On arrival to the kitchen, their attention must be drawn to the procedures to follow in the event of a fire and the relevant assembly points. Staff will be responsible for the safety of the visitor/s at all times whilst in the kitchen.

### **Fire Prevention**

#### 1. Identification and control of fire hazards

- Report faulty electrical or gas equipment promptly
- Do not overload electrical sockets
- Always turn off gas and electrical equipment after use
- Equipment with naked flames must be used carefully and kept away from combustible materials
- Follow correct procedures when dealing with gas appliances i.e. never leave fat fryer unattended
- If you smell gas, DO NOT use a naked flame or turn on any electrical appliances

#### 2. Good Housekeeping

- Correct storage of flammable materials i.e. flammable liquids and aerosols
- Control and regular removal of refuse and waste
- DO NOT block fire exits
- DO NOT use passage ways or stair wells for storage areas



### 3. Fire Precaution Systems

- Detection systems in place must be regularly checked and maintained

### 4. Evacuation Measures

- Maintain all escape routes (no dead ends/locked fire doors)
- Labelling of all fire exits, doors and routes (this is a school responsibility)
- Determining and labelling of fire alarm points (this is a school responsibility)

### **Emergency Evacuation Procedures**

The most important part of the fire routine is the evacuation of the premises. Fire drills that include evacuation must be held to ensure everyone on the premises is familiar with the routine.

On hearing the fire alarm, you should follow the procedures as above.

