

Charlton Mackrell Church of England Primary School

FIRE SAFETY POLICY

Introduction

Upon outbreak of 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.

Fire Risk Assessments

An annual risk assessment will be made by the Health and Safety team – usually an appointed governor and the headteacher. It will:

- Identify any person especially at risk in a case of fire, eg a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms 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 students or visitors to the building

Fire Drills

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

Testing of Fire Alarm System

The fire alarm system will be tested regularly by the caretaker. Each alarm point will be named and a different point will be tested and recorded in the logbook.

Emergency Exits

All emergency exits are to be kept clear and free from obstruction at all times.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open
- 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, plugs and cables are checked every three years.

Smoking

Smoking is prohibited in or around the school.

Review: annually

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire, operate the nearest fire alarm call point by breaking the glass.
2. Call the fire brigade by dialling 999.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. If safe to do so, one member of staff should attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) **DO NOT ATTEMPT** if the fire has reached such proportions as to endanger life or escape.

On hearing fire alarm

1. Close all doors and windows.
2. Proceed to your assembly point and take the register.

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

Classroom times

Escort all children from the building. Where more than one member of staff in the room, one member of staff does this, the other to check all areas of the class, take out the emergency register and close windows and doors if possible.

TAs will take responsibility for their own children who may have special needs.

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.

The same applies to those children during music lessons when they are the responsibility of the peripatetic music teacher.

Exit for Rainbow Class – main classroom entrance, if safe to do so. When unsafe, use one of the fire exits (Rainbow Room/stairs into garden)

Exit for Sunshine Class – use main exit from cloakroom onto large playground.

Exit for Milky Way Class – use fire exit onto small playground and walk from small playground onto the main playground.

ASSEMBLY POINT - the school field.

Garden - Staff outside will tell all children to proceed to the school field (assembly point).

Other areas

Staff, children or visitors using all other areas will exit by the nearest door to the assembly point.

The office staff will take out class lists, the visitors' and absence books.

All staff will report to the headteacher or senior teacher that the roll call is complete.