



Fire-Drill Policy
St Luke and St Philip's Primary School
A Church of England Academy

VISION STATEMENT

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Christian values are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

We value and will continue to strengthen links between school, home and parish. Through these aims the school hopes to encourage all children to develop their maximum potential.

Our vision statement is: 'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

MISSION STATEMENT

St Luke & St Philip's is an open friendly learning community founded on Christian Values, whilst always welcoming and including other faiths and cultures. In our school everybody is valued and has a voice. In partnership with the church and all stakeholders we aim to equip our children to live safe, healthy fulfilling lives, enabling them to shine today and in the future.

General Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.



1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing committee, along with Cidari, the Academy Trust, takes responsibility for protecting the health and safety of all children and members of staff. As part of this obligation the Headteacher ensures that a fire drill is undertaken at least once every term.
- 1.2 It is imperative that all staff are aware that **external classroom doors are not to be locked** with a key. Only the Head Teacher and the Site Supervisor will hold a key for these doors. When closed, these doors cannot be opened from outside, but will open from the inside as normal. If locked with a key they will not operate as fire doors and it will not be possible to exit from them.
- 1.3 When the Fire Alarm rings the two automated shutters around the school office will close.

What staff should do if they discover a fire:

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Office Manager as soon as possible after ensuring pupils in their care have evacuated to the school field.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Office Manager.

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

- Pupils should inform the nearest adult of the location. The adult should then break the nearest break glass point and leave the building with their class by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

Evacuation of building

- 1.4 On hearing the fire alarm, the teacher or midday supervisor in charge of each class will instruct the children to walk, calmly and silently to their assembly point, shown on the



diagram below.

Every member of staff must have with them their identity badge and school fob.

RECEPTION	All Reception classes to leave by their classroom fire exit door and walk through the EYFS outside area, through the playground to the assembly point on the all-weather pitch.
YEAR 1	Walk out of the classroom fire exit door, walk through the Farmyard, across the playground to the assembly point on the all-weather pitch.
YEAR 2	Walk out of the Infant Cloakroom fire exit door, across the playground to the assembly point on the all-weather pitch.
YEAR 3	Walk out of the Classroom fire exit door, through the red gate, across the junior playground to the assembly point on the all-weather pitch.
YEAR 4	Walk out of the Classroom fire exit door, across the junior playground to the assembly point on the all-weather pitch.
YEAR 5	Walk out of the Classroom fire exit door, across the junior playground to the assembly point on the all-weather pitch.
YEAR 6	Walk out of the Classroom fire exit door, across the junior playground to the assembly point on the all-weather pitch.
Breakfast Club / Clubs in the Hall	Staff should lead children out of the hall, out through the main school door, around the playground to the assembly point on the all-weather pitch.
Junior Resource Area / Yr 6 Small teaching Room	Staff should lead children out through the Junior Cloakroom door, across the junior playground to the assembly point on the all-weather pitch.



- 1.5 Visitors should leave by the nearest exit and congregate on the all-weather pitch found at the back of the school.
- 1.6 Any class using the Hall should use the fire exit door in the Hall as the primary exit route. All other exits may be used as an alternative route.
- 1.7 Any child under supervision in any area of the school will be escorted by that member of staff/adult to the designated area for their class.
- 1.8 Staff to be aware of members of staff who are working 1:1 or with small groups of children in and around school. All staff to be responsible in escorting the children they are working with to the designated areas for their class.

2 Lunchtime

- 2.1 The lunchtime supervisors and kitchen staff in the hall will escort the children in the hall out to the evacuation points via the two fire exit doors leading around the school, through the junior playground to the assembly point on the all-weather pitch. Exiting via the school front entrance should be used as an alternative route.
- 2.2 If the fire occurs during a wet lunchtime, the supervisor responsible for each class will carry out the above procedures when the children are in their classrooms.
- 2.3 If the children are in the playground, staff will direct the children to walk quietly and calmly to their designated areas.
- 2.4 At lunchtimes, all staff must leave the premises and help the above process; even if they realise it is a 'false alarm' or 'test'.



