



MILECASTLE PRIMARY SCHOOL MANAGEMENT PROCEDURES FOR FIRE SAFETY AND EVACUATION

INTRODUCTION

These procedures will be brought to the attention of all staff based at Milecastle Primary School.

These fire safety measures should, in the event of a fire:

- safeguard the lives of pupils, staff and visitors
- minimise the risk of fire and limit the spread of fire
- minimise the potential for fire to disrupt teaching and learning, damage buildings and equipment and harm the environment.

It is important that all staff understand the fire safety issues and procedures and are familiar with the fire safety precautions. This policy and fire procedures are a legal requirement under the Fire Precautions (Workplace) Regulations. These regulations also require that all employees comply with the policy and procedures. The LA, governors and headteacher are deemed to be the responsible persons under the above regulations.

The Local Authority Health and Safety Section Fire Safety Office is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing Milecastle Primary School's Fire Safety Policy standards and procedures.

FIRE SAFETY MANAGEMENT

Responsibilities for the fire safety management of Milecastle Primary School include:

- fire safety training for school employed staff and pupils.
- fire Risk Assessment awareness.
- awareness of Fire Notices and Fire Evacuation Procedures.
- fire drills every school term.
- the maintenance of a Fire Safety Logbook.
- regular fire safety reports to the Governing Body.
- reporting of any missing, damaged or malfunctioning fire safety equipment.
- producing a Personal Emergency Evacuation Plan for any pupil or staff member requiring special consideration in the event of an emergency evacuation.
- checking fire safety equipment.
- ensuring fire escape routes are unblocked.
- fire safety inspections.

GENERAL STAFF AND PUPIL TRAINING TOPICS

Regular in-house staff training will include the following main topics:

- fire prevention.
- action to be taken if a fire is discovered.
- how to raise an alarm.
- action to be taken on hearing an alarm.
- location of evacuation zones and muster points.
- evacuation and roll call procedures.

ADDITIONAL STAFF TRAINING TOPICS

- location and operation of fire panel.
- Fire Service Call Procedures.
- location and use of fire safety equipment.
- fire prevention in high risk area.
- safe evacuation of staff/pupils with specific needs e.g. physical and or those for whom English is not the first language.

EVACUATION NOTICES

A school evacuation notice will be provided in every occupied room and in circulation areas in the school. Each notice will include the following information:

- what to do in the event of a fire.
- the location of the nearest exit point.
- the location of muster points.

DISCOVERY OF A FIRE

- Any member of staff discovering a fire must immediately operate the fire alarm by breaking the glass in the nearest Fire Alarm Break Glass Call Point.
- If it is not safe to attack or extinguish the fire, close the door to the affected area and leave the building.
- The location of the fire should be reported to the Headteacher. (Note that the DHT will assume responsibility in the absence of the HT).

FIRE EVACUATION PROCEDURES

- Full evacuation of the school buildings is required on the evacuation of an alarm.
- When an alarm is activated the fire alarms will immediately sound for all occupants to evacuate the building and to assemble at the designated muster points.

- The muster points are on the east yard. Note that in the event of an actual fire and depending on its location, this may be changed to the west yard if it is safer.
- An additional muster point will be the far end of the school field away from all buildings.

Immediately following fire alarm activation, nominated staff in the main office will telephone the Emergency Services stating the name and location of the school, that a fire has been found in the school and any other relevant information.

If the alarm is found to be a false alarm, staff and pupils will return to the building once the alarm has been silenced and the building declared safe to reoccupy.

STAFF

In the event of an evacuation all teaching staff will act as Fire Wardens for the classroom they are teaching in, ensuring the safe evacuation of all children.

Non teaching/support staff will act as Fire Wardens for the area in which they are working.

The finance and admin officer (s) will act as Fire Warden (s) for the communal areas to the left of the office (community room, admin and HT's office, 360 Zone, east hall and KS1 corridors).

The headteacher will act as Fire Warden for the communal areas to the right of the main office (ICT suite, library, staffroom, MI room and KS2 corridor).

The role of the Fire Warden is:

- to check that all rooms (including classrooms, store rooms and toilets) within the designated area are empty.
- to direct staff, pupils and visitors to the nearest alternative exit in the event that an escape route is blocked and to note the location of the blockage and report it to the headteacher.
- to note the location of any person refusing to leave or requiring assistance and report this to the headteacher.
- to report to the headteacher that the area is clear and pass on any relevant information.

The school kitchen staff will carry out their own fire procedures but must evacuate on operation of the fire alarm.

Visitors to school will be required to sign in and admin staff will be responsible for their evacuation and identification at role calls.

ROLL CALL AT ASSEMBLY POINTS

The headteacher will supervise the evacuation and roll call. In the event of the HT being off the premises this duty will be undertaken by the DHT.

Admin staff will bring out class registers and issue to staff.

A roll call will be carried out to determine that all occupants of the building and grounds are accounted for. Following the roll call registers will be returned to admin staff and staff and pupils will await further instructions.

Any missing persons will be reported to the HT immediately.

The HT will report to the Fire Services Officer on arrival:

- that all persons are accounted for or, if no, their possible location.
- where the fire is believed to be located and, if known, what is involved.

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MILECASTLE PRIMARY SCHOOL FIRE SAFETY

ADDITIONAL GUIDANCE

When you hear the fire alarm (which is the continuous ringing of the normal school bell) then the priority is to evacuate the children as quickly as possible to a designated muster point. The procedure that follows stipulates the details for each part of the school.

Reception Class

Staff lead the class out of the Reception fire exit to the yard. One nursery nurse is in position at the rear of the line.

Class 1

Staff lead the class out of the Y1 doors to the yard. One nursery nurse is in position at the rear of the line.

Classes 2 and 3

Staff lead the classes out of their fire exit doors to the yard. One teaching assistant is in position at the rear of the line.

Classes 4, 5 and 6

The teachers lead the children through the classroom fire exits around the back of the building to the east yard. Support staff walk at the rear of the lines.

Children working with support staff outside the classroom will be taken to join their class at the muster point by the adult with whom they are working.

Clearly, if the fire is close to the yard muster point staff should use their own initiative and move the muster point as far away from the source of the fire as possible e.g. to the far side of the field or the west yard.

FIRE WARDENS

Fire wardens (ie all staff) should check their designated areas before leaving the school building.

HALL/ICT SUITE

If a class is having PE in the hall or working in the ICT suite when the alarm sounds, it should leave the building via the nearest fire exit.

STAFFROOM/ADMIN AREA

Staff and children should leave via the main entrance.

KITCHEN

Staff leave via the rear door to the kitchen.

ROLL CALL AT MUSTER POINT

Admin staff will bring out class registers and issue to staff.

Following roll call, registers will be returned to admin staff and staff and pupils will await instructions.