

Fire Safety Policy and Emergency Plan

Fire Safety Duties –

The following persons have fire safety responsibility within the school –

- Head Teacher – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.
- Caretaker – will during the course of his/her duties ensure that fire safety measures are in place.
- Teachers – will take charge of pupils to ensure their class evacuates the building in an emergency.
- will actively ensure that the means of escape in their classroom is never obstructed or blocked.
- All other staff – will co-operate in the emergency procedures in event of a fire.

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

In premises that are shared with other organisations, the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the school's emergency procedures and will be expected to co-operate with the preventative measures put in place by the school.

Details of the School's Emergency Plan

Attendance Lists

All staff to complete and save their class registers first thing in the morning. Office staff to complete attendance lists at the start of each day and return to fire emergency bags which are located in:

- the office (3rd drawer down to the left of Miss Seed's chair)
- in the **Year 4 classroom (beside the door)**
- in the year 2 classroom (beside the door)

How people will be warned if there is a fire

The alarm will sound (a siren & flashing warning light). The alarm will be checked by **Mr Budd** every Monday morning at 10.00 a.m. from a different point each time. **Walkies talkies will also be checked after the test by Mr Budd to ensure they are fully charged.**

What staff should do if they discover a fire

Staff should leave the building immediately with all the pupils under their control and raise the alarm (if not already going off) by pressing the nearest call point on the way out.

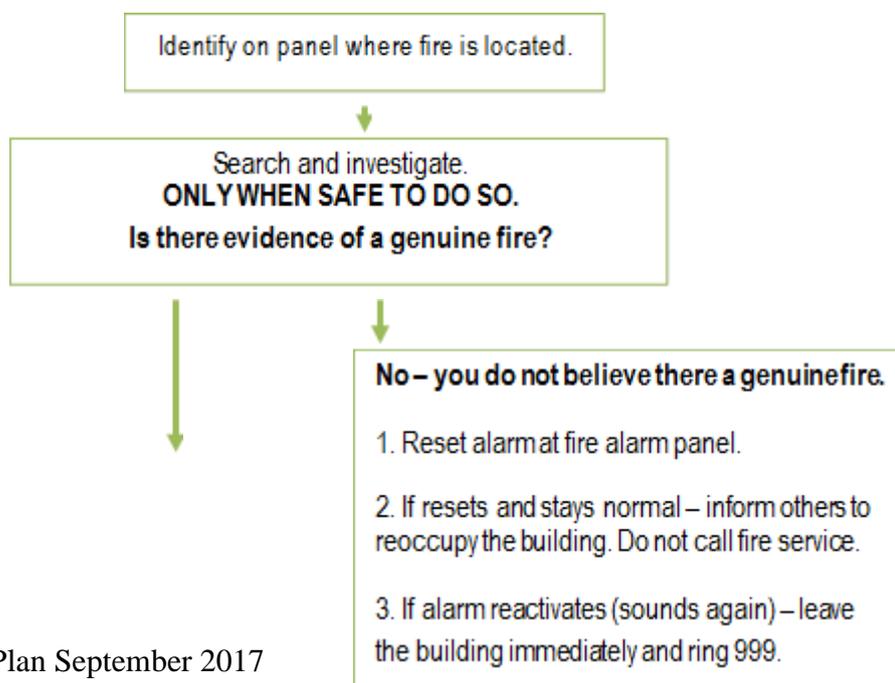
What pupils or visitors should do if they discover a fire

Pupils and visitors should inform the nearest member of staff and follow instructions calmly and quietly.

Procedure for calling emergency services

On hearing the alarm **the building will be evaluated as described above**. At the same time the designated person (Caretaker or HT) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.



YES – satisfied is a genuine fire.

Leave the premises and ring 999 immediately.

How the evacuation of the premises should be carried out

Staff should follow the written instructions on fire evacuation notices i.e. Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.

