

Victoria Junior School

Fire Safety Emergency Plan

Victoria Junior School
Victoria Road
Feltham
Middlesex
TW13 4AQ

Telephone 020 8890 9624
Fax: 020 8844 2897



SECTION A

1. Action on discovering a fire

Raise the alarm – call fire loudly and continuously and activate the nearest Call Point (break the glass). If there is a fire outside the building alert the school office in order that a decision can be made as to whether evacuation is appropriate. Call Points are located throughout the school.

2. Warning if there is a fire

The fire alarm will sound continuously. You may hear someone shouting fire loudly.

3. Attempting to fight the fire

Only attempt to tackle the fire if you are trained to use the equipment and it is safe to do so.

4. Calling the fire brigade

On hearing the alarm – Admin staff are to call the fire brigade on 999 and follow procedures identified in office (Admin staff are selected as phones are located in offices at front of school).

In the event of a fire in the building the information contained on the Fire Action notice in the main office should be adhered to.

The office staff will then:

- DIAL 999
- The operator will ask which service you require: Ambulance, Fire or Police
- Keep calm and speak slowly.
- You will need to explain the emergency clearly and give the school's address

Victoria Junior School

Victoria Road

Feltham

Middlesex

Tel: 0208 890 9624

- The Location is off Feltham High Street
- **The headteacher's desk has been given the location: engine.belong.ledge on What3words, an App used by the emergency services to locate specific places.**
- **The Reception entrance is:task.timing.decide.**

5. Evacuation of the premises, including those particularly at risk

All staff and children are to evacuate the building by the nearest exit.

Supply staff and visitors are informed of their nearest evacuation point on their arrival.

All classrooms and shared areas are signed clearly both with fire evacuation information and with Fire Exit signs. In the event of people at risk, ie those with partial hearing, mobility issues etc, are to be allocated a buddy on arrival at school who is responsible for their evacuation. As children and adults with specific physical needs join our school a risk assessment will be carried out to ensure that they are appropriately catered for in the event

Fire Safety Plan

of a fire. Welfare /office staff will bring registers, grab bag, inhalers and diabetic medications to the Fire Assembly Point if it is safe to do so. (See *Appendix 1 for Fire Evacuation Routes*.)

6. Places of assembly and roll call

The assembly point is clearly identified with a large sign on the playground next to the football pitch and each colour coded unit has a specific place in which to assemble within that area. Staff to call register to ensure all children are accounted for. Administrative staff to check staff and visitors through visitors signing in software (Inventry). All staff and children to wait at assembly point until all clear is given from Fire Brigade.

7. Secondary evacuation points (places of refuge)

Should it be necessary to evacuate the premises entirely, the following places of refuge have been agreed: St Lawrence School, Cardinal Road School and Spring West Academy

8. Liaison with emergency services

A member of administrative staff to liaise with fire crew on arrival.

9. Power/process isolation

A senior member of the school to inform fire crew of the whereabouts of electrical and gas shut off points. Electrical shut off points are in Blue Meeting room – electricity. Gas shut off point is situated in house with only gas meter.

10. Identification of key escape routes

Each classroom has a fire emergency route indicated near the door onto the playground. The fire assembly point is on the playground clearly indicated by a sign on the fence. See Appendix 1 for emergency routes.

11. Fire fighting equipment provided

The school is equipped with the following fire fighting equipment.

Location	Fire Extinguisher	Hose Reel	Fire Blanket
Red Art Area	CO		
Red 2	Water		
Yellow Art Area	CO		
Yellow 2	Water		
Green Art Area	CO		
Green 2	Water		
outside staffroom corridor			
Hall	CO		
Kitchen	CO		1
Staffroom			1
Boiler room	CO		
Computer Suite	CO		
House	2 CO, 2 Water		
Fire Hydrant located outside main gate and 50 metres to the right.			

Fire Safety Plan

Water Extinguisher located around the school and in all units



RED

Best For

Wood, Cloth, Paper, Plastics, Coal etc. Fires involving solids

Danger

Do not use on burning fat or oil or on electrical appliances

How to Use

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

How it Works

Mainly by cooling burning material.

