



Whitehead

Primary School
& Nursery Unit

'LEARNING AND GROWING TOGETHER'

Fire Safety

Last Review	August 2019	
Next Review	August 2022	

FIRE SAFETY POLICY

INTRODUCTION

The responsibility for fire safety in Whitehead Primary School is shared between the Principal and Board of Governors and also the EA. The safety of all children, staff and visitors is paramount. For this reason, the school will ensure that procedures are in place for the safe evacuation of the building of all other persons in the building in the event of a fire alarm.

ROLES & RESPONSIBILITIES WITHIN THE SCHOOL

The Principal

Mr Loughins will ensure:

- (a) All fire precautions are in place and implemented.
- (b) Fire risk assessments are followed and reviewed as appropriate.
- (c) Staff are trained/briefed on responsibilities for safety and updated as required.
- (d) That maintenance arrangements are in place for the fire alarm systems, emergency lighting, fire extinguishers and electrical equipment as appropriate.
- (e) That all persons using the building outside of normal working hours are made aware of the relevant fire evacuation arrangements.

The Building Supervisor

Mr Brown will:

- (a) Be responsible for the weekly testing of the fire alarm systems.
- (b) Inspect the escape routes and exits, fire extinguishers and blankets, fire signs, fire instructions and emergency lighting on a weekly basis.
- (c) Ensure that electrical appliances within the school are tested annually.
- (d) Ensure that records of all tests are kept using the FS Log Book and that prompt remedial action is taken where necessary.

The Designated Person

Miss Love will:

- (a) Assist the Principal with implementing, monitoring and reviewing the Fire Safety Policy and Fire Procedures within the school.
- (b) Assist the Principal with implementing the Fire Drill each term during the school year.
- (c) Ensure that the staff is briefed on the Fire Procedure at the beginning of each school year.

Teaching Staff, Classroom Assistants, Supervisors, Auxiliary and Ancillary Staff

All members of staff have a responsibility to ensure the safety of themselves and others in their care. They should ensure that they:

- (a) Maintain good standards of housekeeping.
- (b) Ensure that routes to fire exits are kept clear.
- (c) Report any problems to the Principal, Buildings Supervisor or Designated Person as appropriate.
- (d) Comply with the Fire Evacuation Procedure at all times.

The secretary

Mrs Lowry will:

- (a) Ensure that all Parent Helpers and Visitors are given a synopsis of the Fire Evacuation Procedure and shown their nearest exit from the buildings.
- (b) Take the School Meals Registers and Visitors Book from the office, in the event of the Fire Alarm sounding, before leaving the building.
- (c) Take the plan of the premises to the Principal at the assembly point.
- (d)

Parent Helpers/Visitors to the school

Parent Helpers and visitors to the school will be given a synopsis sheet of the Fire Evacuation Procedure by the school secretary and shown the nearest escape routes from the building as appropriate.

Pupils of the school

Children will be made aware of the need for fire safety procedures within the curriculum. They will be taught that every operation of the emergency evacuation procedure should be treated seriously, but without undue panic. They will be expected to comply with the evacuation procedure in accordance with the general rules of conduct within the school.

Pupils with disabilities and their Care Assistants

A Personal Emergency Evacuation Plan (PEEP) will be provided for any pupil with a disability needing special provision for their evacuation from the building.

The pupil, Care Assistant and all other staff will be made aware of the plan and expected to comply with the procedures.

THE FIRE EVACUATION PROCEDURE

The Fire Evacuation Procedure will be practised each term with a record and report kept of the operation. The Principal welcomes suggestions from anyone about any amendment to the routine likely to lead to an improvement in the speedy and safe exit of children and adults from the buildings.

The following should be noted carefully:

- 1 All combustible materials must be stored safely.
- 2 Fire doors are to be kept closed at all times, unless held open by magnetic locks which are released by the activation of the fire alarm system.
- 3 All exits are to be kept unlocked (except mag-locked) during the school day and kept free from obstruction at all times.
- 4 Those who work on the premises should be familiar with the position of all exits from the buildings. Fire Alarm Points are located beside exits.
- 5 All class registers should always be immediately available for any teacher in all classrooms.

SEQUENCE OF EVACUATION

Alarm

Anyone discovering an outbreak of fire or who has good reason to require emergency evacuation of the building should, without hesitation, sound the nearest fire alarm beside an exit door. The alarm signal consists of a continual ring of the school bell. This may be supplemented by voice alarms.

