



Guildhall Feoffment Community Primary School

Fire Safety Policy

Approved by the Governing Body

Signed: _____

A handwritten signature in blue ink, appearing to be 'P. King', is written over the signature line.

Chair of Governors

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This school is committed to the safeguarding of children and young people as well as all adults. A copy of our Safeguarding Policy is available upon request.

Guildhall Feoffment Community Primary School

Fire Safety Policy

This policy covers the follow aspects of fire safety

- Training
- Protective equipment
- Monitoring fire safety and equipment
- Evacuation procedures
- The assembly points around the building and roll-call procedures
- The roll of members of staff during an evacuation
- Evacuation of people with disabilities
- Out of hours use

Staff Training

All staff will undertake online training in fire safety every second year as part of our EduCare package.

All staff will be given basic training on fire evacuation as part of the induction process.

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Protective Equipment - Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Where an exit is blocked by a fire, extinguishers can be used to enable persons to leave through an exit.

Monitoring Fire Safety

Regular inspections of fire safety equipment, exit routes etc. will be carried out in accordance with regulations.

Any defects or shortcomings will be brought to the attention of the Headteacher or the Office manager who will ensure the arrangements for replacement or replenishment.

The Headteacher and Governor responsible for health and safety in the school will complete a fire risk assessment alongside a suitably qualified Fire Safety Advisor on an annual basis.

Fire alarm tests will take place weekly. These will be recorded. These should test all call points over the year.

An evacuation exercise will take place at least once a term. A record will be kept of the results of these tests/timing etc. Members of the Senior Leadership Team and Governor responsible for health and safety will be told beforehand of the drill and will act as observers, when possible.

Following a fire drill any feedback will be discussed with staff members to make further improvements.

The caretaker/headteacher will undertake a weekly visual inspection of all firefighting equipment to ensure that it is in the correct location and has not been tampered with.

The weekly visual checks carried out by the caretaker/headteacher are as follows:-

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- That fire doors can open by 90 degrees
- Reporting all defects to the Headteacher or office manager to ensure that any remedial action is taken.

Extinguishers and other firefighting equipment will also be assessed annually by a suitably qualified Risk & Quality Compliance Officer.

The Evacuation Procedure for Guildhall Feoffment Community Primary School

Evacuation procedure notices for staff and for general display.

Every occupied room will have a copy of the Fire Evacuation Plan behind the classroom door.

Visitors will be given a copy of the plans for evacuation. Where visitors will be unsupervised they will be asked to acknowledge the fire evacuation plan.

The following sequence of actions should take place when a fire is detected.

- 1) Alarm – shout fire and press the nearest call point as you find the nearest exit point
- 2) Evacuation of premises - tackle the fire (if it is safe/necessary to do so to leave the building)
- 3) Call the fire brigade (to ensure that they have been called automatically)
- 4) Report to the assembly points on the playgrounds
- 5) Roll Call
- 6) Evacuate to secondary muster point (if required) at the statue of St Edmund near the Norman Tower.
- 7) Where safe to do so member of SLT to remain to liaise with the fire service

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the caretaker who will activate a different call point each week and log any faults, reporting any defects to the Headteacher. Any defects are completed within 24 hours.

2. Evacuation of premises – See Appendix A

Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire. Where an entrance is blocked by a fire, staff can use firefighting equipment to enable them to leave the building.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Headteacher (if absent – the nominated person in the office or Deputy head teacher) to make the call before vacating the premises, and to meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is on the hard surface in the College Playground for all year groups. Once in the playground all staff and children to line up. Classes will line up by the wall farthest from the building. Teachers will carry out a headcount. Where numbers do not tally the teacher will take the register to identify any missing children. They will notify the Headteacher or Deputy of number of children accounted for and of any missing children.

The Office Manager will also check the visitors present against the visitors' book and the staff register.

NO ONE SHOULD RE-ENTER THE BUILDING UNLESS TOLD TO DO SO BY THE HEADTEACHER OR PERSON IN CHARGE. DO NOT USE LIFTS.

6. If the playground is not a safe place to remain, the whole school and staff will evacuate the site using the nearest gate and walk in a single line to the secondary muster point by the statue of St Edmund near the Norman Tower. Staff will again take a roll call of their children.

7. Procedures for liaison with the fire brigade -The Headteacher or Deputy will meet the fire brigade at the entrance of the school on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

Duties and Identities of employees with specific responsibilities

- Headteacher/Deputy/Site Manager – On hearing the alarm will contact the fire brigade using the 999 telephone system.
- Class Teachers have the responsibility to evacuate their class, check nearby rooms and toilets as they pass by and for roll call registration at the fire assembly point.
- HLTAs/TAs who are responsible for a group, need to evacuate their group safely and take the group to their designated area. They should notify the class teacher that all the children in their specific group have been accounted for.
- Office Staff – On hearing the alarm they should collect all class registers and the visitor's book and take them to the two assembly points. One member of Office staff should unlock the small gate to the car park (this will be double checked by the headteacher).
- Headteacher – At the assembly point will liaise with the class teachers/teaching assistants/office staff to confirm that a roll call has taken place.

