



Fire & Evacuation Policy

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FIRE & EVACUATION POLICY

1. Introduction

This policy reflects the values and philosophy of Stanground St John's Primary School in relation to issues regarding fire safety and should be read in conjunction with the DEMAT Health and Safety Policy. It will be shared with all interested parties both in the school and in the wider community and will apply to all staff, visitors and volunteers to the school.

2. School Ethos

The school staff, governors, parents and most importantly, children, work together to create a safe, caring and friendly atmosphere. We believe that this active partnership is vital to the life and work of the school. We are a school where we are all learning and it is safe to make mistakes and take controlled risks. Mistakes are forgiven, and seen as opportunities for improvement. This positive approach to school life spans all areas of the curriculum and all school activities.

3. Aims of the school

The broad aims of the school are:

- to enable the child to realise his/her potential through the acquisition and development of the necessary skills, concepts and knowledge
- to foster the intellectual, physical, aesthetic, spiritual, emotional, moral and social development of each child
- to provide an ordered, stimulating environment, which is meaningful in the context of children's experience
- to foster kindness and understanding between children and their peers in relation to differences of any kind – cultural, physical or intellectual
- to enrich experiences with the variety of culture, linguistic and social backgrounds within our school and its neighbouring community
- to foster good manners, self-discipline and awareness of the needs of others.
- to foster a sensible approach to managing risk and to be aware of the safety of others.

4. Aims of the Policy

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of a fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

5. Fire Risk Assessments

An annual risk assessment will be made by the Headteacher along with the Governor responsible for Health & Safety. If any staff member or child requires a personal plan, this will be provided. It will:

- identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- review the evacuation plan and each room's instructions for this
- look at the past year's records of fire practices etc
- ensure the provision of adequate training
- review the Fire Risk Assessment sheets
- review the provision of instruction to children, staff or visitors to the building.

6. Staff Training

The appropriate number of adults will have levels of training as identified by DEMAT Health & Safety Central Team and allocated on the Smartlog system.

Every member of staff will receive instructions in fire precaution during induction.

Students and visitors will be instructed at the beginning of their attendance.

The Responsible Person is the Headteacher.

The Fire Wardens are the Headteacher, the Office Manager and the Office Assistant.

7. Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook.

Note: St John's Pre-school must be informed of any practices at least 24 hours prior to any drill beginning to give sufficient time to prepare.

- 7.1 The arrangements for fire are as follows:
 - Eight fire extinguishers are provided around the premises and are marked by the signage "FIRE EXTINGUISHER". The location of fire extinguishers is listed in the Health & Safety file and at the end of this Policy.
 - Fire escape routes are provided and can be recognised by the green and white "walking man" notices. Exits and routes are marked.
 - A fire alarm system (bell) operates with a break glass operation situated at marked "FIRE POINTS".
 - The assembly point is the far left side of the field by the side gate.
- 7.2 If an employee discovers a fire the alarm should be activated. All staff, pupils and visitors should not tackle a fire but proceed safely to the assembly point via the escape routes.
- 7.3 The Headteacher, or in her absence a member of the SLT, will be responsible to see the premises are clear. The Headteacher, or in her absence a member of the SLT, will account for everyone at the assembly point.
- 7.4 A member of the office staff team will wait outside of the school grounds to make any visitors aware there is a fire evacuation taking place.
- 7.5 At least one fire drill will be carried out each term, organised by the Headteacher, and a fire record will be kept by her. Fire exits will be blocked at random to test that children and staff know alternative routes.
- 7.6 Fire extinguishers will be checked annually and the alarm system is checked every six months by the appointed contractor. The alarm points will be tested half termly and a record will be kept.
- 7.7 Employees must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by the notices explaining the fire arrangements.
- 7.8 Smoking and vaping are forbidden in the building and grounds.
- 7.9 The emergency lighting is tested every 6 months by qualified engineers/ monthly by the caretaker and recorded on Smartlog.

