

Fire Safety Policy and Emergency Plan March 2020

School : CESTRIA PRIMARY SCHOOL

Fire Safety Duties –

The following persons have fire safety responsibility within the school –

Head Teacher/
H&S Leader

– will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.

Caretaker

– will during the course of his duties ensure that fire safety measures are in place.

Teachers

– will take charge of pupils to ensure their class evacuates the building in an emergency.
- will 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.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

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 pupils from the premises.

Shared Premises

In premises that are shared with another organisations the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

Details of the Schools Emergency Plan

How people will be warned if there is a fire:

There will be a continuously sounding bell.

What staff should do if they discover a fire:

Leave the building immediately with all the pupils under their control and raise the alarm by pressing the nearest call point on the way out.

What pupils or visitors should do if they discover a fire:

Inform the nearest member of staff and follow instructions calmly and quietly.

How the evacuation of the premises should be carried out:

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. Additionally, take registration board with the names of the children who are absent.

Procedure for checking the premises have been evacuated:

Y1 teachers check KS1 toilets on the way out of school
Y3 teachers check lower KS2 girls toilet.
Y5 teachers check KS2 boys toilet.
Y6 teachers check upper KS2 girls toilets
JB/GD to check areas such as Hall, sheds and cookery room

Where people should assemble after leaving the premises:

Line children in the playground – as they do at the end of playtimes.

Identification of key escape routes & how they are accessed to escape to a place of safety :

R – Fire door
Y1 – KS1 exit
Y2 – classroom doors
Phoenix, Aquarius, Hercules – KS2 exit (next to girls toilet)
Gemini, Apollo, Titan – KS2 exit (next to boys toilet)
ICT Room/ Y6 – Y6 exit

Arrangements for fighting fire:

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.

The duties and identity of staff who have specific responsibilities if there is a fire:

- Person in overall control – HT/DHT/H&S Leader
- Who will phone the emergency services – Office Staff
- Who will turn off mains services – Caretaker/Head in absence of CT
- Names of fire marshal – Gary Duncan
- Who will brief the emergency services – HT/DHT/H&S Lead
- Responsibilities at assembly points – office staff to liaise with teachers to ensure all children are out of the building & take paper register
- First aid responsibilities – Joanne Hutton

Arrangements for evacuation of people especially at risk:

HT to ensure S. Smith is safely out of the building

Any appliances or power supplies that have to be isolated if there is a fire:

Gas isolation valve in boiler house to be switched off by Nicola Bentham.

Specific arrangements for high risk areas:

Boiler house – caretaker made aware of evacuation procedures.

Contingency Plans for when safety systems are out of order:

Ring bell manually from the Office.

How rescue services will be called and who is responsible for this:

HT/Office Staff

Telephones: Main office, HT room, Staffroom, Caretaker mobile

Procedure for meeting rescue services on their arrival and notifying them of any special risks:

HT/DHT/H&S Lead

What training employees need and the arrangements for ensuring that this training is given:

Staff are aware of what their responsibilities are; what the fire alarm sounds like, how they should marshal the pupils, main escape routes, fire exits and assembly points – staff made aware through meetings / copy of this policy.

Plans for dealing with people once they have left the premises:

HT to assess situation & make necessary arrangements

Liaison between building owners, employers, residents and rescue services:

HT to contact County Hall

Emergency Plan draw up by - G. Duncan

Date – March 2020

Review Period - Annually