

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Ruishton C of E Primary School
Fire Safety Policy (inc Induction Training)
&
Emergency Plan

Date: April 2018

To be Reviewed: April 2020

“For I know the plans I have for you... plans to give you hope and a future.” Jeremiah 29:11

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Fire Safety Duties

The following persons have fire safety responsibility within the school –

Head Teacher	will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.
Caretaker	will during the course of his/her duties ensure that fire safety measures are in place.
Teachers	will take charge of pupils to ensure their class evacuates the building in an emergency. Will actively ensure that the means of escape in their classroom is never obstructed or blocked.
All staff	will cooperate in the emergency procedures in event of a fire.

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

In premises that are shared with another organisations the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations/ individuals using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

FIRE SAFETY TRAINING

This whole school policy also applies to the Early Years Foundation Stage

All staff must be familiar with the actions that need to be taken in the event of a fire. Fire safety training needs to be continuous starting from a member of staff's initial induction and continuing in the form of regular refresher training.

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All Staff will be trained and instructed annually in the following matters:

- the action to be taken upon discovering a fire
- raising the alarm, including the location of fire alarm call points
- the action to be taken upon hearing the fire alarm
- the location and use of fire fighting equipment
- knowledge of the escape routes
- appreciation of the importance of fire doors and the need to close all doors at the time of an alarm
- how to identify potential fire hazards and the procedures for their control
- stopping machines and processes and isolating power supplies
- evacuation of the building
- the location of assembly points

Induction training for new staff

New staff will be given on their first day and will include instruction on what to do if a fire is discovered, what to do when hearing the alarm and will also involve a walkthrough of the evacuation procedure.

All staff

All staff should receive comprehensive training in general fire routine and in basic fire prevention, including the rules concerning smoking.

Details of the Schools Emergency Plan

How people will be warned if there is a fire

- The fire bell will sound as a continuous ringing bell throughout the school.

What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to the school playground.
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

What pupils or visitors should do if they discover a fire

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

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How the evacuation of the premises should be carried out

- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves.
i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly, but do not run.
- The School Business Manager/ office staff will take the class registers & contact list to the assembly points (registers must be returned promptly to the office.)
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.
- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the designated assembly point.

Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the register.
- In the Upper School, Oak Class teacher will check children's toilets and corridors after instructing children to exit via the nearest door. Maple Class teacher will check Staff Room and stock cupboard.
- Willow Class adult to check Hall, kitchen, PE store and staff toilet
- Ash class teacher to check playground toilets
- Head to check staff toilets, Library, SENCO room and Nelson's Nest.
- Office Staff to collect signing in book and mobile phone then exit to check Music Room.
- The EYT/ deputy supervisor will direct staff to ensure that all areas of the Pre-School building are vacated. The Ipad and registration folder will be brought from the premises to ensure that all children are accounted for and that parents can be contacted.
- The Hub: The Fire Service must be contacted by the responsible adult in the Hub, before following above procedure.

Where people should assemble after leaving the premises

All children line up on the school playground facing the school building at their respective points. Pre-School children exit by their fire door and assemble, with our children, on the playground.

Identification of key escape routes & how they are accessed to escape to a place of safety

Upper School have exits from their classrooms onto the playground. Other classroom Outbuildings have their own exit doors and can walk directly to the playground. Children in the hall exit via the hall exit door. People in the library, practical area and intervention rooms should exit via the door adjacent to playground toilets. Office staff should exit via the Office door. Willow class will leave by their exit door into their playground and join the main playground from gate (unless the issue is with the boiler room in their playground, then they will leave via the main exit door).

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Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave fire fighting to the Fire Service.

Type	Use
Water	Combustible materials such as wood, paper, cardboard. Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do not attempt to fight the fire **unless**: i) there are exceptional circumstances such as in order to escape, ii) the fire is already contained, such as a small amount of burning material in a waste bin, or iii) it is the use of a fire blanket for a cooking or clothing fire.

The duties and identity of staff who have specific responsibilities if there is a fire

- Admin staff – telephone the fire service and take registers and contact details to the assembly point collect key to back gate from keybox in case Fire Engine needs to get in.
- Kitchen staff – turn off cooking appliances before leaving kitchen.
- Caretakers – shut off any machinery in use when alarm sounds.
- Designated staff check toilets and general shared areas for evacuation

Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them. A PEEP (Personal Emergency Evacuation Plan) form should be filled out for anyone that lies within this category.

Any appliances or power supplies that have to be isolated if there is a fire

- Kitchen equipment in Kitchen & staff room

Specific arrangements for high risk areas

- Kitchens – cooking appliances will be isolated.
- Boiler House – keep flammable materials to a minimum

Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order, a hand bell will be rung (located in the cupboard in back office)

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How rescue services will be called and who is responsible for this

- Admin staff will call the fire service from the main office or from the telephones located in the staff room or practical area.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The Head Teacher or Deputy Head Teacher will liaise with the emergency services on their arrival at the main gate. In their joint rare absence the person in charge (SLT member) would deputise.

What training employees need and the arrangements for ensuring that this training is given

- Fire drills will be held every term. In the case of WPS, fire drills are to be carried out in the event of new children or staff joining the setting.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Fire fighting equipment training will comprise of;
 - which extinguisher to use
 - the location of the nearest appliance to relevant workplace
 - information on how to operate the extinguishers
 - instruction to keep themselves between the fire and the exit.

Instruction has been given to all teaching staff members of how to use fire extinguishers, with exception of Mrs Keene (PT) & Mrs Fitzsimmonds (PT)

Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time the school or WPS will alert parents to collect pupils
- Contact details will be available in the event that the building cannot be reoccupied.

Liaison between building owners, employers, residents and rescue services

In the event of a fire, County Hall would be notified on 0845 345 9166

Signed: _____
Headteacher

Date: _____

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