Evacuation

The overall aim of the Fire Evacuation Procedure is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Anyone discovering a fire or smoke should raise the alarm by breaking the glass at the nearest alarm point. On hearing the alarm, teachers should direct their children to walk calmly to the nearest exit route, and then to the appropriate assembly point outside. All children should leave the building in a quiet, orderly manner. The teachers should make sure that all children have left their room. If the alarm sounds during lunch time, when the children are either in the Dining Hall or the Playgrounds, the supervisors will direct the children to the appropriate assembly points where they will be met by their class teacher when possible. The secretary will give the register sheet to each teacher to check that all children are present and accounted for.

The normal exit routes from the building will be as follows:-

ROOM	EXIT
Room 1	Exit door in own room (1)
Rooms 2 and 3	Exit the new doors (2)
Room 4	Exit at room 4 (3)
Music Room	Exit at room 13 (8)
Staffroom	Exit by the Gym Hall (6)
Rooms 5 and 6	Exit by the Gym Hall (6)
Rooms 7, 8 and 9	Exit by the lower door (5)
Rooms 10 and 11	Exit beside room 11 (7)
Rooms 12, 13 and 14	Exit between rooms 12 and 13 (8)
Room 15 and 16	Exit beside room 11 (7)
Gymnasium	Exit door (6)
Kitchen	Exit (11)
Nursery	Exit (12)
Assembly Hall	Exit Front Door (4); rear assembly hall door (10); exit at room 4 (3)
Office	Exit Front Door (4)

On occasions, due to on-going concerns over the safety of the evacuation route from exit 8, Rooms 12,13 and 14 and the music room may be required to exit by their alternative exit 6

All others should leave the building by the ***nearest convenient exit route***.

The following people will check the toilets and other rooms and stores in each block of classrooms to ensure that no child has inadvertently been left behind.

Senior Corridor	Mrs L Steele (morning)/ Mrs Murphy (afternoon)
Junior Corridor	Mrs W Grier (Monday – Wednesday)/Ms H Maguire (Thursday and Friday)
Foundation Area	Mrs N Williamson

When they are satisfied that this area is clear they should proceed immediately to their assembly point.

All teachers should bring with them copies of the registers of the classes they are teaching at the time of the alarm. (All registers should be left visible on the desk in each classroom.) Teachers not actually taking a class at the time of the alarm should leave the building by the nearest exit and rejoin their class outside at the appropriate assembly point. Children who are not in their classroom at the time of an alarm should be directed to leave the building by the nearest exit and join their class at the assembly point. Teachers taking afternoon clubs should take the club register with them and are responsible for the children in their club.

Assembly Points

A: Junior corridor (Rm 10, 11, 12, 13, 14, 15 and 16) and Music Rm

B: Senior corridor (Rm 5, 6, 7, 8, 9)

C: Yr 1-2 Nursery, Office and Kitchen

Roll Call

Immediately the classes and other adults have assembled at the points, a roll call should be taken using the class register and a report from each meeting point sent to the Principal at his position by the flagpole. (Mrs Kidd will report for Foundation Stage, Miss Love for the junior corridor and Mr Baird for senior corridor.) He will then give directions for a further search in the event of absentees being reported.

Calling the Emergency Services

Any adult discovering a fire or learning of the need to call out an emergency service should do so on his/her own initiative from the closest telephone, remembering to sound the evacuation alarm before making the call.

In the event of a fire it is emphasised that it is essential for all persons to:-

GET OUT

STAY OUT AND

GET THE FIRE BRIGADE OUT

EMERGENCY FIRE EVACUATION SHEET FOR VISITORS

Please read the following information to ensure your safe exit from the building, in the unlikely event of the fire alarm sounding:

- (1) Please take time to read the Fire Escape Plan located near the door of the room you are working in and familiarise yourself with your nearest safety exit and assembly point. If you are in any doubt about the route or have any queries about this, please ask a member of staff who will be happy to help you.
- (2) The Fire Alarm consists of a continual ring of the school bell.
- (3) Leave the school building immediately via your nearest convenient exit and go to the assembly point in the school playground.
- (4) Anyone discovering a fire should activate the nearest fire alarm immediately. Locations of all fire alarms are at the exit doors in the building.

Thank you for taking time to read this advice for your safety.

Should you have any comments or queries, please discuss these with the Principal, Mr Loughins, or school secretary, Mrs Lowry.