The Headteacher and Key Staff will have mobile phones, in order to establish two way communication with those staff responsible for escorting disabled children/staff or visitors, while they remain on site to meet with fire service.

Kitchen Staff/Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point Site to call the roll of their staff
- Report to the Headteacher with the result of the roll call

Evacuation of disabled persons - children, staff or visitors

The Headteacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted to the assembly point. In the case of less disabled persons once the initial surge of evacuating persons has passed its peak, it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Headteacher should be made aware of any difficulty being encountered.

Personal Emergency Evacuation Plans will be developed by the Headteacher in consultation with individual disabled child and their parent/staff/SENCO. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person e.g. ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required

staff will be identified with the specific responsibility of escorting the child or staff member to the safe area (refuge) or assembly point.

Fire Evacuation Log Book: is located in the School Office. Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Open evenings and after school clubs taking place outside normal school day.

In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape from the building when in use.

Where clubs or companies are leasing the building, they will be made aware of fire evacuation procedures, but will be responsible for making their own risk assessment and procedures in light of the activity they are undertaking.

Monitoring, Evaluation and Review

The Governing Body will review this policy and risk assessment annually and assess its implementation and effectiveness.

Appendix A

Fire Drill/Evacuation Procedures

If the fire alarm sounds:

On hearing the alarm children will stand behind their chairs and when instructed by the adult in charge, exit the building following the route indicated by fire signage and their teacher's direction. Bags and coats are NOT to be collected on the way out.

The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises. Designated staff are to make sure toilets and other areas along the route are checked before vacating the premises and moving directly to the assembly point. The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

Teachers must know how many pupils they have in their care at all times.

Children are to evacuate **in SILENCE**.

Year 1 and Year 2 classes are to evacuate via the Bridewell Lane playground, where they will cross the playground and then pass through to the College Street playground. This route will be pre-checked by the Y1 fire marshal (deputy head). If this route is impassable then they will pass past the school office and exit via that route. Should both routes be unavailable they will exit the site via the Bridewell playground gate and go around the school site and re-enter via the car park gate. Year 2 classes should exit via the playground door nearest the Library.

All other year groups are to evacuate directly to the College Street playground, where they will line up by the appropriate markings on the wall. Classes using the rear fire escape from the Year 5/6 block will follow the grey path around the car park and re-enter the site through the gate. This gate will be opened by either a member of office staff or the head/deputy head. The remaining class upstairs will use the main staircase and exit through the main doors. The class downstairs will exit via their external door and follow the grey path

through the car park to the gate to re-enter the site. Year 3 classes will exit via the nearest staircase. Year 4 will exit via their nearest staircase, but being mindful of Year 1 passing through at the foot of those stairs. Reception will exit via their external door and through their outdoor area.

Head and Deputy will ensure that routes to the assembly point are available, and office staff will take registers to the College playground. They will also take a grab bag to the playground too.

- Teacher (or person in charge of class) to undertake a head count.
- Report immediately to most senior person present if it is believed a child (or member of staff) is unaccounted for.
- Teacher/TA in charge of class call the register when class registers are available.
- Teacher to hold their hand up when their class is fully accounted for.
- Head and Deputy to check that classes are correctly accounted for.

Should a full evacuation of the site be required, all classes will be led by their teacher off-site to reassemble at the statue of St Edmund near the Norman Tower. Reception and KS1 classes will leave through the Bridewell lane gate and walk down Bridewell lane and then Tuns Lane followed by Crown Street to reach the Tower. KS2 will exit via the main gate and walk down Crown Street.

Notes:

If the alarm sounds at lunch times, children will on the Bridewell playground will be led through the school to the College Playground by a member of lunch staff. They should be directed to go straight through and form a line with their class teacher. If this route is not accessible, then they will take an alternative route via the school office. One member of lunchtime staff will sweep the playground ensuring all children are accounted for.

Children attending a lunchtime club in the school hall will exit via the nearest fire exit and go across the Bridewell playground and then through to the college playground to join their class line. If this route is not available they will take the alternative route via the school office or be lead around the school exiting via the Bridewell lane exit.

Children having lunch in hall will evacuate to the College playground and children already there will remain there.

Registers will be taken in the usual way and office staff will need to take a copy of all registers to the playground.