



Fladbury
Church of England First School

Fire Safety and Evacuation Policy

Reviewed by Head Teacher: Julie Wilson February 2015

September 2016

Approved by Governors: March 2015

September 2016

Aims

It is the overall aim of Fladbury C E First School to minimise the risks to pupils and staff which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility

The Head Teacher has overall responsibility for fire safety matters at school. She will co-ordinate the implementation of fire safety matters, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. She will also ensure that a fire evacuation drill is undertaken each half term; that fire action notices are kept up to date and that fire safety equipment is maintained.

Responsibility of all Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of all fire procedures. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the correct fire procedures.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

The Head Teacher will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

Maintenance

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by the local authority. However, TTB the company that holds the caretaking contract and the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Weekly	Visual check of panel for fault indications
Fire Alarm	Half Termly	Fire Alarm drill using test key from a different call point in rotation

Emergency Lighting	Monthly	Operation of test switch to ensure that light illuminates
Fire extinguishers	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating appropriately
Storage Areas	Weekly	Check that combustible material is stored appropriately and no fire hazards are posed by storage of materials or resources
Corridors, Escape Routes and Fire Exit Doors	Weekly	Check that escape routes are free of obstruction
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly

Fire Marshals

The Head Teacher and Office Manager are designated Fire Marshals. In the event of a fire or evacuation, these staff have responsibility for ensuring that all areas of the school have been evacuated once the count of occupants has been completed. They will only return into areas of the building which they themselves deem safe. The fire brigade on arrival will be notified of any missing children or adults. They are responsible for ensuring the fire brigade has been called. These fire marshals are also responsible for ringing the fire alarm bell if it has not already been triggered. In the absence of the head the SENCO becomes a fire marshal.

Calling the fire brigade

It is school policy that the fire brigade will be called for any confirmed outbreak of fire. This will include instances where smoke is smelt or seen but no flames are apparent. The fire brigade will be called when the school building has been evacuated and all members of staff are outside.

Evacuation of the school building is of paramount importance. Staff should not, under any circumstances, attempt to fight the fire nor should they go back into the school building for any reason, until the all clear has been given by the Head Teacher or a member of the fire brigade.

Temporary Evacuation Procedure

The following procedure should be followed when the fire alarm is raised, whether for a drill or in the event of an actual fire:

- Direct the children to walk quietly to their fire exit door (if using the ICT suite exit through that fire exit door) and then walk quietly in single file to the far end of the playground.

All staff

- If a teaching assistant is present in the class, she will lead the children and the class teacher will be the last to leave, after ensuring that the classroom is empty and, if possible, lights have been turned off and doors closed.
- Under no circumstances, should children or staff collect belongings.
- Children will line up in class lines and the class teacher will count pupils to ensure all children are present. When the head count is complete, the class teacher will inform the Head Teacher that all pupils are accounted for.
- Children are to be encouraged to stand quietly and calmly while being counted.
- The Headteacher/Office Manager will take the portable telephone, first aid kit, attendance registers and the late register when they vacate the building and ensure that the registers are distributed to class teachers so that a complete roll call may be taken where children are suspected to be missing.
 - NB: For this reason, it is imperative that class teachers return their registers to the school office after morning and afternoon registration every day. Please ensure that children arriving after registration or any child that is later taken off site for illness or an appointment is reported to the school office to be registered on the late register.
- Children who are out of the classroom must leave the school building through the nearest fire exit, where possible in the company of the adult they have been working with, and report to their class teacher at the appropriate assembly point.
- When staff leave the building, if they pass any children, for example from having been to the toilet on their own, they will escort them out of the building.
- The Head Teacher is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival.

Evacuation Procedure at Dinner time (with the midday supervisors)

- The midday supervisors in the hall – one will leave the hall first, standing at the end of the fire exit guiding children to the far end of the playground being used as the assembly point. The other will be the last to leave the hall and check the toilets as they walk down the corridor.
- Once onto the playground, midday supervisors and any other available staff will count pupils to ensure all children are present. When the head count is complete, they will inform the Head Teacher that all pupils are accounted for.

- If the fire alarm sounds on a Wet lunch time, the evacuation procedure is as for normal school hours. All staff will leave the staffroom and proceed to their classroom assembly point joining their class on the way.

Out of School Hours Activities

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Head Teacher is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The Head Teacher may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where such a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met.

Checklist for First Day Fire Safety Instruction

When a new member of staff takes up post or a volunteer begins placement at the school, the following induction points must be covered:

- Show the individual the location of the fire alarm and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken when it sounds, in particular the evacuation procedures.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to use and demonstrate the operation of any push bars or exit fittings.
- Show the individual the location of the fire extinguishers, but emphasise that they should only be used if the staff member has been previously trained, if it is safe to do so and only after the alarm has been raised and the evacuation begun.
- Ensure that the individual knows the location of all telephones in the school and is aware of the school's address and post-code.
- When students are working with staff, the teacher in question is asked to ensure this information is given.

The Governing Body of Fladbury First School approved and adopted this policy on: _____

Signed Head teacher _____

Signed Chair of Governing Body _____

Date: _____

To be reviewed: September 2017