Carbon Di-Oxide Extinguisher in each unit



BLACK

Danger

This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Fumes from CO2 extinguishers can be harmful if used in confined spaces: ventilate the area as soon as the fire has been controlled.

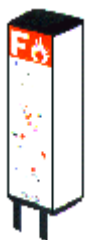
How to Use

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

How it Works

Carbon dioxide gas smothers the flames by displacing oxygen in the air.

Fire Blanket in staffroom and kitchen



Fire Safety Plan

Fire blankets are made of fire resistant materials. They are particularly useful for smothering flammable liquid fires or for wrapping round a person whose clothing is on fire. Fire blankets conforming to British Standard BS 6575 are suitable for use in the home other standards are suitable for industrial use. These will be marked to show whether they should be thrown away after use or used again after cleaning in accordance with the manufacturers instructions.

Best For

Fires involving both solids and liquids. Particularly good for small fires in clothing and for chip and fat pan fires **provided the blanket completely covers the fire**. A fire blanket or damp cloth can be used on a fat pan fire.

Danger

If the blanket does not completely cover the fire, it will not be able to extinguish the fire.

How to Use

Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.

How it Works

Smotheres the fire.

Hose Reel one in hall and one in staffroom corridor



Best For

Wood, Cloth, Paper, Plastics, Coal etc. Fires involving solids

Danger

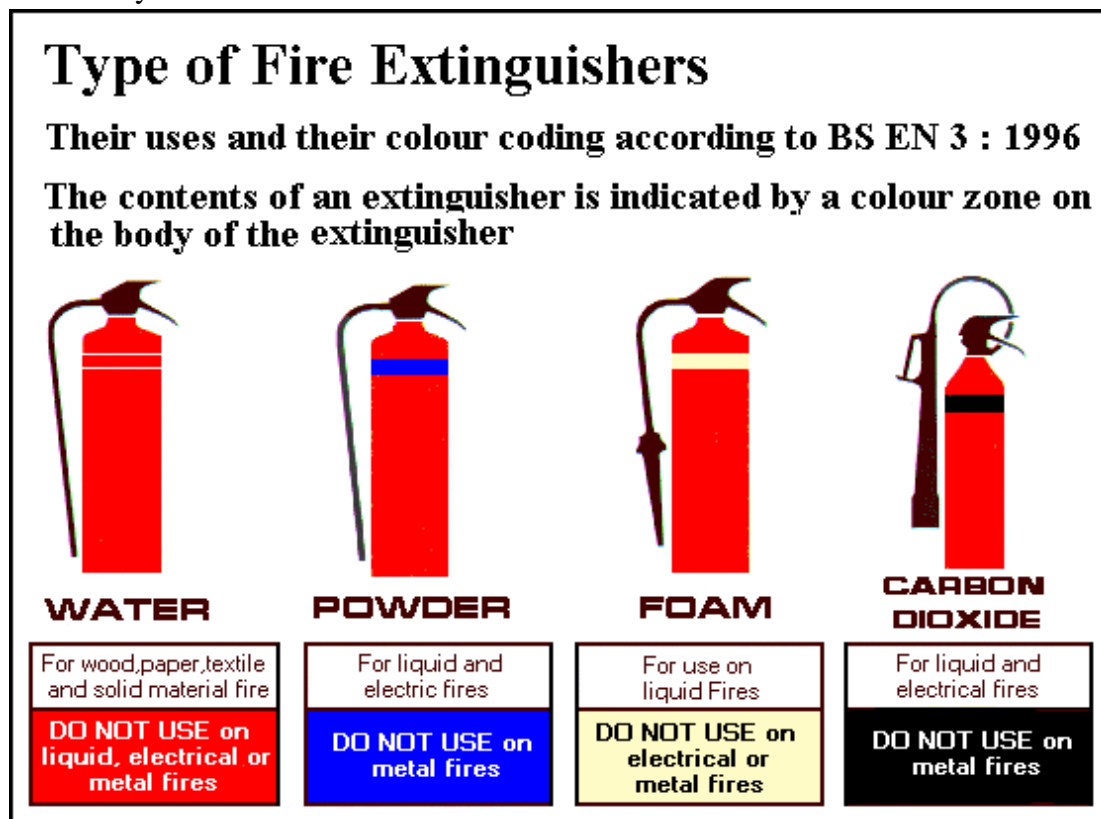
Do not use on burning fat or oil or on electrical appliances

How to Use

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

How it Works

Mainly by cooling burning material.



