



Chapel St Leonards Primary School

Fire Policy

Rationale

At Chapel St Leonards Primary School we take fire safety very seriously. We know that by reducing risk and regularly reviewing our emergency procedures we are more likely to prevent fire and ensure all the pupils, staff and visitors remain safe even if a fire does occur on our premises.

Employees' Duties

The Headteacher is responsible for ensuring that the fire precautions are adequate and that Chapel St Leonards Primary School has done everything it can reasonably be expected to do to ensure the safety of all relevant persons on site.

The Headteacher and Site Manager will carry out a Fire Risk Assessment (FRA) review annually. This statement of policy and procedures will also be reviewed annually and any necessary remedial action will then be taken. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully by complying with any fire precaution or procedure that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors on stairs or any other inappropriate location.

The Headteacher and Site Manager are to ensure that all fire precautions are correctly maintained and that all emergency routes are available, e.g. unlocking final exit doors, before the premises are occupied each morning. Teachers are to ensure that all registers are kept up to date and the location of all pupils is known.

Communications

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor's identification card and supervised, when necessary, by a member of staff at all times.

All visitors will be expected to comply with the emergency procedures and any fire drills. This shall be a condition of their entry into the premises.

We have introduced the following measures in order to maintain high standards of fire safety. The Headteacher will ensure that the following measures are in place and effective:

- A FRA will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.

- The fire evacuation procedure will be tested once a term with a fire drill. Any person believing that should the fire drill have been a real fire, they or any other person would have been placed in danger, then they must report this to the person in charge. The results being recorded in the fire log and any findings presented to the Governors'. Any deficiencies to the fire precautions identified during a fire drill will be suitable addressed in the FRA.
- All staff will receive training and instruction on the fire and emergency procedures.
- Any employee with additional fire safety duties (fire marshals and fire wardens) will be given training on appointment to their specific duties and refresher training on an annual basis.
- Any other person identified to be at risk will receive training on the fire evacuation procedures.
- All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate. All exits will be fitted with appropriate hardware to allow escape without the use of a key.
- Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.
- The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular basis as defined in the fire log book. Alarms will be tested on a set day and time each week.
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.
- This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

Emergency Procedures

- The fire alarm will be tested each Monday at 10:15am. Should any testing need to be conducted at other times then staff will be informed. Should the alarm continue for more than 5 seconds at this time then it will be an emergency. At all other times the alarm should be assumed to be an emergency.
- On hearing the alarm all children should be led from the building by the teacher via the nearest fire exit in an orderly manner and should assemble at the Fire Assembly Point which is at the back of the Key Stage 2 playground In the event that an exit is blocked each teacher should be aware of the 2nd and 3rd options.
- All class teachers must consider alternative evacuations routes for children with physical disabilities.
- All toilets will be checked by the Class Teachers and finally the Headteacher. The Reception teachers will check their toilets.
- Registers will be delivered to the assembly point by the Administrator. Registers will be called, when all the children are accounted for, the teacher will indicate by holding the register up.
- The School Bursar will be responsible for checking the Visitors Book and that all visitors are accounted for.

Playtime Drill

- Duty teacher to blow the whistle or ring the bell immediately on hearing the alarm.
- Key Stage 1 classes will stand still then line up in classes. Teachers will collect their classes and lead them to the assembly point
- Key Stage 2 children will walk a class at a time to meet their teacher at the assembly point.
- Registers will be delivered to the assembly point by the Administrator. Registers will be called, when all the children are accounted for, the teacher will indicate by holding the register up.
- Toilets to be checked as above.
- The School Bursar will be responsible for checking the Visitors Book and that all visitors are accounted for.

Lunchtime Drill

- MDSAs or TAs on duty to lead children out from hall or playground to fire assembly point.

- Teachers to leave via staff emergency door, join classes at the assembly point and to call registers immediately.
- Classes without a teacher will have register called by midday assistants. All present and correct indicated as above.
- Toilets to be checked as above.
- The School Bursar will be responsible for checking the Visitors Book and that all visitors are accounted for.

