

# WHITEFIELD PRIMARY SCHOOL

## Fire Safety Policy



Reviewed: September 2015

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# FIRE SAFETY POLICY

## What to do

It is the responsibility of the Headteacher and Governing body of the premises to ensure that fire evacuation drills are carried out.

Our fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate. At Whitefield a fire drill will take place once per term.

## The Purpose of the Fire Drill

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 practiced Plan
- Evacuation of the building is achieved in a speedy and orderly manner
- To promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school

## Fire Drill Routine

A 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 be reported immediately to the Fire Brigade by the quickest means available. This can be done by the school office.

### Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.

- 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.
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- 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 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.

#### Assembly

- An area outside the school premises must be designated as an assembly point.
- It must be clearly marked and easily identified by any person who must be expected to be in the school premises.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.
- At Whitefield emergency assembly points are the Junior and Infant playgrounds standing as far back as possible.

#### Roll Call

- The Headteacher has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately those classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises. Each class teacher conducts a roll count.
- Any visitors or contractors in the premises at that time must be included.
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds. This is done by Mrs Hoare and Mrs Sephton.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that

everyone is out of the building. This is conducted by class teachers (registers) and Mrs Sephton (visitors book).

- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

#### Meeting the Fire Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

#### Instruction, Training and Recording

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

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of staff shall each receive a personal copy of prepared written instructions.

They shall receive two periods of verbal instructions given by a competent person in each 12 month period. Such instruction shall include details of how to call the Fire Brigade. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

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

- Date of the instruction of 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, shall be carried out at least once per term. During the year a fire drill should simulate that one escape route is not available.

Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

### Supplementary Notes

#### Notices

- Each fire alarm point shall, where necessary, be clearly indicated '**Fire Alarm**' in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
- A notice should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire.
- Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions ie staff room.

#### Firefighting

- Any attempt to fight the fire must always be 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 a premise meets its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

***Responsible member of staff: Miss N Carroll***