

Fire Procedures Policy

Hampton Lakes Primary School



Policy last reviewed:	July 2021
Next review due:	July 2022
Member of staff responsible:	Mr Stephen Ebdell
Ratified by:	Trust Board

1. Introduction

- 1.1. All members of the school community have a responsibility to act in a way, which promotes the health and safety of others. All members of the community need to be aware of what to do in the event of a fire or emergency. There are key roles within this procedure, which are laid out below.
- 1.2. At the beginning of each term all Line Managers should:
 - Study the school's Fire and Emergency policy and procedures with their staff.
 - Be aware of current legislation relating to potential emergency risks within their environment.
 - Check, by walking the classroom/department with staff, the escape routes and potentially hazardous situations.
 - Check that staff are aware of how to use safety and emergency equipment.
 - Remind staff about the safe use of resources, materials and equipment.
 - Induct new staff into the school's emergency policy and procedures.
- 1.3. In the first lesson of the term each teacher should:
 - Revise the school's Fire and Emergency policy and procedures with the children.
 - Revise safe working practices with the children.
 - Identify safety issues with children.
 - Inform children of the evacuation routes from the teaching room and the manner in which they should evacuate the building.
 - Ensure that warning and emergency notices are clearly and appropriately displayed and are up-to-date.
- 1.4. At the beginning of each term the Site Manager should:
 - Check emergency equipment is functioning correctly; fire doors are fully operational and fire exits are clear of obstruction.
 - Ensure that any keys necessary for access to glasses and other equipment are available and the site team understand their use.
 - Check that locks on store cupboards are in working order and used at all times.
 - Be aware of current legislation relating to potential emergency risks within the school environment.

2. Responsibilities

- 2.1. The Head of School is responsible for:-
 - Oversight of all procedures during evacuation and re-delegation where necessary.

2.2. The Site Manager is responsible for:

- The implementation of all aspects of this procedure relating to the members of the primary phase team.
- Ensuring that all members of the administration team have a detailed knowledge of Buildings Evacuation Procedures and their specific duties.
- That all team members receive training as appropriate to carry out their duties.
- That all team members are trained to deal with security threats made in person or by telephone.
- That all systems related to the evacuation procedures are routinely checked.

2.3. The Primary Phase Senior Administrator is responsible for:-

- The maintenance of the registration procedures and ensuring that registers are always available at the Reception.
- The maintenance of signing in/out procedures for staff, students, contractors and visitors.
- The maintenance of the evacuation log.
- The maintenance of the “Fire Box” (which contains megaphone, contact details of all students and staff, survival blanket, batteries, pens, mobile telephone, stopwatch, access keys to the field gate and a school timetable).

2.4. The Site Manager is responsible for the maintenance of Fire Notices throughout the buildings and site.

3. Building Evacuation Procedures

- 3.1. On the sounding of the alarm the building must immediately be evacuated by all. The assembly point is on the Playground.
- 3.2. Everyone should move to the Playground, using the quickest route possible using main pathway, however no one should run.
- 3.4. Children should line up in class groups in one line as quietly as possible. Children should remain quiet throughout the evacuation. Please see the Playground plan below which indicates where each year group should line up.



- 3.5. Registers for each class group should be taken quickly by the class teacher. Completed registers should be returned to the Primary Phase Administrator with details of any children who are unaccounted for.
- 3.6. When the 'all clear' is given children and staff will be directed to return to the building, leaving the Playground in single file and in silence. Any additional instructions about sections of the school, which are out of action, will be issued at this point.

3.7. When an evacuation occurs specific tasks are as follows:

Task	Person Responsible
<p>Co-ordinates the assembly.</p> <p>Liaises with the HoS via radio to ascertain when everybody has evacuated and been accounted for, or to inform the HoS of any absent children or staff members.</p> <p>Conducts dismissal following confirmation that the building is safe to re-enter.</p> <p>Liaises with the HoS to complete the Evacuation Report following the Evacuation.</p>	<p>Deputy Head of School (DHoS)</p> <p>(In the absence of the DHoS, the KS1 Leader will assume the role)</p>
<p>Ascertains status of the emergency and the state of the buildings.</p> <p>Liaises with the DHoS via radio to ascertain when everybody has evacuated and been accounted for or to determine if there are any children or staff members not accounted for.</p> <p>Instructs the Fire Brigade to stand down or greets the Fire Brigade as necessary.</p> <p>Issues the instruction to re-set the alarm (following instruction from the Fire Brigade as appropriate) and re-enter the building once it is safe.</p> <p>Covers the main entrance to ensure nobody enters the building.</p> <p>Times and records the evacuation process.</p> <p>Completes the Evacuation Report with the DHoS following the evacuation.</p>	<p>Head of School (HoS)</p> <p>(In the absence of the HoS, the DHoS will assume the role)</p>
<p>Identifies the location of the fire alarm activation and investigates the cause.</p> <p>Informs Head of School of findings.</p> <p>Resets the system when instructed by Head of School.</p>	<p>Site Manager Site Officer Caretaker</p>

<p>Takes Fire Box and Registers to the Playground.</p> <p>Takes Visitors, Contractor and Student Signing in/out books to the Playground.</p> <p>Issues registers to teachers.</p> <p>Takes staff register.</p> <p>Collects Registers.</p> <p>Advices the Deputy Head of School of any absent children or staff member.</p>	<p>Primary School Senior Administrator</p> <p>(In the absence of the Primary Phase Senior Administrator the Primary Phase Receptionist will assume the role)</p>
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- 3.8. Site Team: Assist evacuation of all (including contractors) from buildings. Ascertain the location of the fire point activated and establish if a fire is in progress or if the area is clear (false alarm). Once the Fire Brigade have confirmed that the site is safe replace necessary glasses in fire point and reset the alarm.
- 3.9. Teachers/Classroom Staff: At the sounding of the alarm, teachers should instruct the children to leave the classroom and must lead them out of the building using the shortest route to the Playground. The Class Teacher should instruct the children to line up and to remain quiet. The Class Teacher will be handed a register by the Primary Phase Senior Administrator, it should be completed and will be collected by the Primary Phase Senior Administrator. Teachers should then await instruction from the Deputy Head of School, who will dismiss each class in turn when the building is safe to return to.
- 3.10. Support Staff: Assemble on the Playground with the class to which they have been allocated. Staff unallocated to a class group and Catering Staff should assemble in the designated location on the Playground. The Catering Manager will account for all Catering staff. Any missing persons must be reported to the Primary Phase Administrator, who will inform the Deputy Head of School.
- 3.11. Visitors: Staff who have visitors with them, should ensure that they are accompanied to the Playground.