(See Appendix 2 Fire Safety Map – location of fire extinguishers and hoses)

12. Specific responsibilities in the event of the fire

- The teacher teaching the class to evacuate children by the nearest exit.
- Year 6 year group leader to ensure Meeting Room and disabled toilets checked.
- Year group leader to check toilets of each year group.
- Administrative staff to call the Fire Brigade
- Welfare / office staff will bring registers, visitors signing in book, grab bag, inhalers and diabetic medications to the Fire Assembly Point.
- Staff to call register to ensure all children are accounted for.
- Administrative staff to check staff and visitors through visitors signing in book
- A member of administrative staff, to liaise with fire crew on arrival.

13. Training required

Staff and children alike are given practice drills on arrival at school in year 3 and every half term. These are carried out a various times of day and during the week to ensure that all staff and scenarios are considered.

Staff are given training on fire prevention and what to do in the event that they discover the fire initially. This training is carried out periodically and new staff are also given training as part of their induction.

Summer Term - Year 5 receive a Fire Safety Training session from London Fire Brigade.

The identified fire wardens are the caretaker, a member of office staff and the health and Safety Coordinator, and receive training relevant to their job.

14. Provision of information to relevant persons

- All staff to receive, read and sign for a copy of the policy.
- New staff to receive, read and sign for a copy on appointment.
- Fire Safety Emergency Plan to be ratified by the Governing Body.

SECTION B

FIRE PREVENTION AND MAINTENANCE

1. Fire Action Notices

Fire Action Notices are located throughout the building. The types of notices are:

- General Fire Action notices
- General Fire Routine notices

2. In-House Risk Assessments and Housekeeping

Fire Risk Assessments are carried out termly by the Health and Safety Co-ordinator and Governor responsible for Health and Safety, alongside the Health and Safety termly walkabout. The caretaker checks the fire alarms weekly and also makes regular checks on the equipment. These are all logged in the caretaker's Fire Safety Checklist folder.

3. Fire Drills

Drills for dealing with a fire are carried out every term involving all personnel on site. Effectiveness of fire drills is recorded and improved upon if required.

4. Fire Risk Assessment

A full Fire Risk Assessment has been carried out (March 2008) and is reviewed on a bi-annual basis to determine any new risks and ensure that existing control measures are appropriate. This risk assessment includes a detailed 'Fire Plan' of the building – indicating fire alarm points, fire fighting equipment and procedures. (*See Appendix 3 for current risk assessment*).

5. Testing and Maintenance of Alarm

The fire alarms are tested weekly and GD Security manages the maintenance. The fire alarm is equipped with a battery to ensure that the premises remain secure in the event of mains power failure.

6. Evacuation Notices and Signs

All evacuation notices and signs are in place. The assembly point for all staff and children is demarked on the playground alongside specific colour coded areas for each class to assemble. Fire Drills are carried out every term.

7. Fire Fighting Equipment

Fire Safety Plan

Fire fighting equipment: hoses, fire extinguishers and blankets are in place around the school. The appendix holds a map showing the location of the equipment. Staff and children receive training on what to do in the event of a fire. The school carries out fire drills each term. See Appendix 5 for map.

8. COSHH

Our caretaker holds COSHH register and assessments for all substances. The Health and Safety Co-ordinator also has copies of these assessments.

9. Electrical Safety

All electrical equipment is tested on an annual basis or following the recommended frequency by Hounslow Health and Safety Advisors. Faulty or broken equipment is reported to the caretaker, who will contact the relevant qualified engineer.