



Greek Primary School of London

FIRE SAFETY MANAGEMENT POLICY

Fire safety Steps



Issue date 10-10-2022

Reviewed Annually

Circulation: Governors

All staff

School Website

Parents on request

Status: Current

Written by: Evgenia Kritikou

Approved by: Aikaterini Papagianni

To be reviewed: 11/11/ 2023



TABLE OF CONTENTS

FIRE SAFETY MANAGEMENT POLICY	3
GENERAL INTRODUCTION	3
FIRE SAFETY STATEMENT	3
FIRE MANAGEMENT SYSTEM	4
FIRE MANAGEMENT RESPONSIBILITIES	5
HEAD TEACHER	5
FIRE WARDENS (TEACHERS)	7
Saint Nicholas Church School (HIRERS)	8
FIRE MANAGEMENT ORGANISATIONAL CHART	9
FIRE SAFETY MANAGEMENT POLICY	11
APPENDIX	14



FIRE SAFETY MANAGEMENT POLICY

GENERAL INTRODUCTION

Greek Primary School of London is an responsible establishment that takes the matter of fire safety seriously as a part of our overall health and safety policies. This policy has been formulated in order to comply with our legal obligations under the Regulatory Reform (Fire Safety) Order 2005.

A fire risk assessment has been completed in the school premises as required, which will be suitably reviewed annually and/or in the event of significant changes. The fire safety management policy sets out the objectives in respect to fire prevention and emphasises the school's commitment to fire safety. The school aims to have proactive liaison with the local fire and rescue service when deemed necessary.

FIRE SAFETY STATEMENT

The school's primary focus is for the safety of its children, employees and visitors. To that end, the fire safety management of the school is based around "life safety". The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The Educational Counsellor, the Head Teacher and the Pre-School Senior Leader are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Head Teacher who manages the school and its fire safety on a day to day basis. The Head Teacher has specific areas of responsibility but has delegated defined duties to support staff. Please see **fire management responsibilities** and the **organisation chart** for details.



FIRE MANAGEMENT SYSTEM

There is a clear fire management system in place to ensure that the school suitably manages fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of a primary school. It includes sufficiently trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment, so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The most recent fire risk assessment was completed on 15-10-2022. A new Fire risk assessment will be completed by October 2023 and will be reviewed annually or when there is a significant change, whichever occurs first.

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. A business continuity plan strategy will be in place including scenarios such as power scenarios or floods.

Organisation

The Head Teacher is responsible for ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.

The Head Teacher is responsible to complete each improvement action. The Head Teacher will assign Mrs Koupadi Stella the responsibility of testing all fire safety systems. The maintenance of fire safety systems is contracted to suitably qualified engineers.

All teachers have been designated as Fire Wardens and are suitably trained in their fire evacuation duties. Fire drills are completed once every six months. All staff receives fire safety awareness training annually.



FIRE MANAGEMENT RESPONSIBILITIES

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

HEAD TEACHER

The Head Teacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds.

Specifically, **The Head Teacher is responsible for ensuring that**

- The school has a fire safety management policy and that such a policy is reviewed annually
- That a Fire Risk Assessment is completed and reviewed annually
- Staff are notified of the significant findings of the fire risk assessment
- Recommended actions derived from the fire risk assessment are completed
- The maintenance and the testing of all fire fighting systems and equipment are completed and recorded in the fire log book
- The school emergency plan and evacuation procedures are regularly reviewed
- All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures
- The provision of fire awareness training to all staff
- The provision of fire warden training for all Teachers
- An emergency fire drill is undertaken every six months
- The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability
- The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting



- The provision of suitable fire safety equipment such as fire doors, fire signs and fire fighting equipment

In terms of maintenance, the Head Teacher is also responsible for:

- The formal maintenance and organising of testing for the automatic detection system
- The inspection of the fire fighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log
- Supervision of contractors undertaking hot work and cold work
- Ensuring that access can be gained at all times to the electric and gas shut off devices
- Ensuring that the gas boilers are annually serviced in line with the schools planned preventative maintenance regime
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least once a year in line with the schools planned preventative maintenance regime
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

In terms of maintenance, Mrs Stella Koupadi has been assigned with the responsibility for:

- The regular testing of the fire alarm
- The regular testing of the emergency lighting

In terms of emergency action and evacuation procedures, the Head Teacher is responsible for:

- Collecting all of the area and classroom information from Teachers/Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened



- During a fire drill noting escape times and general observations for improvement
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively
- Providing the fire and rescue service with a detailed plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.
- Calling the fire and rescue service to ensure that they have been notified of the alarm
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures
- Where appropriate escorting visitors and contractors from the building
- Collecting information such as contact details of parents
- Taking such information to the assembly point for use in a major incident / site evacuation.