8. General Fire Safety

All staff will make it their responsibility to ensure:

- Fire doors will not be propped open, especially at night.
- Tops and fronts of heaters are kept clear.
- There is 1 metre clearance to the routes of exit doors.

- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, are PAT tested every 16-18 months.

9. Advice on The Procedure In The Event Of A Fire

9.1 Discovering a fire

- If you discover a fire operate the nearest fire alarm call point by breaking the glass.
- Call the fire brigade by dialling 999.
- If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.

9.2 On hearing fire alarm

- Close all doors and windows.
- Proceed to your assembly point and take the register.
- A member of the office staff will wait at the end of the school drive to alert visitors there is an evacuation taking place.

9.3 After the event

- Do not re-enter the building until advised to do so by the senior fire service officer.
- Ensure that the premises are in safe working order before re-occupying.

9.4 Know

- Your means of escape, primary and secondary
- The nearest fire alarm point
- The nearest fire appliance and how it should be used
- The assembly point

10. SAFE EVACUATION PROCEDURES

10.1 During Classroom sessions

- Escort all children from the building.
- TAs should take responsibility for the children who may be working with them in other areas of the school. If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.
- All staff with registers will report to the head teacher or senior teacher that the roll call is complete.
- All staff members wear visual aids to alert any hearing impaired students that an evacuation is taking place.

11. Monitoring and Evaluation

This policy will be the subject of on-going review by the Senior Leadership Team and Governors.

To assist with the monitoring process, the following should be considered:

- whether appropriate procedures are being consistently adhered to
- the means by which the policy is being regularly communicated to all members of the school community, and is regularly and openly publicised
- whether the policy continues to comply with all statutory requirements
- to what extent the policy evolves in the light of emergent good practice elsewhere.

FIRE EXTINGUISHERS - LOCATIONS

Extinguishers are serviced every twelve months

LOCATION OF EXTINGUISHER	TYPE OF EXTINGUISHER
Entrance – Reception	CO2 + Foam
Corridor to Playground	CO2 + Foam
Main Hall – Entrance & Fire Exit	Foam
Cleaners' Cupboard	CO2 + Foam
Year 1 Exit door to playground	CO2 + Foam
EYFS Exit door to outdoor lobby	Foam
Kitchen	CO2 + Foam
Library	CO2
Exit to Front playground	Foam
KS2 Intervention Room	CO2 & Fire Blanket

Use extinguishers for:

CARBON DIOXIDE Fires involving electrical apparatus

FOAM Solids such as paper, wood, plastic & Flammable liquids such as paraffin, petrol, oil

FIRE PROCEDURES – LUNCHTIME

IN HALL

- ❖ One MSA to go out through hall doors, pinning back doors and leading children onto the field – ensuring pupils walk (Office Staff will unlock the gate)
- ❖ Second (and third – if still in hall) MSA(s) ensure all children are safely evacuated out of hall, following the last child out and unpinning and closing doors.

ON PLAYGROUND

- ❖ On hearing the fire alarm – BLOW THE WHISTLE. Tell the children to walk to the assembly point on the field and get into their year group lines.
- ❖ Three supervisors – organise children into year group lines. Younger children will need more assistance, older KS2 children will be more aware of where they need to stand
- ❖ As other supervisors come out of hall – supervisors to stand with a year group, firstly do head count, counting down line and then again back up to check. As there are only 5 supervisors and seven classes Y5/6 and Y3/4 can be supervised together.
- ❖ Children line in register order
- ❖ When registers arrive, check your headcount against the number of children marked present that morning. If in doubt do a register call. If any children are missing alert the Fire Warden by shouting “Missing Child”