The member of staff in/nearest to the **Year 4 classroom** should pick up the fire emergency bag and walkie-talkie before exiting the building. The teaching assistant nearest the staffroom will take pupils' medications (e.g. epilepsy, diabetes, asthma) outside with them. Teachers will take inhalers (now kept in teachers' cupboards) outside with them. **A general inhaler will be kept in the office emergency pack. Every September, Miss Baird will send out a letter to new Reception parents of pupils with asthma to get permission to use this inhaler in an emergency.**

One member of staff in the nursery and one member of staff in Reception will keep a key to open the Nursery gate on their person. **(All external gates are opened by the same key. The external key for Reception RD hangs next to the cupboard door in their classroom.)** Keys to be left in school overnight **(in 'Robins' nursery, hanging on a hook next to the kitchen gate; in 'Ladybirds' nursery, hanging on hook by external door)** in case of staff absence the following day. EYFS staff to take laminated registers outside with them.

A member of the office staff will nominate an appropriate person to take the fire emergency bag, a walkie-talkie and the visitors' book to the KS 2 assembly point. **Anyone in the school office should leave by the nearest exit which is the main door.** Inside the fire emergency bag will be a key pack and laminated class lists and contact numbers. In the absence of the office staff, Mrs Lee will nominate an appropriate person.

If alarm goes off when pupils are participating in mixed age lessons e.g. interventions outside of their classroom or lunchtime clubs, etc., staff should take their group registers outside.

Staff should check all pupils are present and raise their arm to signify that this is the case. Missing persons should be reported to a member of the Senior Leadership team. Mrs Robinson/**Miss Hill** and Mrs Hodgson/Miss Seed should take the first aid kits outside.

Procedure for checking the premises have been evacuated

The Caretaker will check the upper levels of the building, dining hall, kitchen areas and junior toilets/cloakrooms. In his absence, **Mr Wadsworth** will assume this role. The Headteacher will check the staff room, main hall, office, library, Poppy room and Infant cloakroom/toilets. **Mrs Nunn will check or nominate a person** to check the Foundation Stage toilets/cloakroom.

Community Facility

The leader of any group hiring the community facility, should always keep a register of who is present. The leader of the group should check the toilet and kitchen facilities before leaving.

Sunshine Club & After-school club (using community facility)

The supervisor will have a list of who is present on a daily basis and should take this outside if the alarm sounds, after checking the toilet and kitchen facilities. No-one should re-enter the building until **Mr Budd (or Mr Wadsworth)** or Mrs Lee (**or Mrs Dunn**) says it is okay.

Where people should assemble after leaving the premises

Adults and pupils should assemble either at the bottom of the Junior school yard by the front gate OR at the EYFS/Infant entrance by the main gate near to the road **or at the back of the building on Industrial Street**. The member of staff with the key pack (from the **Year 4 classroom**) will need to open the security gate to access this assembly point. Everyone should leave the building by the nearest exit. The walkie-talkies will be used to check for any pupils missing from the class attendance lists. **Mr Budd will check that the batteries are charged on a weekly basis. Classes in the corridor farthest from the office (mixed corridor) should exit via the fire exit door at the end of the corridor and assemble in the top yard. Miss Baird, or a person nominated by Miss Baird, should take outside the key pack and walkie talkie.**

In the community facility, in the case of the fire alarm going off, everyone should evacuate the premises from the nearest exit and assemble by the fire assembly sign in the back school yard.

Identification of key escape routes & how they are accessed to escape to a place of safety

The Junior corridor and Infant corridors are the main escape routes. **Year 2 should leave via the fire safety doors at the end of the mixed corridor**. Foundation Stage pupils should use their own exit. The Junior corridor has exits at either end, one of which is shared by the Infant corridor. Staircases are used to leave the upper levels of the building. **See attached floor plan showing main exit routes.**

Arrangements for fighting fire

Staff should not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

Foam Extinguisher. (Standard)



Cream

Best For

Fires involving solids. Liquids such as grease, fats, oil, paint, petrol, etc but not on domestic chip or fat pan fires.

Danger

Check manufacturer's instructions for suitability of use on other fires involving liquids. These extinguishers are generally not recommended for home use.

