

Fire Safety Policy and Emergency Plan

West Cornforth Primary School

Fire Safety roles and responsibilities –

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 other 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.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

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.

Non-employees will always sign the visitors book and this will be checked in the event of a fire to ensure all visitors have been evacuated safely.

Shared Premises

In premises that are shared with other 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.

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Other organisations 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.

Details of the Schools Emergency Plan

How people will be warned if there is a fire

By automated fire alarm, long sounding siren and flashing warning lights.

What staff should do if they discover a fire

Raise the alarm by pressing the nearest call point to inform the rest of the school and leave the building immediately with all the pupils under their control.

What pupils or visitors should do if they discover a fire

Inform the nearest member of staff of the fire and follow the instructions calmly and quietly.

How the evacuation of the premises should be carried out

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 on the far side of the playground. The administration staff and teachers will bring with them class registers, signing in book and first aid kit.

Procedure for checking the premises have been evacuated

Each teacher should ensure all pupils leave the classroom and the last person to leave closes the door.

Senior members of staff working in corridors will undertake a sweep of their corridor and ensure all classrooms and areas are empty. All fire doors will close automatically if they have been left open. All teachers as they leave the building with their class will ensure the cloakrooms and toilets are empty.

Administration staff will leave via the main door and make their way around to the playground with the visitor's book to ensure everyone is out. Sure Start will leave by their fire door and congregate at the far side of the car park.

Where people should assemble after leaving the premises

All pupils and staff will assemble at either side of the school playground as far away from their classroom doors as practicable and indicated on the fire evacuation plan.

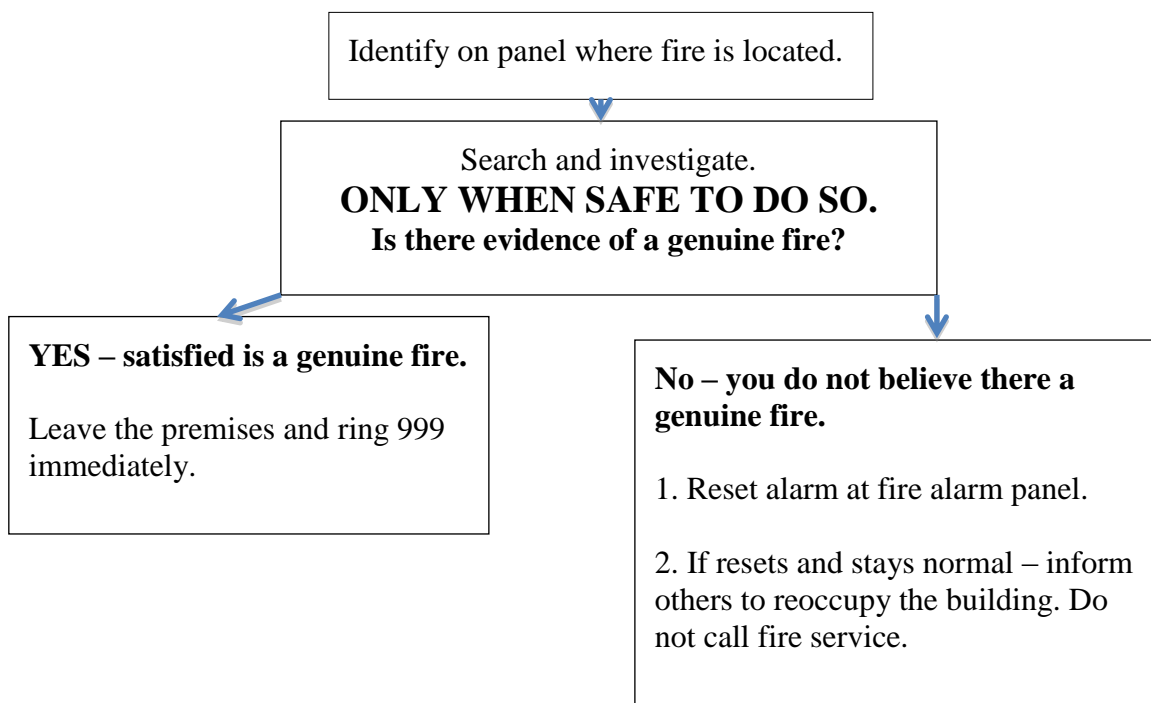
Identification of key escape routes & how they are accessed to escape to a place of safety

All pupils and staff will make their way to the fire door situated in the cloakrooms. Any children in the hall will be led out of the fire doors and assemble either as far away from the building as practicable or at the far side of the car-park. Exit routes are clearly indicated on the school plan.

Procedure for calling emergency services

On hearing the alarm **the building will be evaluated as described above**. At the same time the designated person (Head Teacher/ Deputy Head / Business Manager) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.



Arrangements for fighting fire

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire. Instruction for use of fire extinguishers and fire blankets should be followed.

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

The Head Teacher or Deputy Head Teacher in her absence will ensure all pupils and staff have left the building and teacher registers are taken. The administration staff will liaise with the emergency services and ensure all visitors have left the building.

Arrangements for evacuation of people especially at risk

People with movement difficulties will be helped out of the building or asked to congregate at fire exits where they will be helped out of the building. They are asked to inform the administration staff if they have difficulties when signing in to the building.

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

The gas and electric supplies are indicated on the fire plan and known by the caretaker and administration staff.

{Enter details e.g. gas isolation valves in kitchens and laboratories.}

Specific arrangements for high risk areas

{Enter details or attach documents for areas such as boiler houses, laboratories, workshops, gas storage, flammable materials stores, areas with particularly vulnerable pupils.}

Contingency Plans for when safety systems are out of order

Fire alarm will be raised by breaking the fire points which are spread out around the school building.

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

The Fire alarm automatically contacts the Fire Service.

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

A member of the administration staff will open the main gates and playground area.

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

All staff will receive instruction and training on what their responsibilities are, what the fire alarm sounds like, how they should marshal the pupils, main escape routes, fire exits and assembly points.

Plans for dealing with people once they have left the premises

Parents of pupils will be contacted to pick up their children from the playground area if the school building is out of action. The library area or community centre, if open, will be used to house pupils prior to being picked up if needed.

Liaison between building owners, employers, residents and rescue services

Emergency premises assistance can be obtained from:

BOSS

Health and Safety Team

Emergency Plan draw up by - J.Sarsfield

Date – 1st December 2014

Review Period - Annually