



Fire Safety/Emergency Evacuation Policy

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Introduction

The Governing Body of St John's acknowledges the importance of fire safety and liaises closely with the overall Trust, our Health and Safety consultants and with the Local Authority. We strive to ensure that all practical, reasonable steps are taken to guarantee the health and safety of all personnel at St John's CE Academy.

Fire Prevention/Good Housekeeping

- Good housekeeping and appropriate storage of combustibles, such as paper will reduce the possibility of fire occurring. Poor housekeeping not only makes the outbreak of fire more likely but also enables a fire to spread at a faster rate.
- It is important that there is no accumulation of rubbish, such as wastepaper and that refuse is removed from the building at the end of each day. This should be stored in containers with lids, which are secured away from the building.
- Loose waste must be swept away from walls, doorways etc.
- If contractors are on site, skips must be lockable and located at least 8 metres away from the building and not adjacent to it.
- Fire retardant materials should be used for all furnishings and fittings. Blinds are used as opposed to curtains.
- Wherever reasonably practical, electrical appliances should be switched off when not in use.
- Electrical systems are be appropriately maintained.
- St. John's is nonsmoking building and all contractors, parents and visitors are informed of and required to adhere to our policy (see No Smoking Policy).
- All rooms, including storage cupboards, must be tidy and easily accessible. Nothing must be stored in front of heaters or electrical items and care must be taken to ensure that there are no materials stored close to the lights or fittings. The boiler house must not be used as a storage area.
- The fire escape route in the Key Stage 1 corridor is via a teaching area/cloakroom. Visibility of this area is important at all times and there must be clear visibility through the glass door panels.

Contractors

- Contractors may bring additional sources of ignition onto the school site. The school liaises closely with our Health & Safety advisor on any building refurbishment. Contractors are required to observe safe working practice, including fire prevention.
- The Headteacher, Business Manager or caretaker will ensure that other contractors observe safe practice.
- Upon leaving the premises, contractors must abide by our policy that no materials are left unsecured, which could be used to start a fire.

Display Boards

- Boards must be permanently fastened to the wall and flammable materials, such as polystyrene, are not be used on displays.
- Outside of classrooms, display boards must be limited to one side of the corridor.

Fire Alarms

- The fire alarm system is electrical and monitored externally.
- It is the caretaker's duty to conduct weekly tests, alternating between alarm call points. These tests are logged and kept in the Business Manager's office. Prior to testing, the caretaker will inform the call control centre that testing is to take place to avoid the unnecessary dispatch of the Fire Brigade.
- Procedures for operating the system are outlined in the appendix so that the alarm may be activated efficiently.
- Building work can cause airborne particles, which may infiltrate the sensors and cause false activations. The Headteacher must inform relevant parties before the building work commences and if necessary, sensors may be temporarily covered. This must not impede alarm activation in the event that it is required.

Fire Drills

- We aim to carry out fire drills at least once per term or more often if there is a specific change of route due to building work. The Headteacher reports these to the Governing Body via the Headteacher's termly report. All staff must be familiar with Emergency Evacuation procedures and it is part of the induction for all new staff.
- There is an 'Emergency Evacuation Drill' and 'Emergency Evacuation Route' in every classroom/area, which are reviewed annually. The procedures for evacuation are clearly outlined and individual responsibilities are highlighted (see appendix).
- All visitors and staff are made aware of our policy. The Headteacher and Business Manager are responsible for ensuring the Fire Safety Policy is understood.

Fire Alarm points are situated at the following locations:

1. Office corridor adjacent to disabled toilet.
2. Main entrance inside external door.
3. Main hall between office corridor and external entrance.
4. Main hall adjacent to KS1 door.
5. Kitchen adjacent to external door.
6. Boiler house adjacent to external door.
7. Adjacent to emergency exit outside Year 4 class.
8. Adjacent to emergency exit in Year 4.
9. Adjacent to KS2 door leading to playground.
10. Adjacent to door into courtyard outside Year 2.
11. Reception Class adjacent to external door
12. Nursery adjacent to external doors
13. Nursery adjacent to external doors

Fire Exits

- Routes and exits are kept clear of obstructions at all times. No furniture is placed in corridors and fire doors must be easily operable from the inside. The Foundation Unit shutters open automatically when the alarm is activated.

