

Clarendon Primary School, Nursery and Children's Centre

Fire Policy

'Doing our best to achieve our best'

Policy Aims

- In the event of a fire, ensure the safety and well-being of all pupils, staff, contractors and visitors.
- To ensure all aspects of fire safety management is co-ordinated, consistently applied and supported by training, drills and equipment maintenance.

Roles

- Persons Responsible:** Headteacher and Chair of Governors (in the absence of the headteacher, the deputy headteacher or most senior member of staff.)
- School Fire Marshalls:** Debbie Bull/Sharon Newton, Sabah Shah, Jeni Constantinou & Mandy Smith Porter for school
- Children Centre Fire Marshalls:** Leigh Smith
- Key holders for doors:** Sheila Proudfoot, Carol Foley, Sue Burgess and class teachers (All classes have a gate key.)
- Evacuation Officers:** Mandy Smith Porter and Jeni Constantinou (top corridor)
Sharon Newton/Debbie Bull and Sabah Shah (bottom corridor)
Leigh Smith (Children's Centre)
- Register checks:** Office, (staff and visitors) teachers, (children) and Sue Burgess, (Children's Centre)
- Call Emergency Services:** Office staff
Sue Burgess for the Children's Centre

Responsibilities

Persons responsible:

- To ensure all aspects of Fire Safety are in place and adhered to.
- To ensure the Fire Brigade is called in the event of alarm activation. (Not as part of a fire drill.)
- To ensure all personnel are trained and aware of evacuation procedures.
- To ensure good order is maintained at the assembly points.
- To ensure that all personnel are accounted for and disabled persons escorted off property.
- To ensure a Fire Risk Assessment is carried out for both school and Children's Centre.
- To ensure that there is verbal communication between Children's Centre staff and the Headteacher.

Fire Marshalls:

- To ensure all staff, children and visitors have evacuated the building safely.
- To assist in the control of the assembly area.
- To ensure the building is cleared in the event of an evacuation during the lunchtime.
- To ensure all escape routes are kept clear.
- To ensure that all combustible materials are safely stored.

Caretaker:

- To ensure all escape routes are kept clear.
- To ensure all flammable materials are stored safely.
- To ensure that correct notices and signs are displayed in all areas.
- To check, during a fire test, that the bell can be heard in all areas of the school.
- To report any malfunction of equipment to the Person Responsible.
- Ensure all statutory fire bell checks and servicing procedures are completed.

Office /Children's Centre Staff:

- To take the following out to the assembly point: registers of children, staff and visitors, medication for children, class list of phone and mobile phone.
- Check all staff and visitors against the signing in board and visitors book.
- In the event of real fire, call the Emergency Services.

Teaching staff

- Take class keys to ensure gates can be unlocked by the first person reaching them.
- To ensure all children assemble calmly and quietly at the assembly point.
- To complete register checks and inform the person responsible of the outcome. (I.e. that all children accounted for or which children are missing.)
- To ensure all children wait calmly and quietly for further instruction.

Evacuation Procedures

- The evacuation procedures are to be displayed in every room, in the office and in general areas.
- All new staff are reminded of these procedures on a regular basis.
- All appropriate staff to be trained in Fire Awareness Training.

Drills

- The Fire Drill and Lock Down procedures, take place termly without any advance warning.
- A record of each drill is kept in the Fire Book, which can be found in the school office.
- The day and time of the drill will be varied and a report on each drill will be submitted to the Governing Body. For each drill the time taken to clear the children from the building will be recorded.

Staff Training

The staff will be trained annually in the following areas:

- What to do in the event of a fire.
- How to raise the alarm.
- What to do on hearing the alarm.
- What to do with members of the general public, in the event of an alarm,
- What to do at the assembly point.
- Location of escape routes.
- Location of all firefighting equipment.
- All general fire precaution measures.

Fire Marshalls will receive specific training for their specific role.

Record Keeping

- It is the responsibility of the Person Responsible to ensure that the Fire Log Book is kept up to date.
- People with disabilities: - All pupils with disabilities will have a fire risk assessment. (Where required, special arrangements can be made for these children, which will be discussed with parents.)

Re-entering premises after an evacuation

It is the responsibility of the Headteacher or, in the event of their absence, the person responsible to give permission to re-enter the building. (In the event of an evacuation that was not part of a planned fire drill, this will be undertaken in conjunction with the appropriate emergency services.)

Use of Fire Fighting Equipment

- All fire equipment will be checked, as required, by an appropriately trained person. Where a recommendation is made to replace this equipment, this will be actioned.
- Staff should only attempt to use the equipment if trained to do so.
- If staff decide to use firefighting equipment, they should always place the safety of themselves, other staff, adults and children first. They should also ensure that the fire alarm has been sounded so that the building can be safely evacuated.

Always remember

As soon as the fire is discovered, sound the alarm. Do not delay while attempting to fight the fire with an extinguisher.

