

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

# Fire Safety

## *All Saints CE (VC) First School*

Adopted: Health & Safety Committee

Reviewed: February 2018

To be reviewed: February 2019

Health, Safety and Wellbeing Service

## **Fire Emergency Plan – Location & Date**

This document details the fire and emergency evacuation procedures for these premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

### **Premises Plan**

Please see Appendix 1

### **Action on discovering a fire**

- Break the glass cover on the box on the wall
- Take action as stated below.

### **Action when the fire alarm sounds**

- Stay calm and do not panic.
- Get the pupils out of the building via the nearest exit to their room.
- Teachers ensure the pupils are quiet and listening.
- Teachers ensure any pupils in the toilet return to the group.
- Teachers and pupils exit the school building by the nearest door. (see diagrams on the wall and assemble in lines on the main school field)
- Office Manager/Clerical Assistant to take class registers to teachers.
- Adults / Visitors exit the school and assemble on the main school field.
- Office Manager/Clerical Assistant takes mobile phone and Emergency Parent Contact Numbers and Other Emergency Contact Numbers. e.g. LA, Fire and Rescue Service, Hospitals, EWO
- Headteacher will decide whether the Office Manager/Clerical Assistant is to contact the Fire and Rescue Service etc.
- Teachers will inform the Headteacher that all pupils are accounted for.

### **LUNCHTIME**

- Lunchtime Assistants will get the children to put their cutlery down, stand behind their chairs, and direct them as follows:

Mrs Jones will lead the Reception and Busy Bees children out through the intervention room.

Mrs O'Flaherty will lead Class 1 children out through Class 1's external door.

Miss Pearse will lead Class 2 children out through the library door.

- Teachers will meet the pupils at the assembly point.

### **FIRST SCHOOL PLAYTIME**

- The member of staff on duty will move the pupils on to the school field.
- The bell will be rung.
- Pupils will be asked to line up in their classes.

### **AFTER SCHOOL CLUBS**

- The member of staff leading the club will be responsible for escorting all of the children onto the school field and taking a register.
- Each adult will then report to the Headteacher if all children are present.
- It is the Headteacher's (or the adult standing in for her) responsibility to take emergency contact details from the building and call the Fire Service should this prove to be necessary.

### **DISABLED PERSONS**

- Disabled adults who are attending school events will be taken outside by the adults accompanying them.

## **Fire Emergency Plan – Location & Date**

### **Summoning the fire & rescue service**

- Headteacher will inform the Office Manager/ Clerical Assistant to summon the Fire and Rescue Service.
- If the Headteacher is not on-site, the most senior teacher will instruct the Office Manager/ Clerical Assistant to summon the Fire and Rescue Service.

### **Roll-call**

- Class Teachers will take a roll-call of their class.
- Office Manager/ Clerical Assistant will take a roll call of visiting adults and staff
- They will inform the Headteacher if all is correct or if a child is missing.

### **Fire marshals**

- If the school is ablaze, or if there is a lot of smoke, Class Teachers will escort all of the pupils in an orderly manner to All Saints Church where they will all remain.
- No adult or child is to re-enter the school building until told that all is safe by the Headteacher, or the most senior teacher, who will act on her behalf.

### **Staff absences**

- *All supply teachers need to familiarise themselves with strategy for the evacuation of the school building.*

### **Fire drills**

- Weekly testing of the fire bell will take place. (Janitor)
- Fire drills will take place every term. (Headteacher)
- A record of the testing and fire drills will be taken and kept by the main fire alarm panel in the front foyer of the school building.

### **Visitors and contractors**

- All visitors (not members of the public) and contractors must report to the Office Manager/ Clerical Assistant, signing in the appropriate book on arrival and before leaving the premises.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply including: -
- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work.
- Contractor and school employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and can find a list of Emergency Contact numbers on the wall of the School Office
- The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.
- Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

### **Co-ordination with other premise occupants**

*Not Applicable*

## **Fire Emergency Plan – *Location & Date***

### **Fire alarm test**

- The fire alarm will be tested every Monday by the Janitor.
  - The alarm system, sensors and smoke detectors will be tested every six months by Trinity.
- Records kept in the medical room.
- Fire extinguishers are checked and replaced/refilled as necessary every six months.

This document should be communicated to premises occupants including visitors, any temporary staff and contractors as appropriate.

### **Review Date**

*February 2019*

## Fire Emergency Plan – Location & Date

Appendix 1

