

Old Dalby C.E. Primary School



Fire Safety Policy and Emergency Plan

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

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. That all maintenance checks are carried out in line with Leicestershire Health and Safety advice and that repairs are done immediately. The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival. Depending upon the site of the fire the HT or DHT will meet the fire services at the turning circle entrance.

Office staff – to phone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) To take registers, business continuity plan, phone and first aid kit to the assembly point.

Premises Officer – will during the course of his/her duties ensure that fire safety measures are in place and health and safety issues are remedied or reported immediately.

Teachers – to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. They will also 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.

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 children from the premises.

Details of the Schools Emergency Plan

How people will be warned if there is a fire;

- The siren 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 children in their care have evacuated to the school playground between the two yellow posts.
- 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 fire fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Office staff should phone 999 (press 9 first for an outside line) for emergency assistance.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher or Fire Officers.

What children or visitors should do if they discover a fire;

- Children 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. These are clearly marked near the fire exit doorways.
- Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and children should move quickly and quietly but do not run.

- The school secretary will take the class registers, first aid kit and business continuity grab bag to the assembly points (registers must be returned promptly to the office.)
- All children, staff and visitors will go immediately to the assembly points and children should join their class line.
- If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- 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.
- Children should line up in pairs for ease of counting. Staff should ensure they know how many children are present in their class at all points throughout the day.
- Roll calls will only take place if there is any doubt that all the children are present.

Procedure for checking the premises have been evacuated;

- Class 1 – Check KS1 girls toilets and the disabled toilet
- Class 2 – check KS1 boys toilets and the KS1 library
- Class 3 – check the girls toilet in their cloakroom
- Class 4 – check KS2 boys toilets
- Class 5 – Check KS2 girls toilets and staffroom

Kitchen staff – turn off cooking appliances before leaving kitchen and assembling on at the assembly point.

Office staff – Check adult toilets and the hall.

All staff should close doors behind them and escort any children from communal areas that they pass on the way out of their nearest fire door. These children should then join their class line at the assembly point.

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 fire fighting to the Fire Service. 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.

Fire fighting equipment is located in all areas of the school. There is a fire blanket located near the photocopier within reach of the kitchen.

Training

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.

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 follow the business continuity emergency plan. All relevant staff and Governors have this document and know what to do if this situation arises

Review Date Autumn 2014

Annual Review needed