Types of fire extinguishers to use:

Fire Type	Materials	Extinguisher
Class A	Wood, paper, cloth, plastic	Water or Foam
Class B	Liquids and Liquefiable solids	Foam, Co2, Dry Powder
Class C	Gases or Liquefied gases	Turn off supply Water, Foam or dry powder

Other relevant policies

This policy should to be read in conjunction with the School's Emergency Plan and the school's Health and Safety Policy.

Monitoring and review

This policy will be monitored and reviewed by the school governing body in consultation with the headteacher and Senior Leadership Team.

Policy Review

Date reviewed: Summer term 2016

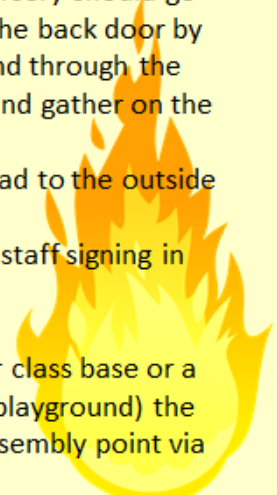
Review date: Spring term 2019

Appendix 1 Presentation slides shared annually with staff

Overview of fire procedures

When the fire bell rings:

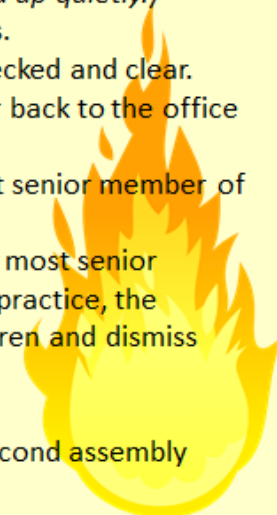
- When the bell rings, the entire school should evacuate to the fire assembly point, which is at the front of the school on the playground outside year 1
- Children should walk quietly and orderly out to the playground – no pushing, holding on, being silly or running.
- Staff in each class should pick up the class' school keys in case they are the first to arrive at the gate and need to unlock it.
- Year 1, 5, 6 should go out through the year 1 classroom; year 2 and nursery should go out through the front office entrance; year 4 and 3 should go out via the back door by the toilets; Reception go out their back door, across the playground and through the carpark; finally, the Children's Centre will go out their front entrance and gather on the other side of the playground's fence.
- The fire marshals will complete their sweep of the school and then head to the outside fire point.
- The office staff will take out the registers, visitor signing in sheets and staff signing in board.
- In the event of an exit being blocked, a group working away from their class base or a class being in a different part of the school, (e.g. the hall, ICT suite or playground) the class teacher / group leader will take their group or class to the fire assembly point via the closest entrance.



Overview of fire procedures Continued

When assembled outside:

- All children should line up without talking and stay quiet.
- The classteacher should count the children in their class and check it matches the number recorded in the register.
- If they number doesn't match, the class teacher should take the register quickly by calling out the children's names. *(This is way all children **must** be lined up quietly.)*
- A member of the office team will check the visitors and staff registers.
- The fire marshals should inform the office team that the school is checked and clear.
- As soon as the register is taken the teacher should hand their register back to the office staff.
- When everyone is accounted for, the office team will inform the most senior member of staff in school.
- In the event of a real fire or unplanned evacuation the headteacher / most senior member of staff will liaise with the fire brigade. In the event of a fire practice, the headteacher or most senior member of staff will speak with the children and dismiss them back to class.
- In the event of the fire assembly point is not being safe to use, the second assembly point is in PD's plumbing yard.



Lock down procedures

What to do when 3 short bells are heard:

- The teacher needs to lock the classroom door, remain with the children and keep them calm.
- If an adult is working outside the classroom in a small group room, they should lock this door, remain with the children and keep them calm.
- If an adult is in a place that cannot be locked, then they should head towards the nearest classroom. *(If the room is already locked, the adult should knock 3 times on the door and say who they are. If clear, they can be let in.)*

Once the room is safely locked and all children are calm:

- The teacher should email the school office on 'clarendon@googlemail.com' to inform them of their current situation. Information to include:
 - ✓ Whether all children are present
 - ✓ Information about any additional adults and children who are with them
 - ✓ Name of any children that are out of the class (Where they are and who with?)
 - ✓ Name of any missing children and adults
 - ✓ The office will be able to collate this information against the registers to check everyone is accounted for
 - ✓ If you do not have access to a computer, but have access to a mobile phone, text **WILLIAM** with the above information or call the school office on EXT: 201/202.
 - ✓ In the event of children, staff or visitors being unaccounted for, a list will be made and emergency services informed on arrival. (If possible, the office will email this list to all classes to see if their whereabouts can be ascertained.



Lock down procedures Continued

Possible variations:

- If a class are in the hall, on the playground or using the outdoor classroom, the classteacher should quickly and calmly escort their class to the nearest classroom.
- On arrival, if the room is already locked, the adult should knock 3 times on the door and say who they are. If clear, they can be let in.
- The classteacher will then follow the system previously discussed.

REMAIN IN CLASS OR GROUP ROOM UNTIL YOU ARE ADVISED THAT THE SITUATION IS SAFE AND SCHOOL CAN RESUME AS NORMAL