Limited Mobility

- In the event of a visitor of limited mobility to the school, it is the responsibility of the individual arranging the visit to conduct a risk assessment in conjunction with a member of the leadership team to ensure that the visitor can be evacuated in the case of an emergency. It is normal practice for the teacher to lead the children out of the building and the teaching assistant to assist the individual requiring support.
- If the individual is visiting the main office or touring the school, a member of staff will be advised so that before evacuating the building herself, she will ensure that the individual leaves the building safely.

Fire Fighting Equipment/Training

- The caretaker carries out weekly inspections of the equipment and Hutton Fire inspect the equipment annually. All advice sheets are retained and actioned.
- The Headteacher and the caretaker have both received Fire Fighting Training. The staff are briefed as to the location of firefighting equipment and are asked to report any damage to the Headteacher. Staff are briefed on the correct method of operation and have received training on the following extinguisher types (see appendix).
- The Headteacher and the caretaker have both received approved Fire Fighting training and prevention. A fire blanket is stored with the portable hob for use in class and also in the school kitchen.

Emergency Planning: Fires During School Hours

- a) Evacuate building in line with procedures
- b) Ring Education Dept:
07384 459130
01325 405902
- c) Start log of events

Out of School Hours

- The majority of fires start outside of school hours. There are three nominated persons in place that should be contacted in these circumstances (see Appendix 1). In the case of a real fire, the Headteacher/Deputy Head must be contacted. See Security Policy for a full list of contacts.

Arrival of Emergency Services

- The Headteacher/Deputy Head will meet the emergency crew at the school entrance, giving clear advice/guidance of where the problems are and what actions have been taken. It is important that all facts and actions are recorded, which will provide evidence in a legal case.

- It is the responsibility of the Headteacher/Deputy Head to authorise the safe return into the building.

Functions in School Hall

- The hall is used annually to hold a Christmas Concert and is used at other times of the year for similar events. Prior to any events taking place, the Headteacher must inform parents of the emergency evacuation procedures. Any event uses a ticket system to monitor the number of people in the hall. A capacity of 300 was recommended by the Health and Safety Advisor. The caretaker ensures that chairs are locked together and there are gangways at the side and in the middle of the seated area.
- If any individuals requiring mobility support are present, they are seated at the back of the hall close to the exit and a member of staff will be notified that they need assistance to evacuate the hall if necessary.

Letting of Premises

- The Headteacher/caretaker ensures that outside organisations using the hall are fully briefed with fire routines and safety matters. A telephone is available for emergencies in the main office.

Emergency Lighting

- An annual inspection of the maintained emergency lighting systems takes place through a Service Level Agreement. The caretaker carries out monthly checks on the battery systems and staff are reminded to regularly observe that luminaries are lit and report any defect to the caretaker. All reported defects are acted on immediately. Records of emergency lighting inspections are kept.

Monitoring and Evaluation

- This policy is subject to an annual review by the Governing Body and will be subject to amendments in advice, law and any change to the structure of the building.

Related Policies

- Lockdown

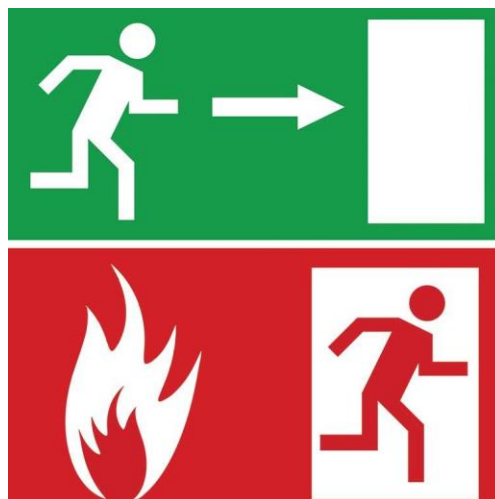
Updated by the Local Governing Body and adopted in ...