Evacuation during larger scale activities

- There are numerous occasions during school time that children may be in larger groups away from their classroom setting. These include: assemblies, P.E and whole school shows. This list is not exhaustive but the following points provide the principles that will ensure that all members of the school community can rendezvous safely at the evacuation point.
- All staff should be aware of the location of their pupils at all times. This will ensure that they are able to meet with their classes at designated points should the fire alarm sound.
- Should staff be separate from their class (an example may be during assembly time or singing practice) then the member of staff should leave the building by the nearest safe exit. The member of staff should then meet their class at the fire door designated for their evacuation. Staff will be informed of these designations at staff meetings and the annual induction.
- Should staff be separated from their class for other reasons (PE etc) but know that they have adequate supervision for the evacuation then they should meet with their class at the designated evacuation point.

Further Responsibilities

- The Headteacher or most Senior Member of Staff on site will be responsible for ensuring that the fire brigade are called. If it proves necessary to phone the fire brigade and the school phone is out of action then a mobile phone will be used.
- Faulty fire extinguishers should be reported to the Headteacher immediately the observation is made. Fire extinguishers are to be serviced annually.
- The Headteacher is responsible for ensuring that termly fire evacuations are carried out, that fire alarms are tested on a weekly basis and that the emergency lighting system is tested on a regular basis. This duty will be delegated to the Site Manager but monitored by the Headteacher. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.
- Should a member of staff with a specific fire responsibility be absent from school then the Headteacher must ensure this responsibility is handed over to a named member of staff.
- It is the responsibility of the Headteacher to ensure all visitors and outside contractors are made aware of the contents of this policy and the school's current fire risk assessment.
- This policy is updated as part of the non-curriculum policy review cycle.

Appendix 1 – FIRE DRILL INFORMATION CARD



Chapel St Leonards Primary School

FIRE DRILL

If you discover a fire: SET OFF THE FIRE ALARM

(don't break the fire alarm glass with your hand)

IF THE FIRE ALARM SOUNDS...

- **Everyone should leave the building by the quickest safest route.**
 - Children should leave silently in an orderly manner. KS1 pupils walk on the field to the KS2 Playground
 - Teachers should check ALL of the children are out of the building including toilets (see notes below) and close doors behind them.
- **Everyone should assemble in the KS2 Playground** (within the green fenced area) keeping well away from the building. Children should line up silently so a roll call can be taken quickly.
- **Teachers should take their Fire Register and raise the register in the air when all children are accounted for.**
- **Staff only:** Take the necessary steps to determine whereabouts of anyone missing
- **Staff only:** Determine position of fire.
- **Staff only:** Call Fire Brigade
- **NOBODY IS TO RE-ENTER THE BUILDING UNTIL THEY ARE TOLD TO DO SO BY THE SENIOR MEMBER OF STAFF PRESENT ON SITE.**

Notes:

- The safety of all people must be the first consideration at all times. Teachers should therefore stay with their children unless requested to do otherwise.
- When the fire alarm sounds there is no time for either children or staff to collect personal property.
- When the fire alarms sounds:
 - Year 2 teacher checks Infant toilets (boys and girls)
 - Year 5 teacher checks toilets outside the Year 5 room (boys and girls)
 - Year 6 teacher checks toilets outside the Hall (boys and girls)
 - Year 3 teacher checks girls toilets outside Year 3
 - Year 4 teacher checks boys toilets outside Year 4
- Make sure once the fire alarm has sounded, children know that they are to leave the building by the nearest exit. This is important when a child happens to out of his/her room at the time of the alarm. They are not to go looking for their class or teacher in the building, but go immediately to the assembly point.
- **THE SCHOOL SHOULD ALWAYS BE EVACUATED SILENTLY WITHOUT FUSS OR PANIC. SENSIBLE BEHAVIOUR IS EXPECTED FROM ALL.**

- **THERE WILL BE A FIRE PRACTICE AT EACH TERM.**