IN STAFFROOM & OFFICE

- ❖ **CALL FIRE BRIGADE IF NECESSARY**
- ❖ Teaching staff to go to field **VIA** their classroom – checking classroom and toilets for any children.
- ❖ KS2 teachers to check library area.
- ❖ If any teachers are out – their TA/partner teacher must check both their own and other teachers class (YR/Y1) (Y2/Y3) (Y4/Y5/Y6)
- ❖ Any other support staff to go to field via quickest route
- ❖ Admin staff – any available admin staff to take out registers, Inventory iPad (staff & visitors) and Medical Grab Bag. In the absence of any admin staff, Head, Deputy or other support staff in the area to take these out to the field– hand to supervisors.
- ❖ A member of office staff to wait at the end of the school drive to alert visitors there is an evacuation taking place.
- ❖ Once on field– teachers liaise with supervisor who will already have carried out a headcount and may well have checked against register.

WHEN GIVEN THE ALL CLEAR – SUPERVISORS TO RETURN TO THEIR DUTIES – GUIDING CHILDREN BACK INTO THE HALL.

STANGROUND ST JOHN'S C OF E PRIMARY SCHOOL GENERAL FIRE NOTICE

1. **On discovering a fire**
 - a) Operate nearest fire alarm point without delay and inform Headteacher/Senior Leader /Office Manager.
 - b) Headteacher / Office staff to call Fire Brigade by dialing 999.
 - c) Evacuate all occupants to agreed assembly point.
 - d) A member of office staff to wait at the end of the school drive to alert visitors an evacuation is taking place.
 - e) Staff: Do not attempt to extinguish fire if fire has reached proportions to endanger life or escape but proceed to assembly point.
Staff may otherwise attempt to extinguish fire with nearest suitable fire appliance.
2. **On hearing Fire Alarm**
 - a) Close all doors and windows.
 - b) Take class to the far left hand side of field and line class up. Ensure children wait quietly. Initially do headcount.
 - c) Collect register from Office Manager and call register.
 - d) Report immediately to Fire Warden/Headteacher if any child is missing.
 - e) Await instructions about returning.
 - f) If lunchtime – SEE SPECIFIC PROCEDURES FOR FIRE DRILL
3. **On arrival of the Fire Brigade**

Headteacher or Fire Warden should meet the Fire Brigade's Officers and give as much information as possible about the fire.
4. **Know:**
 - a) Your means of escape.
 - b) Nearest fire alarm point.
 - c) Nearest fire appliance and how it should be used.
 - d) The assembly point.
5. **In the event of fire:**
 - a) Maintain silence.
 - b) Do not stop to collect your personal belongings.
 - c) Do not rush.
 - d) Do not attempt to pass others.

Remember to dial 999, ask for the Fire Brigade and give the precise location of the fire.

FIRE ACTION – STAFF/VISITORS

IF YOU DISCOVER A FIRE

Operate the nearest fire alarm and inform Headteacher/School staff

STAFF - ACTION ON HEARING THE FIRE ALARM

Organise the children to leave the building by the most direct route walking quickly (but not running) to place of assembly, closing doors and windows if possible as you go to restrict smoke and heat.

ASSEMBLY POINT

BY SIDE GATE ON FIELD

Fire Warden will bring out registers, Inventory iPad and medical Grab Bag.

FIRE ACTION - CHILDREN



1. On hearing alarm please be very quiet.
2. Listen to your teacher's instructions.
3. Exit to assembly point in field.
4. DO NOT RUSH.
5. Do not attempt to pass others.
6. Wait quietly while register is called.
7. If you hear the alarm bell and you are not in your classroom with your teacher, exit by nearest door and go to assembly point in field.

OFFICE FIRE PROCEDURE:

1. Collect:

- Phone (mobile)
- All registers
- Inventory iPad
- Key for gates (car park & side field)
- Pens/Pencils
- Medical Grab Bag

2. Ensure sliding window is closed properly and Blind Closed

3. Go to assembly point on field with all relevant registers.

4. One member of staff (ideally office staff) to stand at the end of the school drive to alert visitors an evacuation is taking place.

5. Hand out class registers to teachers. Check off any visitors and staff against Inventory log.

6. Collect all completed registers

7. Return to building following the 'all clear'