

Fire Safety Policy and Action Plan

Aims

It is the overall aim of Chacewater Primary School to minimise the risks to staff and employees 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 for Fire Safety Matters

Chris Gould is appointed as the fire officer for the school and will have overall responsibility to coordinate fire safety matters at the school. He will liaise with Interserve who are responsible for implementation of fire safety measures at Chacewater School, ensure that staff and pupil training takes place and monitor the standard of fire precautions. Interserve will also ensure that a fire evacuation drill is undertaken early in each term and that fire action notices are kept up to date as well as ensuring systems are tested and maintained with records in order. This plan is read in conjunction with the TPAT Fire Safety Policy.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School 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 the fire procedure. 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 fire procedure. Staff will be required to undergo training as and when required to meet the needs of the school.

Fire Training and Evacuation Drills

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. Upto date records should be available for review.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants through Interserve. Upto date records should be available for review

Meeting the Fire Service

A responsible person will meet the fire service on arrival to brief them on the situation.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

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 school is consulted and appropriate control measures including arrangements for evacuation and calling the fire service are put in place as outlined in the letting agreement.

Notices

All fire exit routes will be signed clearly to identify emergency procedures and assembly points.

Recording

Recording the results of the fire evacuation drills and the fire log is carried out by Interserve.

Fire Action Plan

- If you discover a fire, SOUND THE ALARM. (do not rely on it to happen automatically)
- On hearing the alarm, staff should ensure all persons evacuate the building by the nearest available, safe exit and proceed to the Assembly point.
- Staff should do a final sweep of their responsible area prior to leaving to ensure all persons have evacuated.
- Doors should be closed on the way out and register bags taken with staff ensuring that laminated register is upto date
- If leaving the building to the front staff should lead children to the dedicated assembly point which is located in the rear playground

- All pupils should be counted and then checked against the names in the register once assembled in the playground. It is the responsibility of the Senior member of staff to ensure all persons are accounted for.
- The secretary or the teacher in charge will contact the Fire Service to confirm a fire has been discovered and bring registers, visitor's information, mobile phone to the assembly point in the playground.
- If the alarm has sounded and no fire has been reported, then the Senior Teacher will report to the fire panel to identify which zone has activated and investigate the affected area. If there is any evidence or concern then the procedure to contact the fire service above should be followed. If there is no evidence of a fire, then Interserve should be called immediately to reset the panel. Following an assessment of the affected area being clear and no evidence or concern of fire then the Senior Teacher will silence the fire alarm system and await the arrival of Interserve to reset. At this point staff and children can be brought back into the building.
- The event should then be recorded in the appropriate log book
- The Senior member of staff will liaise with all staff to review events as best practice.

Escape Routes

ESCAPE ROUTES MUST BE KEPT UNOBSRUCTED AT ALL TIMES.

Good Practice

- Fire drills are carried out once every term at different times of day and results recorded in the fire safety file.
 - Teachers must remove these as they leave the building in the event of a fire if possible. During the COVID 19 outbreak this has been the doors and windows ned to be left open for free flow of air . The headteacher will inform lettings for the school that they must remove door wedges.

COVID 19 - All classes to evacuate to the rear of the building apart from Year 3 and Year 4 who go to the front of the building.

1. LOCKDOWN PROCEDURE

1. Rationale

1. All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and

proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

2. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

2. Notification of Lockdown

Staff will be notified that the lock down procedures is to take place immediately on hearing a bell ringing stop start continuously.

Procedures:

Follow the **CLOSE** Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lockdown for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible if they are outside and the locking of the school's connecting and outside doors and blinds where it is possible to remain safe.
2. At the above signal, the children remain in the room (or hall) they are in and the staff will ensure the windows and doors are closed/locked and blinds closed where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children, adults (e.g. volunteers) or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class teacher e.g. children using toilets when lockdown procedure is engaged.
4. No adult or child to leave the room for any reason whilst in lockdown.
5. Staff on PPA to lock down in staff room; remaining quiet with no kettles on.
6. Catering Staff to lock door to hall and external door and turn off lights.
7. If practical, staff should notify the school office on the secretary email via the class iPad that they have entered a lock down and identify those children

not accounted for and of any extra children who are now in lockdown in their room with them.

8. Staff to support children in keeping calm and quiet and remain in lock down positions until informed by key staff e.g. SLT or Office Staff in person that there is an all clear.
9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the School Office immediately of any pupils not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

3. Staff Roles:

1. Headteacher (or Secretary in his absence) will be nominated as the lockdown manager to initiate, manage and conclude the lockdown.
2. Headteacher or School Secretary to call police and TPAT if necessary.
3. If a class is out of school e.g. swimming or on a trip, the secretary will call the class teacher and warn them that the school is on lockdown. Advice will be given as to when it is safe to return to school.
4. Individual teachers/TAs to close and lock doors and windows. Toilets and cloakroom areas to be checked by adjacent class.
5. Teachers will (the best they can) keep a calm atmosphere in the classroom, the children engaged in a quiet activity or read a story and keep alert to the emotional needs of the pupils.
6. Do not allow anyone out of the classroom during a lockdown under any circumstances.

4. Communication with parents/carers

1. If necessary, parents/carers will be notified as soon as it is practical to do so via text through our ParentPay communication system.
2. Parents/carers will be told: *'...the school is in a full lockdown situation. Do not call the school as the lines must be kept clear for emergency communication. Entrances will be un-manned, external doors locked and nobody allowed in or out....'*
3. Depending on the type and severity of the incident, parents/carers may be asked NOT to collect their children from school as it may put them and their child at risk.
4. Children will not be released to parents/carers during lock down.

5. If the end of the day is extended due to the lock down, parents/carers will be notified and will receive information about the time and place children can be picked up from the office staff or emergency services.
6. A letter to parents/carers will be sent home on the nearest possible date following any serious incident to inform parents/carers of the context of the lockdown and to encourage parents/carers to reinforce with their children the importance of following procedures in these very rare circumstances.

5. Lock Down Drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Fire Wardens - Christine Ivey and Susan Hodgson , Chris Gould