



**Swainby & Potto CE VA Primary School
And
Ingleby Arncliffe CE VA Primary School**



FIRE AND EMERGENCY POLICY

SECTION 1

STATEMENT OF INTENT

Swainby & Potto and Ingleby Arncliffe Church of England Primary School provides a safe and healthy working environment, paying particular attention to fire safety and effective evacuation procedures.

Fire safety awareness is discussed with all staff at the beginning of the academic year and at other appropriate times and regular termly whole school evacuation procedures take place. New employees are made aware of fire procedures as part of their induction interview.

The overall aim is to protect life. Therefore, safe effective evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. It is the responsibility of each teacher to talk to their class and ensure that they are fully aware of procedures should the fire alarm sound. New pupils should also be informed of procedures as soon as possible following admission to school.

This policy has been reviewed and revised and takes into consideration changes in Health and Safety legislation.

Name	Title	Signature	Date
S. Daly	Interim Executive HT		22.03.17

SECTION 2

ORGANISATION

GOVERNING BODY

The Governing Body has overall responsibility for all aspects of Health and Safety on the school site, including fire and emergency procedures. The majority of issues are dealt with by the Premises/Health & Safety Committee but on occasions the full Governing Body may choose to deal with specific matters.

Members of the Premises/Health & Safety Committee for the Academic Year 2016/17 are:

- David Jackson
- Joyce Bean
- Chelo Brooks
- Caroline Seymour

The nominated governor for Health & Safety for the 2017/17 academic year is Chelo Brooks.

Day to day responsibility for Health & Safety has been delegated to the Headteacher, or in her absence the SENCO

HEADTEACHER

The Headteacher has been designated as the RESPONSIBLE PERSON with regard to fire safety and evacuation procedures. In her absence the Class Teachers will deputise and assume responsibility.

DUTIES OF THE RESPONSIBLE PERSON

- Identify FIRE WARDENS for each area of school
- Identify who will call the fire brigade in the event of a fire
- Meet the fire brigade upon their arrival at the premises
- Provide the fire brigade with site plans and ensure all access gates have been unlocked
- Ensure that all staff are aware of their specific responsibilities Ensure that regular fire drills take place, at least once per school term Check that all fire doors are free from obstructions and slip/trip hazards.
- Check that all escape routes are clear.
- Check that all fire doors can be opened quickly and easily.
- Check that all fire resisting doors close properly.
- Check that fire resisting doors are not wedged or propped open.
- Ensure building is kept tidy.
- Ensure that rubbish and waste materials are not allowed to accumulate.
- Ensure that waste materials, especially combustible, should not be stored in school.
- Ensure that waste materials are stored externally in a secure area, preferably away from school buildings.

DUTIES OF THE FIRE WARDENS

- Fire Wardens should ensure that all persons within their designated area evacuate the building safely.
- Check that no children have been left behind in the toilets and cloakroom areas
- Fire Wardens should check that all doors are closed behind them as the building is evacuated to prevent the spread of flames or smoke
- Ensure that no one re-enters the building until advised that it is safe to do so

The following staff have been appointed to act as Fire Wardens for designated areas of the school for the 2016/17 Academic Year:

AREA	FIRE WARDEN	DEPUTY FIRE WARDEN
EYFS/KS1 classroom	L. Armer	D. Marriott
KS2 classroom	S. Chambers	S. Ralston
Kitchen	Cook	B. Wilkinson
Hall and staff areas	S. Daly	V. Grainge

SECTION 3

ARRANGEMENTS

FIRE DRILLS

Fire drills are intended to ensure, through training and practice, that in the event of a fire:

- Adults and children, who may be in danger, act in a calm and orderly manner and safely evacuate the building.
- Those with a designated responsibility, carry out their tasks to ensure the safety of all concerned.
- The escape routes are in accordance with a pre-determined and practised plan.
- Evacuation of the building is achieved in a quick and orderly manner.
- Fire Drills will take place at least once per school term and documented appropriately by the Responsible Person

PROCEDURES

Should fire break out in school, it is the responsibility of staff members to:

- Raise the alarm.
- Ensure that the children evacuate the building quickly.

ON HEARING THE ALARM:

- Direct the children to walk quietly to the nearest exit and then walk quietly in single file to their assembly point.
- The main assembly point is the front playground.

An attached map, together with class assembly points is enclosed with this policy. The maps are on display around the school.

- Movement from the school building should be a continuous flow with no stopping.
- Children line up in single, orderly class lines.
- Fire Wardens must ensure that their designated areas are empty before closing the doors behind them. Fire Wardens should also check toilets and cloakrooms on the way out.
- Everyone must leave the buildings by the nearest safe exit.
- Administration staff will check the visitors log book for any visitors who may be on the school site to ensure they are accounted for.
- The designated member of the administration team will call the Fire Brigade.
- Administration team will issue registers to the classes on the PLAYGROUND so that roll calls for each class can be completed.
- Once the roll call is completed the teacher in charge of the class will hand the register back immediately to Administration team to confirm that all the children in their care are accounted for and safely lined up.
- The Administration team will cross-check any discrepancies against the Visitors Log and Pupil Log to ensure that any missing children or staff are accounted for.
- Classes should remain still and quiet in their respective assembly points until asked to re-enter the school buildings.
- The Responsible Person, either the Headteacher or teachers will inform all members of the school community when it is safe to return to the school buildings.

INFORMATION

- All staff are kept fully informed of issues relating to Fire Safety. Copies of the Fire Evacuation Documents are kept in the Health & Safety file.
- All fire equipment is tested and records kept in line with the recommended timescales.
- As the school registers reflect the true number of children in school at the start of the morning and afternoon sessions it is imperative that they are completed quickly and accurately then returned to the school office.
- Children arriving late should report to the school office to be signed in and their attendances entered on their respective registers.
- Children leaving school early should be signed out by the person collecting them, stating the reason why.
- Any classes leaving the school site for teaching purposes during the course of the school day should be signed out in the Pupil Log at the main doors.
- If any visitors are present they should be made aware of all fire evacuation procedures and their designated assembly points.
- Any staff leaving the site during the course of the school day should complete the staff log file to indicate that they have left the premises.
- Personal Emergency Evacuation Plans are in place for all staff and pupils with any form of disability which would impede the speed and safety of their evacuation.
- Fire Risk Assessments will be reviewed and signed annually.