FIRE WARDENS (TEACHERS)

Every Teacher as a Fire Warden is responsible for:

- Acting as fire wardens when evacuating their class from the school
- Ensuring that their particular classroom is kept free of hazards which may block escape routes
- Ensuring that all electrical equipment used within the classroom have been suitably maintained
- Reporting any hazards (which cannot be dealt with) to the Head Teacher
- Ensuring that new pupils are suitably trained in evacuation procedures
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place
- Escorting pupils to the assembly point (St Vincent school)

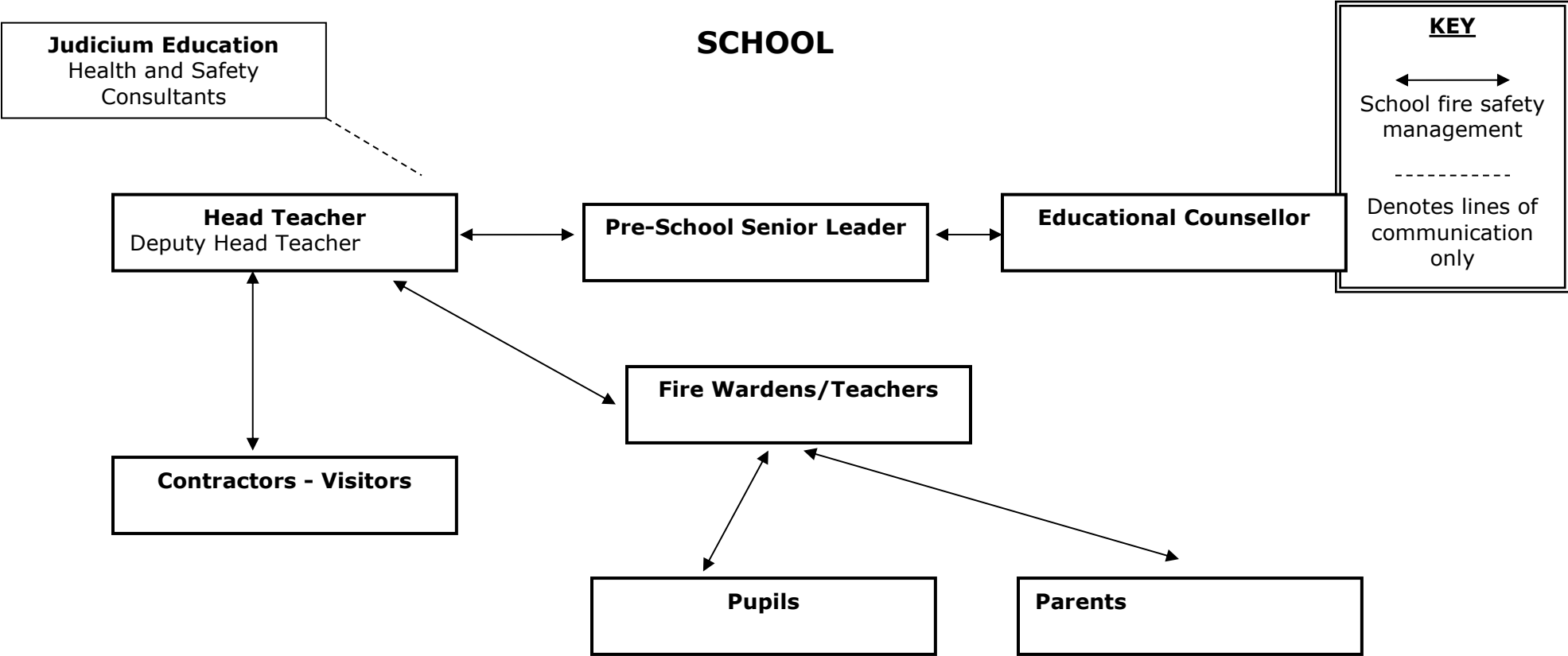


- Controlling their class at the assembly point, ensuring that no pupil re-enters the premises until the Head Teacher announces that the school is safe
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to a safe site, (the Springfield Gardens).
- Taking part in any fire safety training provided by the school
- Ensuring that their designated areas are clear before leaving the building
- Closing all fire doors before leaving their area
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers
- Ensuring that fire escape routes/stairs and fire exits are not blocked
- Assisting the Head Teacher in securing the building and ensuring that no one re-enters the premises until it is deemed safe to do so by the fire and rescue service.

Saint Nicholas Church School (HIRERS)

The staff of Saint Nicholas Church School will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility.

