



# **FIRE SAFETY POLICY**

## **September 2017**

**Signed:**

**Headteacher: Alison Gibson**

**Signed:**

**On behalf of the Governing Body**

**Proposed Review Date: September 2018**

Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

1. FIRE DRILL notices are displayed prominently in every room. Teachers are responsible for notifying the Headteacher if the notice in their classroom or any other room that they may use has for whatever reason been removed and keep notifying the Headteacher until the notice is replaced. Teachers are also expected to check from time to time that the information is understood by their pupils. Besides knowing the procedure for a class to leave a room under the charge of a teacher pupils should be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves alone or unsupervised when the alarm sounds.

2. It is the responsibility of the Headteacher to check that Fire Drill notices are prominently displayed in every room.

3. Fire Fighting Equipment is inspected annually by a contractor appointed by the DBE.

4. FIRE EXIT doors must never be locked, bolted or obstructed while the room is in use.

5. Exit doors and door furniture must be kept in good repair and tested for smooth operation regularly. Faults should be reported in the usual way. All doors must be kept free of obstruction as must the approaches to them.

6. Internal FIRE DOORS should, where possible, be kept closed. They must under no circumstances be hooked or wedged open.

7. Rubbish and combustible waste should not be allowed to accumulate. Teachers are responsible for checking their own classrooms and store rooms.

8. FIRE PRACTICE will be held once each term. Arrangements for practices will be made by the Headteacher. Notice will be given prior to the first practice of each new academic year but not for subsequent practices. At least one practice during the year will be during a play time or during the midday break.

9. FIRE ALARMS will be tested each week.

10. The FIRE BRIGADE are automatically called immediately to any fire, however small. The call will usually be made by the Office staff. It is the responsibility of the most senior member of staff on duty at the time to check that this has been done.

11. A teacher's first and overriding duty in case of fire is to look after the children near to them at the time and to raise the alarm. No attempt should be made to fight the fire.

12. The duty of Support Staff in the event of a fire is to support the evacuation of children from toilet and communal areas.

13. Registers of children and adults in school at the time are usually kept in the School Office. It is the responsibility of the office staff to bring the following to the assembly point if safe:

- Arrival book
- Visitors book
- Staff signing in clip board
- Children collected book
- Asbestos File

14. Evacuation of the building should in most instances be via the nearest designated Fire Exit. The designated assembly points are on the front playground and rear playground.

15. A roll call of their designated class should be taken by teachers immediately they arrive at the assembly point and any pupils not accounted for reported to the most senior member of staff present. Staff must raise their registers to signal that all pupils are accounted for.

16. The all clear will be signalled to staff and then everyone will return to the building in an orderly manner.

17. The drill will be timed and recorded by the Headteacher.

Please note that:

- entering a smoke filled building to search for missing persons should never be attempted;
- searching for missing children should never be tackled alone or without the knowledge of someone who is to remain outside the building during the search;
- The decision whether or not to search a building may only be taken by the most senior member of staff on duty.

## 18. **FIRE DRILL**

**DISCOVERY:** Raise the ALARM by breaking the glass panel of the alarm switch or by telling an adult.

**ALARM SIGNAL:** Continuous ringing of an electric bell.

**ACTION:** Children should leave the building by the safest possible route. The first responsibility of teachers is to the children who are nearest at the time. Ensure that all children leave the building and are supervised to the assembly point.

**ASSEMBLY POINTS:** The front playground and rear playground

**ROLE CALL:** Teachers should check that all children in their care are accounted for. Report immediately anyone who is missing to the most senior teacher present.

## 19. **ELECTRICAL EQUIPMENT**

Staff is reminded that the use of personal appliances is prohibited unless they have been subjected to electrical safety PAT test.

## 20. **WASHER/DRYER**

Make sure that all dryers have a final 10 minute cool down cycle. Allow enough time for all heat to dissipate before folding or bundling.

- Never allow large loads to remain in dryers after the drying cycle ends.
- Clean the lint screen after every load
- Softener sheets can cause a waxy build-up on the lint screen. Wash the lint screen in warm soapy water and dry it completely before replacing it in the dryer
- Do not leave damp items in warm or hot dryer. Start the drying cycle immediately and keep the ventilation opening free from obstructions.