Registers

- 2.5** During the school hours, the teachers will bring their laminated registers that are updated daily so they are able to make 'roll call'. The office staff will bring their evacuation report and visitors log to ensure all adults are present. If a child is missing, the Head Teacher will be notified immediately.
- 2.6** At lunchtime, the Office staff will collect the evacuation reports and visitors' log from the school office along with the classes laminated registers. The registers will be given to the midday supervisor who will then give them to assigned Welfare Assistants, who will ensure each child is present.
- 2.7** The Head Teacher will check the Staff Room, Caretakers Room, Toilets and Office. She will then check the Infant Resource Area, rooms other than classrooms, the infant toilets and cloakroom. The caretaker will walk through the hall into the junior area, check all areas other than classrooms and toilet areas. In the absence of the caretaker, Ann Webster will check the latter area.
- 2.8** Tasneem Adam will confirm numbers of EYFS, Key Stage 1 and Key Stage 2 pupils and verify with either HT or DHT before informing the School's Senior Admin officer of any deficiencies.
- 2.9** Site Supervisor will be positioned outside the all-weather pitch to receive reports from the HT and DHT and liaise with emergency services accordingly.
- 2.10** In the absence of a member of Senior Leadership Team then responsibility lies with Middle Leadership Team
- 2.11** In the event of having to evacuate the building before the registers are completed (8.45 a.m. – 8.55 a.m.), all teachers will hold an up-to-date pupil check list which they will bring with them to assist in calling a register at the evacuation point. Office staff will print off evacuation report of staff and visitors.

Arrangements for fighting fire:

Only staff who have undergone Fire Safety Training should attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. The general rule is that all should evacuate the building should leave firefighting to the Fire Service.



Type Use:

Water: Combustible materials such as wood, paper, cardboard.

Do not use on fires involving electrical equipment.

Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.

Dry Powder: Flammable liquids, Electrical fires

Carbon Dioxide (CO₂): Electrical fires and small fires involving flammable liquids

Foam: Flammable liquids and combustible materials

Fire Blanket: Deep fat fryers and frying pans etc.

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:

• Admin staff – telephone the fire service and take registers and contact details to the assembly point

- Kitchen staff – turn off cooking appliances before leaving kitchen
- Caretakers – shut off any machinery in use when alarm sounds.
- Designated staff check toilets and general shared areas for evacuation
- First aiders will check both yard areas.

Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them.

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

- Kitchen equipment
- Specific arrangements for high risk areas

Kitchens – cooking appliances will be isolated

- Boiler House – keep flammable materials to a minimum

Contingency Plans for when safety systems are out of order:

In the event of the fire detection system being out of order, a hand bell will be rung (located in main office).

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

Once the fire alarm has been activated a call will be sent to the monitoring company who will telephone the school to ascertain whether it is a genuine call or false alarm. The Office Manager will confirm either way.

The Site Supervisor will check the fire control panel situated at the front door to ascertain the area in which the alarm has been raised. This information will need to be passed on to the emergency services on their arrival.

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

The Office Manager or Site Supervisor will liaise with the emergency services on



their arrival.

Depending upon the site of the fire the Office Manager or Site Supervisor will meet the fire services at the main entrance to the main building.

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

Fire drills will be held every term.

The emergency procedure will be shared with staff, including the induction of new staff.

Firefighting equipment training will comprise of –

- which extinguisher to use
- the location of the nearest appliance to relevant workplace
- information on how to operate the extinguishers
- instruction to keep themselves between the fire and the exit.

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

If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils

Contact details will be available in the event that the building cannot be reoccupied.

Signed:

Fire Safety Officer

Date: 22nd February 2019

To be reviewed: 22nd February 2020