Signed by chair of the Local Governing Body and adopted in ...



Fire Evacuation Plan

November 2021



Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. The aim of evacuating the whole building to a single assembly point (or when required a secondary assembly point) is to carry out a roll call.

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. The Site Manager and Head Teacher must also be informed immediately.

Evacuation

On hearing the fire alarm:

- Pupils must be instructed to leave the building in single file and in a calm, orderly manner by the nearest safe exit.
- 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 are established for students with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is permitted to avoid panic.
- Overtaking of classes or individuals is not permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one is allowed to re-enter any building until told to do so by the fire brigade, or, in the case of a fire evacuation drill, the senior person in charge.

Assembly

Everyone must make their way to the assembly point, which is easily identifiable by any person who is on the school premises as a visitor, far enough away from the school premises to afford protection from the heat and smoke in a fire situation and in positions that do not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll Call

The person in charge of each class or group has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises, so they must bring attendance sheet/register from their class and a member of the office team must make sure the visitors list is collected and taken to the assembly point when the alarm sounds.

- On arrival at the assembly point a roll call will be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises will be included.
- The count at the assembly point will be checked with the class list and visitors' book to verify that everyone is out of the building.
- Each person in charge of a class or group will report to the leadership team member (usually the Head Teacher) in charge of the evacuation procedure that everyone in their charge is accounted for or inform her of the number of persons missing.

As soon as it is confirmed that individuals can re-enter the school safely (even if the alarm cannot be reset), the person in charge of the evacuation point should stop the process.

Fire Fighting

Arrangements for fighting fire

- Priority should always be to evacuate the building safely if there is a fire.
- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and if they feel they are competent to do so. If staff are unsure, they should leave firefighting to the Fire Service.
- Firefighting equipment is checked and tested annually.
- Details of which fire extinguisher to use are detailed below:

Extinguisher Type	Use
Water	Combustible materials such as wood, paper, cardboard Do not use on fires involving electrical equipment. 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.

Specific Responsibilities

Head Teacher: Check fire alarm panel and when possible explore with caretaker the area where a fire is indicated so confirmation with Emergency Services can be completed as quickly as possible. Once evacuation is complete and site has been confirmed as safe, the head teacher will be responsible for informing everyone when it is safe to re-enter the building, this will include liaising with the emergency services. (Cover Business Manager responsibilities when they are off site)

Deputy Head Teacher: Take responsibility at the assembly point for confirming all individuals have evacuated the building.

Caretaker: Check fire alarm panel and when possible explore with Head Teacher the area where a fire is indicated so confirmation with Emergency Services can be completed as quickly as possible.

Business/Office Manager: Phone emergency services with as much detail as possible on the emergency. Collect emergency information and collect First aid kit on the way out of the

office. Liaise with the Head teacher making sure the office, teaching welfare and reception areas are clear. (Cover Headteacher's responsibilities when they are off site)

Fire Marshals: Confirm associated areas of the building are clear and that doors and windows are secure. Help manage staff and pupils at assembly point. Where required assist individuals with the operation of their Personal Emergency Evacuation Plan.

- Reception
- KS1
- KS2
- Kitchen – Kitchen team to check kitchen and store area are clear before making their way to the assembly point (normally via assembly hall).
- Office, Staff toilets, Staff room, Reception and Photocopy room – Office manager to confirm areas are clear once emergency services have been contacted.

Each Class Teacher: Evacuate the class they are responsible for and escort them to the assembly point. Report to a fire marshal or the person in charge confirmation that everyone has been evacuated, or who is still unaccounted for. Close any windows or doors possible whilst exiting the building.

Teaching Assistants: Discharge agreed responsibilities including Fire Marshal duties and assisting individuals who require assistance out of the building.

Kitchen Team: Isolating and making safe any supplier/equipment/substances, clearing kitchen and dining area and then reporting to the assembly point.

First Aiders: Treating and then confirming condition of staff and pupils in case further emergency support is required.