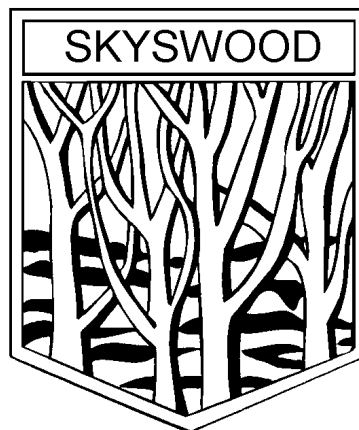


Skyswood Primary & Nursery School

Fire Safety Policy



May 2020

Review Date – May 2022

1.0 Introduction

The Skyswood Primary and Nursery School Fire Safety Policy covers the following areas:

- What to do if you discover a fire
- What to do when you hear the fire alarm
- Calling the Fire Brigade
- Evacuation
- Assembly
- Roll Call

The school's fire procedures are made available to all staff and included in the induction of all new starters.

A summary of the evacuation procedures is also made available to all contractors and visitors to the school. These are displayed throughout the premises, and in every classroom (for supply teachers and visitors).

The fire alarm is tested weekly and all tests are recorded via the Parago System, which enables the Site Manager to record weekly tests electronically.

A full evacuation drill is carried out each term in accordance with all applicable statutory or regulatory requirements. Termly drills, as with weekly alarm tests, are recorded through Parago.

During letting periods our school takes responsibility for ensuring adequate means of escape. Escape routes remain open and adequate escape signage is in place.

The School Council Health and Safety Group carry out termly audits to ensure best possible practices with regard to access and signage for all class and communal fire exits.

2.0 Evacuation Procedures for People with Special Needs

Particular attention will need to be given to pupils and staff who have special needs including those with a disability.

Skyswood Primary & Nursery School have procedures in place to evacuate all people from the building independent of assistance from the fire brigade.

Any staff who feel they or a pupil may require assistance in the event of an evacuation must inform the site manager /headteacher in order that suitable arrangements can be put in place. There may be a need to adopt alternative procedures if they cannot be evacuated with the majority. This may be as a result of particular mobility or sensory problems.

A Personal Emergency Evacuation Plan (PEEP) will be developed for disabled persons who frequently use a building and are unable to access the standard evacuation procedures. This should be developed in discussion with the person concerned (and / or parents / guardians in the case of pupils). PEEP's will also be developed for children or staff with temporary conditions that could compromise their ability to safely evacuate without personal support.

When formulating a PEEP consideration should be given to:

- The problems the individual feel they may encounter during evacuation.
- Which areas of the premises are most commonly used by the individual.
- Location of safe refuges, *(a relatively safe waiting area for short periods, which is separated from the fire by fire resisting construction and which has access to a final fire exit via a safe route).*
- Identifying members of staff with designated responsibility for helping the evacuation of those persons requiring assistance, including staying with them in the safe refuge. These individuals should be trained, easily identified, accessible and available at all times.
- Whether there is a 'buddy' system established for those with impaired sight or hearing to ensure they are alerted and escorted from the building.
- Whether there is the means of raising the alarm appropriate for the disability (e.g. hearing impairments).
- The current evacuation procedures being made familiar to all staff and well practised. Training will be made available to staff as appropriate.
- Whether all staff are aware of those individuals requiring specific help.

Skyswood Primary and Nursery School

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency in the main school building should activate the alarm from the nearest available break glass call point (main reception, hall, kitchen, Year R, Year 3 and Year 5 classrooms). They should then notify the main office of the exact location of the incident. If the fire is of a significant nature, the headteacher /Site Manager will instruct the nursery staff to also evacuate the nursery building.
- Staff discovering a fire or other emergency in the nursery building should activate the alarm from the nearest available break glass call point (inside the front door on the left or inside the back door on the right). They should then notify the main office of the exact location of the incident. If the fire is of a significant nature, the headteacher/Site Manager will instruct staff in the main school building to also evacuate.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff should not attempt to deal with any fires.
- Ensure the alarm is raised.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations.
- The fire alarm is a continuous ringing bell.
- The Site Manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The office staff will summon the emergency services (**DIAL 999**) as necessary; (The office staff will evacuate the building as with all persons, but ensure that, once safely evacuated, this duty is carried out through the use of a mobile phone. The office staff are also responsible for ensuring that the Visitors Book is taken outside in the event of an evacuation, and that all visitors are accounted for). In the absence of the office staff, the site manager/headteacher will carry out these duties.
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point(s). Staff will check classroom toilets before evacuating the building.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the office staff at the assembly points.

ASSEMBLY POINTS

| | |
|------------------|---|
| Nursery - | Far Corner of Nursery Play Area/School Reception (Depending on location of fire) |
| Infant Classes - | Infant Playground |
| Junior Classes - | Junior Playground |
| Visitors - | Infant Playground |

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A calm orderly exit is essential

Walk Quickly – DO NOT RUN or Stop to Collect Belongings

- On arrival at the assembly area pupils must stand in their class groups while staff check their registers. Registers will be taken out to the assembly point by class teachers. The result of this check must be reported to the Headteacher as soon as it is completed. (Deputy Headteacher or most senior staff member in the absence of the Headteacher.)
- In the event of a fire the school site manager takes on the role of Fire Marshall and should report that the main building is clear.
- The Headteacher /senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to St John Fisher R.C. Primary School and arrangements made to contact parents. The priority within any fire emergency is to safely evacuate all people from the building. Once this has been achieved then the school would contact parents as their next immediate priority. This would be managed through Parent Mail, which can be accessed remotely without the need to re-enter the building.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

MOBILITY IMPAIRMENT

Those people who require any form of additional assistance should evacuate the building using the nearest exit in accordance with the procedures set out in their Personal Emergency Evacuation Plan.

VISUAL DISABILITY

People with a visual disability will usually require the assistance of one person. They should take the helper's arm and follow them.

HEARING DISABILITY

People with a hearing disability should be escorted out of the building by staff.

In the event of a member of staff with a hearing impairment joining the school, then they may require additional means of being warned in the event of an alarm e.g. through non verbal communication from another member of staff or pupil.

BOMB THREATS

If a bomb threat is received, notify the Headteacher, or in their absence, the most senior member of staff available.

Evacuate the building and immediately contact the police.

The normal evacuation procedure should be followed and the Sandringham School field has been identified as our Bomb Evacuation Point.

GAS LEAKS

Following our boiler replacement project (January 2020) we now have a modern automatic gas detection and cut off system that would immediately detect any gas leak and cut the system off. This is located in our boiler room.

The boiler in our school nursery (replaced November 2019) meets all the statutory safety requirements and also has an automatic cut off system.

CHEMICAL SPILLS

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

Any incidents should be logged as appropriate.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building
- Ensure all doors and windows are locked
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced
- Do not smoke