## 21. CONTRACTORS

When the employees of another employer work in the premises they should be provided with adequate fire instructions and information. In addition when necessary their employer should be given appropriate information on the fire risks and precautions present.

### FIRE PROCEDURES

The school is fitted with a fire alarm system and this should be activated by anyone who discovers a fire. The alarm is sounded by the use of the **'BREAK GLASS-PRESS HERE'** boxes situated at the points detailed below. Also detailed below are the positions of the fire extinguishers available for use. These may be used by members of staff only after all pupils have been evacuated from the building.

The building should be evacuated as follows:-

YR should leave via the classroom entrance to the soft play area and assemble on the front playground

Y1 should leave via their bi-fold doors and assemble on the front playground.

Y2 should leave via the outer door of their classroom and assemble on the rear playground.

Y3 should leave by the fire exit via the outer door and assemble on the rear playground

Y4 should leave by the fire door between the toilets and assemble on the rear playground.

Y5 should leave by the outer door and assemble on the rear playground

Y6 should leave by the front door next to the old school house using the 'second' door in their classroom and assemble on the front playground.

Lunchtime arrangements: Welfare staff will direct the children to the rear playground if the children are on first sitting. All pupils will assemble on the rear playground. Staff will exit to the rear playground and the office staff will bring registers. Teachers will make a roll call and report to Fire Wardens Mr Eccleston, or Mrs Oaten. In their absence the nominated person.

If children are on second sitting they will exit via the fire doors to the rear playground and the roll call will take place for KS2 children as above. If Y.R, 1 & 2 are on the front playground the welfare staff will line the children up. Y.R, 1 & 2 staff will take the register and report to the Head Teacher or Deputy Head. In their absence the nominated person.

All staff must ensure that they sign in and out so a staff register can be taken.

In the morning the registers will be carried out from the Office. In the afternoon teachers must carry registers with them and check that all pupils are accounted for by name and head count. The Head teacher or Deputy Head teacher will account for all children and staff on the front yard. Mrs. Oaten will account for all pupils and staff on the rear yard. All doors and windows must be closed on exiting the classroom.

Each teacher will need to be aware of pupils in their class who may be elsewhere e.g. working with support staff/parent helpers, visiting the toilet, and ensure they are evacuated.

Kitchen staff and welfare staff in the hall exit to the rear playground by the fire doors and assemble on the rear playground.

If the alarm sounds when a class is working in the hall then the hall should be evacuated by the fire doors leading to the rear of the school and the pupils should then assemble on the rear playground with the other pupils.

#### 'BREAK GLASS - PRESS HERE' BOXES - ALL WALL MOUNTED

1. Between front door (next to old school house) and 'second' door in class 5/6.
2. Next to KS2 boy's toilet door.
3. Next to KS1 boy's toilet door.
4. Half way along 'entrance' corridor near to ramped area.
5. Next to control box in the "inner" entrance area.
6. Outside Y2 room in corridor near outer door.
7. Next to outside door Y1 classroom
8. Next to outside door in Y5

#### FIRE EXTINGUISHERS

1. Wall mounted - between front door (next to old school house) and female staff toilet - WATER FILLED.
2. Wall mounted - next to KS1 boy's toilet door - WATER FILLED.
3. Wall mounted - next to P.E. store in hall - WATER FILLED.
4. Office - floor standing - CARBON DIOXIDE FOR ELECTRICAL & LIQUID FIRES.
5. ICT Suite – wall mounted – CARBON DIOXIDE FOR ELECTRICAL AND LIQUID FIRES.
6. Boiler house – Dry Powder
7. By Y1 - Water

#### KITCHEN

Kitchen staff should evacuate the kitchen on hearing the alarm and assemble on the front playground with the pupils and staff.

Located in the kitchen are:-

Two wall mounted fire extinguishers (powder) for use in the kitchen.

If a fire begins in the kitchen this must be reported to the school office immediately so that appropriate action can be taken.

First aid boxes are available in school if required by kitchen staff.

#### STAFF RESPONSIBILITY

Ensure you are familiar with the position of alarm activation points and fire extinguishers. Remember that in the event of a fire your evacuation point may be blocked by the fire and you will quickly need to decide on your point of exit.

Ensure also that pupils are familiar with these procedures and know what to do in the event of a fire.