

# FIRE SAFETY POLICY AND PROCEDURES



## WHARTON CHURCH OF ENGLAND PRIMARY SCHOOL

APPROVED BY GOVERNING BODY 11.9.17

FOR APPROVAL BY GOVERNING BODY NOVEMBER 2018

*DA - Updated October 2018 – Personnel name changes only*

*MB – Updated January 2019 – Personnel name changes only*

*DA – Updated September 2021 – Personnel name changes only*

*SD – Updated September 2022 – Personnel name changes only*

# FIRE DRILL

## On Discovering a Fire

Sound the nearest break glass points.

1. Main Entrance
2. By each classroom fire door
3. By outside door of each teaching corridor
4. In boiler rooms
5. In kitchen
6. Staff Room Entrance
7. Hall Lobby Fire Exit
8. Community Room

Administrator [or School Business Manager if Administrator not present] to notify the Fire Brigade

Site Manager/Caretaker determines location of fire according to Fire Alarm Control Panel and notifies Administrator.

Administrator to meet the Fire Brigade at the main school gate and inform them of the location of the fire.

SBM take the following out to the Fire Assembly Point.

- Office Fire Door Lists
- Staff Signing-in/Visitors Tablet
- Sickness/Late Register

The following members of staff will use the mobile phones to communicate during fire evacuation procedures:-

- Headteacher/Deputy Head
- SMO/Caretaker
- SBM
- Administrator

## Fire Warden List:

Admin LK	Speech and Language Room/Repro Room/Community Room/Reception Disabled Toilet <b>LK to Call SD to confirm staff at the front of the building</b>
SD/JM	SEN Rooms/Disabled Toilet/Hygiene Room
Cook in Charge	Kitchen
GJ/SC	Y5/6 Corridor and Toilets
LM/TVN	Y3/4 Corridor and Toilets
LJ/VL	Y2 Corridor/Library/Hall/Toilets/Staff toilets [ <i>Deputy Head to cover lunchtime</i> ]
SR/KG	Reception/Toilets
SD	Y1/Toilets/Activity Hall

## On Hearing fire alarm

- a) Class teachers to evacuate classrooms, leading children out silently and immediately through the nearest safe exit to the "Fire Assembly Point" behind to the Games Court on KS2 playground.
- b) Any child not in their classroom should be accompanied by an adult and leave by the nearest safe exit and join their class group.
- c) Windows and doors should be closed before leaving the building, providing it is safe to do so.
- d) Nominated "Fire Wardens" will carry out a physical search of the building as far as is practical.
- e) Administrators to direct pupils/visitors out of the Reception area using the nearest safe exit.
- f) Fire Assembly points are marked Nos. 1 – 16.
- g) Class teacher to call register using "Fire Door Lists" [these are kept in every classroom as well as a full set at each fire exit].
- h) Any unexplained absence should be reported to the Headteacher [If Headteacher not present please report to Deputy Head Teacher]
- i) SBM to check visitors accounted for and report to Headteacher (if absent Deputy Head).
- j) Headteacher should then pass information on to Admin at the gate via mobile phone for the Fire Brigade.
- k) If a child or adult is missing and cannot be accounted for Deputy Head and Headteacher to search the building if it is safe to do so.
- l) No person is to re-enter the building for any reason until told to do so.

### **Lunchtime Procedure**

- a) All children to go directly to the playground via the nearest Fire Exit and to line up at the Fire Assembly point, accompanied by the Mid-day Managers.
- b) School Business Manager takes the following out to the Fire Assembly Point.
  - Office Fire Door Lists
  - Staff Signing-in Book
  - Sickness/Late Register
  - Visitors Register
- c) Class Teacher to report to the Headteacher when each class has been checked. If Headteacher not present please report to Deputy Head.
- d) Any member of staff leaving the premises at lunchtime must sign the Staff Book kept in the Main Entrance, signing out and signing back in again on their return.
- e) All staff on the premises are asked to join their classes by the Fire Assembly Point to assist the Mid-Day Managers with the roll-call.

### **A Fire in the Kitchen**

- a) Member of staff to break fire alarm glass in Kitchen.

- b) Site Manager/Kitchen staff to alert Admin staff who will ring Fire Service

A fire practice is to be held in School at least once a term.

### **Special Assemblies/Performances**

Visitors notified of fire procedure when attending school to watch assemblies / performances.

Teacher responsible for leading the assembly/performance should direct pupils out of the Lobby fire exit to the Fire Assembly Point ensuring they take the signing-in / out sheets with them.

Second delegated member of staff should lead Parents/Visitors out through the Main Hall Entrance Doors to the top of the car park nearest to Station Road end. When gates opened by Site Manager/Caretaker they should then be taken to the Fire Assembly Point where register check should be made. Any visitors missing should be reported to the Headteacher.

### **After School Clubs**

- a) The teacher responsible for each group to lead children outside using the nearest safe exit and take the club register with them.
- b) Staff/pupils using the Hall to use the nearest safe exit and gather at the Fire Assembly Point.

### **After School Use**

- a) Leader using the premises to point out at the beginning of each event where the fire exits and Fire Assembly points are.
- b) Leader to sound fire alarm and ring the Fire Service [telephone available in School Office or Staffroom]
- c) All participants of after school activities will be registered on arrival and the register taken out to the designated assembly point.
- d) Site Manager to ensure all doors are unlocked and all passageways free of rubbish for safe exit

### **School Holidays and Out of School Hours**

- a) Contractors/visitors to be informed by site staff of fire procedure.
- b) All staff/visitors to leave by nearest exit and go to fire assembly point
- c) **Site staff** -
  - Check fire panel and notify Fire Service
  - Collect staff /visitor sign in sheet
  - Delegate staff member (whenever possible) to open gates (access to playground) and check staff at Fire Assembly point
  - Ensure all staff/visitors are evacuated safely

**FIRE EXTINGUISHERS are situated** (see map to acquaint yourself with the Fire Extinguisher Points)

1. Outside Office Repro Room [Co2 + Foam]
2. Community Room [Co2]
3. Reception/Y1 Fire Exit [Co2 + Foam]

4. Y2 Link Corridor [Co2]
5. Year 2 Practical area [Co2 + Foam]
6. Year 2 Entrance [Co2]
7. Outside Staffroom [Co2 + Foam]
8. Kitchen [Powder]
9. Library [Foam]
10. Y3/4 Lobby [Foam]
11. Y3/4 Practical area [Co2]
12. Y5/6 Lobby [Foam]
13. Y5/6 Practical area [Co2]
14. KS1 Plantroom [Co2]
15. KS2 Plantroom [Co2]

**FIRE BLANKETS are situated**

1. In the Kitchen.
2. In Year 5/6 and Year 3/4 practical area (alongside cookers)

**Special Notes**

It is the responsibility of every member of staff to make themselves aware of the location of all fire exits, break glass points and fire extinguishers in school.

Deputy Head Teacher will represent the Headteacher in her absence.

Admin (JB/LK) will represent School Business Manager in her absence.

Should a member of staff be absent please nominate another member of staff to cover during any absenteeism

If your class is to be covered by a Supply Teacher/Teaching Assistant, please make them aware of the fire procedures in school.

Fire Evacuation procedures will be displayed throughout school as a reminder to all staff. It is important that you take time to read through this policy and the fire evacuation procedure notices.

Please keep all fire exits and corridors clear to enable safe passage should an emergency occur.

**Policy agreed date: For Approval**

**Policy to be reviewed: November 2023**