



**FIRE SAFETY POLICY  
AND  
EMERGENCY PLAN**

**Approved on behalf of Governing Body: .....**  
**(Chair of Governors)**

**Approved on behalf of School:**

A handwritten signature in black ink, appearing to read 'E. Holt', is enclosed in a thin black rectangular box.

**(Headteacher)**

**March 2024**

**Review date: March 2026**

## **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 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 cooperate 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 another 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 schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

## **Details of the Schools Emergency Plan**

### How people will be warned if there is a fire

- The fire bell will sound as a continuous ringing bell throughout the school.

### What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to the school playground.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use firefighting equipment safely (Jordan Meaker).
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

### What pupils or visitors should do if they discover a fire

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

### How the evacuation of the premises should be carried out

- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves.  
i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- The school secretary will take the class fire registers, staff and visitor registers & contact list to the assembly points (registers must be returned promptly to the office.)
- All pupils, staff and visitors will go immediately to the assembly point on the main playground. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly point.

- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the main playground assembly point.

#### Procedure for checking the premises have been evacuated

- Head counts will be made by class teachers against the register.
- Heather Hillman (Gemma Atherton in her absence) will check toilets and corridors after instructing children to exit via the nearest door.

#### Where people should assemble after leaving the premises

All children line up on the school playground facing the school field. Reception class lines up on the left, progressing to Y6 children.

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

All classes have their own exit doors. Children in the hall exit via the hall door that leads outside. People in the library should exit via either the entrance or the fire exit. Office staff should exit via the main door.

#### Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave firefighting to the Fire Service.

Type	Use
Water	Combustible materials such as wood, paper, cardboard. <b>Do not use on fires involving electrical equipment.</b> <b>Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids.</b>
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do 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.

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

- Admin staff – telephone the fire service and take registers and contact details to the assembly point
- Kitchen staff – turn off cooking appliances before leaving kitchen

- Caretakers / cleaners – shut off any machinery in use when alarm sounds
- Designated staff check toilets and general shared areas for evacuation

#### Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them. None at present, but refer to PEEP guidelines from LA

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

- Kitchen equipment

#### Specific arrangements for high risk areas

- Kitchens – cooking appliances will be isolated
- Storage – keep flammable materials to a minimum

#### Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order, a hand bell will be rung (located at top of stairs in main building)

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

- Admin staff will call the fire service from the main office or from a mobile phone once evacuated

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

- The Head Teacher or Senior Teacher will liaise with the emergency services on their arrival.
- Depending upon the site of the fire the Head Teacher, Mrs. Holt or Senior Teacher will meet the fire services at the main entrance to the main building.

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

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Fire fighting equipment training will comprise of –
  - which extinguisher to use
  - the location of the nearest appliance to relevant workplace
  - information on how to operate the extinguishers
  - instruction to keep themselves between the fire and the exit.

*Instruction has been given to Jordan Meaker on how to use fire extinguishers*

Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils
- Contact details will be available in the event that the building cannot be re-occupied