FIRE MANAGEMENT ORGANISATIONAL CHART



FIRE SAFETY MANAGEMENT POLICY

Member of Staff Acknowledgement

All members of staff with fire safety responsibilities (all staff) should be issued a copy of the policy and be required to sign the staff acknowledgement slip.

I have read the school Fire safety management policy and agree to follow the procedures outlined in the policy.

1. Employees Position: TEACHER

Employees Name: STELLA KOUPADI

Employees Signature: _____

Date of Signature: 10/10/22

2. Employees Position: TEACHER

Employees Name: ADAMANTIA SIKERIANOU

Employees Signature: _____

Date of Signature: 10/10/22

3. Employees Position: TEACHER

Employees Name: **PASSA RAFAELA**

Employees Signature: _____

Date of Signature: 10/10/22

4. Employees Position: ENGLISH TEACHER

Employees Name: PAPASTATHI MARIA

Employees Signature: _____

Date of Signature: 10/10/22

5. Employees Position: ENGLISH TEACHER

Employees Name: KAPNIA GRAMMATI

Employees Signature: _____

Date of Signature: 10/10/22

6. Employees Position: TEACHER

Employees Name: KRITIKOU EUGENIA

Employees Signature: _____

Date of Signature: 10/10/22

7. Employees Position: TEACHER

Employees Name: SXINOXORITI NIKOLETTA

Employees Signature: _____

Date of Signature: 10/10/22

8. Employees Position: GYM TEACHER

Employees Name: PAPADOPOULOU IVI

Employees Signature: _____

Date of Signature: 10/10/22

9. Employees Position: PCT TEACHER

Employees Name: SKARMEA VASILIKI

Employees Signature: _____

Date of Signature: 10/10/22

10. Employees Position: FRANCE TEACHER

Employees Name: PAPPA ANNA

Employees Signature: _____

Date of Signature: 10/10/22

11. Employees Position: PRE SCHOOL TEACHER

Employees Name: NIKI ANASTASIOU

Employees Signature: _____

Date of Signature: 10/10/22

APPENDIX

Greek Primary School of London Fire/ Emergency Evacuation Procedure

If you discover a fire and a fire extinguisher is in your reach, try to put out the fire. If there isn't, or the fire cannot be extinguished immediately and safely, don't waste time:

1st Step: The **first instructions** are:

- a. Get everyone out of the room, where the fire is located and close the door.
- b. Ensure everyone gets out of the building by raising the alarm. If the fire alarm, for any reason does not work, shout "Fire!" and ring the hand bell.
- c. Call the Fire Brigade on **999**.
- d. Evacuate the building by choosing the safest way out as instructed and trained. If there are pupils with special needs, they should be accompanied by the teacher of the classroom.
- e. The Head Teacher/Deputy Head Teacher is responsible for switching off the electricity, the gas main supply and picking up the keys.

2nd Step : The **classroom evacuation plan** is:

Ground floor

1. For the Nursery, the safest way out is through its own separate door which directly leads to the courtyard.
2. For Class C and for any other pupils and teachers who happen to be there, the exit is through the main entrance of the building.

First floor

1. For Classes D' and E', the way out is via the main staircase and making their way to the main entrance of the building.
2. For Classes A', B' and St', the way out is via the back staircase which leads to the back fire door exit.

Second floor

1. For the second floor – Music room, IT lab, Staff room and Head office -, the way out is via the back staircase which leads to the back fire door exit.

3rd Step: Point of recollection

In case of evacuation, members of the staff and pupils gather and line up outside the building, on the pavement in front of Saint Vincent's Catholic Primary School. If needed, we will move slowly to Springfield Gardens, located at a 250-metre distance.

General instructions

- We must bear in mind during the evacuating procedure to avoid panic and crowding together.
- Every teacher who was teaching a specific classroom, just before the fire, is responsible for those pupils and must report to the Head Teacher if anyone is missing.
- The Head Teacher/Deputy Head teacher at first is responsible for contacting either the Fire Brigade, the Police or the emergency services etc.
- Escape routes are clearly marked with luminous arrows and by the emergency lights.
- The fire fighting equipment is:
 - At the ground floor, one 6L water extinguisher and one 2 kg carbon dioxide extinguishers at the main entrance, one 3 L water extinguisher next to the side fire exit and one 6 L water extinguisher at the back fire exit.
 - One 6 L foam spray extinguisher at First Aid Room (ground floor)
 - Two 6 L water extinguishers are located on the corridors of the first floor
 - Two 6 L water extinguishers are located on the corridors of the second floor
 - One 2 kg carbon dioxide extinguisher inside the staff room.
- Whole staff has been trained in Fire Warden and Fire Training.

A formal teachers' meeting was recently held, on **10/10/2022**, in which the Head Teacher informed all members of the staff about all procedures to be followed in a case of fire.

