



## LYNCH HILL SCHOOL PRIMARY ACADEMY

### POLICY FOR FIRE SAFETY

The Governing Body has high regard for the safety of pupils, staff and visitors to the school. In discharging its duty of care, the Governing Body delegates to the Headteacher operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, and at least once per term.

The Governing Body also delegates to the Headteacher responsibility for ensuring that fire-safety education is an integral part of the school curriculum.

#### **The Purpose of Fire Drill**

In our school, fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:

- the people who may be in danger act in a calm and orderly manner.
- those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- the escape routes are used in accordance with a predetermined and practised plan.
- evacuation of the building is achieved in a speedy and orderly manner.
- to promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

Our fire drill gives us the opportunity to consider the age-related special needs of the pupils attending the school and also the educational special needs of the children on the school roll.

Our fire routine is based on a critical sequence of events, these being:

#### **Alarm Operation**

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

#### **Calling the Fire Brigade**

- all outbreaks of fire or any suspected fire, however small, should trigger an evacuation. Concurrently, a *speedy risk* assessment should take place and at that point the decision to contact the fire brigade (999) or to tackle the fire using a suitable fire extinguisher is made. This task is designated as the responsibility of the premises manager or his deputy.
- The fire brigade have absolute authority once on site.

#### **Evacuation**

- on hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- As children are leaving the classrooms/area staff should close all doors and windows and check toilets. These will be checked by fire wardens after evacuation.
- Reception/ Nursery staff must take keys to the Reception gates in case the evacuation to the KS2 playground is required.
- the person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.
- **Canteen procedures: Adults in the canteen must organise the children into single file (not necessarily in register order) and lead them out of the canteen in an orderly fashion. EYFS**

and Year 1 children should leave through the Speech and Language area into the KS1 playground, Year 2 and KS3 children should go to the KS2 playground through the courtyard doors.

- specific arrangements are established for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- no running is to be permitted to avoid panic.
- on staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- anyone who is not in class when the fire alarm sounds must go immediately to the nearest assembly point.
- no one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or, in the case of a fire evacuation drill, the senior person in charge.
- Staff MUST sign out at lunch time or when leaving the school site (no matter how short a time) and if on returning, find the alarm sounding, MUST stay off site until the senior person in charge or the fire service deem it safe.
- If staff are intending to leave at lunch time / any other time but hear the alarm sound prior to signing out, they MUST NOT leave the school site and go immediately to the nearest assembly point.
- Staff and children must leave by the nearest exit but must make their way to the assembly points (KS1 playground and KS2 playground) as appropriate.
- The office must be given a copy of trip risk assessments so that children who are offsite can be accounted for.
- Children with a temporary care plan due to broken bones or other injuries will have an evacuation routine built in to the care plan. Teachers and teaching assistants should make themselves aware of this.

### Office Procedures

In the event that the fire alarm goes off, the procedure for office staff is as follows:

Office staff should wear their hi-viz jacket so that they are more easily identifiable by teachers.

Person	Responsibilities	Location
Julie	Bring i-pad and phone and walkie-talkie Collect registers for Years 2 & 3 *Ensure i-pad and phone are charged	KS2 Playground - pavilion
Nika	Collect folder and registers for Years 4, 5 & 6 Fridays - Take sick children to KS2	KS2 Playground - pavilion
Tracy/Billie	Take the sick children to KS2	KS2 Playground - pavilion
Sati	Bring i-pad and phone and walkie-talkie Get names of N, R & Y1 sick children *Ensure i-pad and phone are charged	KS1 Playground – climbing frame
Kay	Collect folder and registers for N, R & Y1	KS1 Playground – climbing frame
Sophie (Fire Warden)	Fire warden – Zone 1	Where necessary

Glenn (Fire Warden) Or Tyrone in Glenn's absence	Fireboard	Front of school
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1. Any pupils in the medical room at the time will go to the KS1 playground. Any registers not returned to the office should go with the class teacher to the assembly point.
2. The remaining office staff will go to the KS2 playground with second copy of the staff/visitor printout, all the KS2 registers and the KS2 pupil signing in/out book.
3. Registers are handed to class teacher and the register re-taken for each class. The register should then be handed back to a the office team in the pavilion (KS2) or the climbing frame (KS1). Any missing children or adults should be notified immediately to the premises manager or his deputy.
4. Office staff should take their mobile phones with them to allow communication between the two assembly points.
5. Under no circumstances should staff attempt to re-enter the building. Staff must stay with their classes/year groups

Each member of staff and visitors should report to a member of the office team in each assembly point and be checked off against the signing in system printout.

