

*St Joseph's Primary School
(Madden)*



Fire Safety Policy

Policy Review

Date Agreed: June 2017

Next Review Date: June 2020

Signed by Chair of Governors:

Date:

Fire Policy

This fire procedure policy outlines the procedures at St. Joseph's Primary School for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

Its contents should be drawn to the attention of new members of staff.

Responsibilities:

Supervisor of evacuation/evaluation of procedures – Head teacher.

Sweep of building – Head teacher, secretary.

Distribution of registers -Doors of classrooms

Accounting for visitors – school secretary.

Roll call – teachers

Fire Tests and Checks

Daily

- Exits and routes to remain unobstructed (on arrival)
- Exit doors Unlocked (on arrival)
- Electrical equipment not in use either disconnected or switched off (on leaving)
- Exit and windows adequately secured (on leaving)
- All fire doors closed (on leaving)
- Check door closers all in order

These checks are the responsibility of the caretaker.

Weekly

- Test fire alarm systems (record in caretaker's log)
- one alarm each week on a rota.

Monthly

- Check extinguishers are in the correct place and in appropriate order (responsibility of caretaker)
- Check emergency lighting (fire log book)

Termly

- Fire drill (head teacher) – on occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively. (logged in fire log book)

- **Quarterly**
- Fire alarm system (cyclic maintenance)
- Emergency lighting system (cyclic maintenance)
- Fire extinguishers (cyclic maintenance)
- Fire instruction for staff (head teacher to organise and record in fire log book)

Staff and Pupil Training

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Attached to this policy is a plan of the school showing where the fire extinguishers and alarms are located.

Means of escape is the nearest available exit for each class.

Assembly point standing in registration groups, in the designated marked area in the playground away from the building. Where children have been in sets or working in other groups, they should return to their registration group for roll call. Once the register has been checked teachers should inform the Head Teacher or nominated Deputy that the children are present.

Visitors will be accounted for by the school clerk through checking the signing in book.

Evacuation Procedure

All Fire Alarm activation will be treated as real until the all clear has been given by the Head Teacher or the Fire Brigade.

When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Staff in each area will check all toilets and cloakrooms whilst children are led to their registration groups outside. The last person to leave an area must make sure that the door is closed behind them.

Children in the Hall at the time of the alarm will evacuate through the nearest available exit and proceed to the assembly point where they will line up in registration groups.

The Head Teacher or responsible person will check the fire panel to identify the location of the activation.

The Head Teacher (or nominated Deputy) will raise the alarm by calling the Fire Brigade.

The Head Teacher and clerk will sweep the toilets as they evacuate before going to the assembly point, to check that pupils, staff and visitors are accounted for.

In the case of alarm activation when the Head Teacher or caretaker are off site; nominated deputies will undertake the above duties.

Deputy 1 Mr.Paul Hart

Deputy 2 Mrs Joan Brolly