



Policy and Procedures for Fire Safety

Additional References

Policy for: Health and Safety

Documents: CCC Guidance (staff / visits and trips)
Health and Safety Manual
COSSH Guidance

CCC Intranet: <http://www/Services/Education/INTRANET/hsrcm/hsrcm1.htm>

Rationale

- To ensure the safe evacuation of people on site in the event of a fire
- To ensure that storage, displays and other work does not pose a risk of fire or evacuation of the building
- To ensure that fire-fighting equipment is maintained and operational
- To ensure that all people using the site regularly are aware of the procedures for the safe evacuation of the building

Guidelines

Evacuating the Building

- The person with responsibility for Fire Safety is the headteacher.
- Fire exits are clearly marked in each classroom
- People working in the library will leave through the junior corridor exit- or closest alternative depending on location of a fire
- People working in the offices will leave through the main entrance- or closest alternative depending on location of a fire
- People in the staffroom leave by the junior corridor exit- closest alternative depending on location of a fire
- People in the kitchen leave by the kitchen door- closest alternative depending on location of a fire
- People should leave the building without talking
- Everyone will assemble in designated places on the infant playground
- The Caretaker will be responsible for ensuring exits and corridors remain clear for exit and will ask for obstructions to be removed
- Teachers will count all children in their class
- The School Admin Team or Leadership Team will ensure the paper copies of registers are taken outside during a fire alarm
- Teachers will check the register and head count against the list of absent children.

- Teachers are responsible for taking out the laminate card on which absent pupils are recorded
- The School Business Manager or other admin staff will check the staff against the signing in sheets and Visitors against the visitor books to ensure all are present

Fire Drill

- Fire drills will be held at least once a term
- Staff will not be informed when fire drills are taking place
- Care will be taken to change the times of drills
- Children in PE lessons will not put shoes on before evacuating the building
- People will be timed evacuating the building
- The Caretaker or the head teacher in his absence will log the times and issues arising from all fire drills
- Issues arising will be communicated to staff and children and acted upon
- The person responsible for the fire drill (usually the headteacher) will indicate when people are allowed back into the building.

Emergency Procedures for Alarms not including a fire drill (real events)

- The building is alarmed and the fire brigade are called in the event of any alarm where they haven't been notified of a fire drill
- In the event of a fire, if, after ten minutes, there is no sight or sound of the fire brigade the Caretaker or School Business Manager will call the fire brigade again by dialling 999 from a mobile telephone or nearby premises.
- The head teacher (or deputy head/most senior member of staff in her absence) will supervise the school children and staff with a teaching assistant taking responsibility for the senior teacher's class if needed
- The Caretaker or in his absence the School Business manager or other member of the Leadership Team will wait outside the main doors to the building to meet the fire brigade and let them in and to ensure no-one enters the building from that side
- In the event of anybody not accounted for the head teacher (or deputy head/most senior member of staff in her absence) will make the decision as to whether or not to enter the building.
- Class teachers supervise and take responsibility for their children
- The fire brigade will indicate when people are allowed back into the building.
- In the event of a real fire we have an emergency agreement with The County High School Leftwich where we will walk the children. Whilst there, the teacher in charge for each class will remain responsible for all the children in that class while arrangements are made by the Leadership team for parents to collect their children. Teaching assistants will stay with teachers as required on the day
- No child or adult may leave without being signed out – children by their teacher, adults by the member of the Leadership Team in charge

Equipment and Materials

- The Caretaker will liaise with Fire Officers to ensure our equipment conforms to current standards and is tested in line with County Standards.
- Dangerous materials will be locked and stored appropriately

*** Admin staff – list of records required**

- class lists
- paper copies of registers
- Inventory log in system

Approved by Governors: January 2017

Signed: _____ Chair

_____ Head