#### **The role of the Premises Manager (or deputy in his absence)**

- Ascertain location of fire
- Conduct risk assessment to either put out fire or contact fire brigade
- Call 999
- Open gates for fire brigade and instruct on location of fire, missing persons, etc.
- Be the point of contact to allow staff and pupils re-entry to the school.
- Have access to the fire panel in order to silence the fire alarm.

#### **Assembly (KS1 Playground and KS2 Playground)**

- areas outside the school premises are designated as assembly points.
- areas are easily identified by any person who is on the school premises as a visitor by signage about the school.
- the assembly points are all far enough away from the school premises to afford protection from the heat and smoke in a fire situation. In the case of the KS 1 Play ground staff should assemble the children towards the far end of the playground (away from the boiler house)
- the assembly points are in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.
- Two members of SLT plus the Year 1 or Reception team leader should go to the KS1 playground regardless of where they are in the building. They should use the car park or drive way as the route (not go through school).

#### **Roll Call**

- The staff member in charge of the class has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- attendance registers and Ipads will be brought to the assembly point, by the office staff, when the alarm sounds. Registers should be distributed to the class teacher without delay.

- The signing out book for each Key stage is to be taken out to the correct assembly point – KS1 to KS1 playground, KS2 to KS2 playground
- on arrival at the assembly point, a roll or count will be made to ascertain that no one remains in the premises.
- any visitors or contractors in the premises at that time will be included in the roll call.
- the count at the assembly point will be checked with the attendance registers and Inventory to verify that everyone is out of the building.
- each teacher will return registers and report to the office staff member at the meeting point (pavilion for KS2 or climbing frame for KS1) that everyone in their charge is accounted for or inform him/her of the number of persons missing. Phone calls are made between to the two assembly points to attempt to locate any missing persons. UNDER NO CIRCUMSTANCE SHOULD A MEMBER OF STAFF RETURN TO THE BUILDING TO LOCATE MISSING PEOPLE.
- In the event that there are missing children/adults the office staff member in charge of the evacuation procedure should immediately contact the Premises Manager or his deputy. The Premises Manager will then either enter the building to try and locate the missing persons or, if the fire brigade have been called, advise the fire officer in charge that there are missing persons.

### Meeting the Brigade

- the Premises Manager (or deputy) will identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer (e.g. missing persons, location of fire) which will dictate the necessary actions to be carried out by the Fire Brigade.

### Typical information the Fire Brigade will want to know:

- is everyone accounted for?
- if anyone is missing: How many? What is their usual location? Where were they last seen?
- where is the fire? What is on fire? (It may not be apparent).
- are there any hazardous substances involved in the fire or stored in the building? (e.g. chemicals, solvents, liquefied petroleum gas (LPG) or acetylene cylinders, etc).
- location of fuses, extinguishers, main services, etc.
- In the case of the fire brigade being called on site, they alone will be able to give the all clear.

### Giving the All Clear

The Premises Manager, or his deputy, will tell the Executive Headteacher (or Head of School in her absence) that the building is safe to return to. The Executive Headteacher will then give the all clear. This will be relayed to the other playground as soon as possible, via mobile phone or walkie-talkie, by a member of admin staff.

### Training

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, will be conducted around the primary escape routes of the school. They will also receive instruction on the school fire evacuation routine.

All members of the staff will receive instruction and training appropriate to their responsibilities in the event of any emergency. Further details are contained in the Staff Handbook.

All members of staff will each receive a personal [copy of a floor plan and designated evacuation routes](#). At the beginning of each school year, all staff will be involved in a discussion of issues relating to all aspects of school safety. This will include details of how to raise the alarm. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment as part of their induction, including the duties of the fire wardens.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- date of the instruction or fire drill;
- duration;
- name of person giving the instruction;
- names of persons receiving instruction;
- nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, will be carried out at least once per term. The fire drill should not assume that all escape routes are available. Each fire drill will be started by our pre-determined signal and the whole premises checked as if any evacuation was in progress.