How to Use

Use upright. Pull out red clip. Aim nozzle at base of fire (not nearer than 1m). Squeeze handles.

Do not aim jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

How it Works

These are mainly water based, with a foaming agent so that the foam can float on top of the burning liquid and break the interaction between the flames and the fuel surface.

Carbon Dioxide Extinguisher.



BLACK

Best For

Live electrical equipment when it is not possible to isolate the electric supply and flammable liquids such as grease, fats, oil paint, petrol etc. but not on domestic chip or fat pan fires.

Danger

Do not use on domestic chip or fat pan fires. 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

Remove safety pin. Operate no nearer than 2m. Aim at base of fire. Squeeze handles. Release to stop.

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 extinguisher works on classes B and C and works by suffocating the fire. Carbon dioxide will not burn and displaces air.

Fire Blanket



Fire Blanket 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 EN 1869 : 1997 are suitable for use in the home BS 7944 : 1999 is 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 domestic or commercial chip and fat pan fires provided the blanket completely covers the 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 and prevents oxygen getting to the fire.

The duties and identity of staff who have specific responsibilities if there is a fire

Person in overall control – Mrs J. Lee (Headteacher)

Person to ring Fire brigade – Mrs T. Hodgson or Miss Seed (Office staff)

Person to turn off mains services – **Mr S Budd** (Caretaker) or **Mr Wadsworth** in his absence. **Miss Blakeney will deputise for Mr Wadsworth in his absence.**

First Aid – Miss Seed; Mrs Nunn, **Mrs Peters, Mrs Staples, Mrs Forster, Mrs Cutts, Mrs Jardine, Mrs Straker, Miss Dodds, Miss Simms, Miss Hill**

All class teachers will be responsible for their classes at the assembly points. If Mrs Dunn is not there due to other duties, a TA should take over (**Mrs Forster**).

Mrs Lee or **Mr Budd** will brief the fire services.

Arrangements for evacuation of people especially at risk

Every person with mobility difficulties should have a written personal emergency plan explaining who will assist them and how the evacuation will take place.

Supply teachers will be shown a copy of this.

Any appliances or power supplies that have to be isolated if there is a fire

Gas valves in kitchen to be isolated by Mrs Coulson. Main Gas valve in boiler room to be isolated by **Mr Budd** (or **Mr Wadsworth** in his absence).

Specific arrangements for high risk areas

Cleaners' cupboard at end of Junior corridor, cupboard beside Reception toilets and cupboard under stairs in **mixed** corridor leading to art & craft room - contain flammable materials.

Contingency Plans for when safety systems are out of order

If alarm fails, the person detecting fire will shout 'FIRE' and as staff hear the evacuation of the building, they will raise the alarm by the same method and leave the building also. The bell will also be rung to signal the alarm (**kept in Headteacher's room or on windowsill outside office**).

How rescue services will be called and who is responsible for this

Mrs Hodgson will ring the Fire Brigade from her mobile (afternoons) or Miss Seed (mornings) will ring using the office phone. In her absence, Mrs Lee or Mrs Dunn will ring.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

Mrs Lee will meet the Fire Brigade at the front gate. In her absence, Mrs Dunn / **Mr Budd** or a member of the SLT will deputise.

What training employees need and the arrangements for ensuring that this training is given

The staff will be consulted on the safety plan and their recommendations used to amend accordingly during the **autumn term 2017**. Training will be given on the use of fire fighting appliances in the **autumn term 2017**. This policy was reviewed in **September 2017**.

Plans for dealing with people once they have left the premises

In cases of extreme weather, when staff and pupils are unable to re-enter the building, they will proceed to the car park opposite the school where parents will be contacted **via Teachers2parents**.

Liaison between building owners, employers, residents and rescue services

Mrs Lee will contact the property helpdesk on 03000 267890 to get premises-related help and informing landlords of damage, etc.

Emergency Plan drawn up by Mrs J. Lee

Date – 18 September 2017

Review Period - Annually