In our school, there is a [designated fire warden responsible for organising staff training and for co-ordinating the actions of the staff in the event of fire \(usually the PA to the Executive Headteacher\)](#). In the absence of the designated fire warden, his/her duties will be carried out by a deputy.

### **Notices**

Each fire alarm point is clearly indicated "Fire Alarm" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.

A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire.

Notices are displayed in the staff room and around the school detailing, for staff, their actions in an emergency.

### **Firefighting**

Any attempt to fight the fire must always be by a trained fire warden and secondary to life safety.

Circumstances will clearly dictate whether firefighting should be attempted.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Regular fire drills will ensure that the evacuation procedure applying to the school premises fulfils its aim satisfactorily and highlights any area of the procedure which may need to be reviewed.

### **The role of the Fire Warden**

The aim of evacuating all buildings is to attempt to carry out a roll call. We have delegated responsibility to fire wardens to quickly search each area of the building (all rooms including toilets) and to report to the designated fire warden that their area is "clear".

### **Notice 1**

#### **Any person discovering a fire must:**

- operate the nearest fire alarm.
- Leave the building by the nearest exit

#### **On hearing the fire signal:**

- when in class the teacher will evacuate the class by indicating the route to be followed.
- when not in class form single file and evacuate by the most direct route to the place of assembly.

- at all times act quietly and calmly.
- do not stop to collect your personal belongings.
- do not attempt to pass others on your way to the place of assembly

## Fire evacuation roles and responsibilities

Premises manager	Glenn Tyrone	Check fire alarm board, identify location of fire Call fire brigade if necessary
Admin team	Julie / Nika (KS2) Sati /Kay (KS1)	Each will take registers/late lists to the assembly points and Ipad with INVENTORY to roll call staff and visitors
	Billie / Tracey	Ensure children in medical room are taken out to KS2 playground (regardless of age)
Fire Wardens	Michele Junaid Sophie Debbie C /Kerry R.	On hearing the alarm each fire warden has a zone to cover. Their role is to ensure the smooth and complete evacuation of the building. ALL STAFF SHOULD CLOSE WINDOWS AND DOORS BEHIND THEM AS THEY LEAVE THE BUILDING. NO ONE SHOULD COLLECT PERSONAL POSSESSIONS, COATS etc AS THEY LEAVE. NO ONE SHOULD RETURN TO THE BUILDING
	Lisa B	Will coordinate and ensure firewardens have all areas covered. Lisa needs to be aware at all times of fire wardens who are absent or are off site.
Visitors		Visitors are the responsibility of the named person they are visiting who should accompany them to the assembly point.

### On the playground :

SLT	Ensure everyone leaves in a calm and orderly manner <ul style="list-style-type: none"> <li>• No running</li> <li>• No overtaking of classes</li> <li>• Single file on stairs</li> </ul> Classes line up as directed on playground
Admin team	Hand out registers for pupils and staff to YLs
Teachers	Call register for their class. Report to Admin team any children not accounted for.
Year Leaders	YL checks off register of adults against list provided. Visitors' names should be added to the register and checked off. Report back to Julie Armstrong (KS2 pavilion) or Nika Vanterpool (KS1 climbing frame) to confirm. Staff registers should be returned to admin team who will check off against INVENTORY.
	Visitors who have 'no named person' should report directly to Julie/ Sati
	If the fire risk dictates, children on the KS1 playground will be moved around to the KS1 playground
Gillian/ Lindsey (or SLT if absent)	When all accounted for and school is safe, the all clear will be given. Classes will return in the same orderly manner – no running or overtaking, one class at a time. Admin team will communicate this between playgrounds.
PE staff	Once PE staff have lead their classes out to the playgrounds, they should assist class teachers with helping to manage behaviour, particularly at the back of the class row.
	Please be aware that if the fire brigade is called then no one will be allowed to return the building until they give the 'all clear'. This may take some time regardless of the weather!
Staff signing in/out	Staff MUST sign out at lunch time or when leaving the school site and, if on returning from lunch and/or meeting, find the alarm sounding, <u>MUST stay off site</u> until the senior person in charge or the fire service deem it safe. If staff are intending to leave at lunch time / any other time but hear the alarm sound <u>prior to signing out</u> , they MUST NOT leave the school site and go immediately to the

	nearest assembly point.
	The office must be given a copy of trip risk assessments so that children who are offsite can be accounted for.
	All children must registered whenever they are in school. Children who are late or miss registration must report to the office.