



Policy Document: Fire Policy

Fire Policy

Learning Together, Learning For Life.

Links to Visionary Statement

We aim to

- keep children’s learning at the heart of our thoughts and actions
- provide the opportunity for all our children to achieve academic excellence within a broad and balanced curriculum
- create an ethos which nurtures creativity, self-belief, independence and a sense of respect for other
- ensure that our schools are happy, safe, supportive and secure places in which to learn
- create a stimulating learning environment
- develop strong and productive partnerships with parents and the wider school community
- have high expectations in all areas of school life
- prepare children for the future

Agreed and Signed on behalf of the Full Governing Body.....

Date:.....

Next Review:.....



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FIRE DRILL /FIRE ROLES RESPONSIBILITIES

The purpose of a Fire Drill is to prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the school to a place of safety within a short timescale (less than 4 minutes).

As there is no substitute for practical experience Fire Drills will be carried out regularly (a minimum of once a term) everyone will be given clear instructions and the necessary training to carry out the plan. Often a minimum number of personnel will be informed of the practice Fire Drills to create as realistic a situation as possible.

Role of Head Teacher

- Have overall responsibility of all the classes on the playground.
- Act as a backup to the Administrative Staff and call the Fire Service if necessary (use of mobile phone).

Role of Office Staff

Secretary (Fire Warden)

- Take all registers, gate key, emergency evacuation key and signing in book to the assembly point.
- Must have the result of the roll call of children from each teacher.
- Must take a roll call of staff/volunteers/students/visitors.
- Will liaise with the Headteacher and report the result of the roll call to him/her.
- During a fire, report to the officer in charge of the Fire Service sharing the result of the roll call.
- Record details of the drill in the appropriate book.
- Call the Fire Service via a 999 call (use school mobile)

Finance Officer/Office support

- Support secretary in her role
- Act as a back up to the secretary and call the fire service if necessary

Class Teachers/TAs

- The teacher will take with them their **FIRE NOTICE** positioned near their exit. On the reverse side an up-to-date class list is printed which they should use for a roll call if the register is not available.
- Toilets and cloakrooms will be checked on the way out.
- **No** child will stop to collect bags or personal belongings.
- **No** attempt will be made to return to the building for any reason.
- Evacuation will be carried out in an **ORDERLY MANNER, WITHOUT RUSHING**, in silence so that instructions may be heard.
- **All evacuees** will **ASSEMBLE ON THE BOTTOM PLAYGROUND** in class groups to enable an accurate roll call to be made.
- Registers will be taken to the assembly point by the school secretary/head teacher/class teacher at lunchtime dinner registers will be taken by the head teacher, headteacher or secretary will bring the signing in and late book.



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INDIVIDUAL TASKS DURING A FIRE DRILL

On hearing the Fire Bell teachers will:

- Instruct the children to leave the classroom in an orderly, quiet manner.
- Cloakrooms and toilets to be checked by TAs or SMSAs
- Administration staff to check office areas and staff toilets/staff room
- Teachers take an accurate roll call of their class at the Assembly Point.
- Teacher report their findings to the FIRE WARDEN

LUNCHTIME SUPERVISORY STAFF

In the event of a fire/fire drill during lunch-time the mid-day staff (**SMSA's**) will, in the first instance, perform the function of the teaching staff in that they will:

- Sound the fire alarm if they discover a fire.
- Collect all children from the dining hall, the upper playground and any occupied classroom.
- Head Teacher to take out dinner registers.
- Assemble the children on the **BOTTOM playground** in class order.
- Those teachers present in school at lunchtime will go to the **BOTTOM playground** to supervise the children and take a roll call of their class plus that of any teacher not present. All other arrangements will be similar to that previously described.
- **Teachers leaving the school premises at lunchtime will sign out and sign in when they return**
- All servery Staff (employed by B&NES catering staff) should join school staff on lower playground.

The Fire Alarm is tested weekly and both the Drill and the Alarm testing are recorded in a book used for that sole purpose. A notice outlining the main points of the evacuation procedure should be located by the exit of each classroom. Teachers should be familiar with its contents and transmit these to the children.

FIRE SAFETY CHECK-LIST

The Fire Service recommends that a fire **should only be tackled if safe to do so**. The first priority is to get all the children off the premises. **Do not return** to tackle the fire.

Staff will know where Fire equipment is stored.

We have 12 extinguishers in school plus one fire blanket (refer to the school plan within the Critical Incident Plan):

AREA	TYPE
1 in the boiler house (5)	CO2
2 next to Office (1)	CO2 and foam
1 by OPAL class (4)	CO2 and foam
1 by DIAMOND class (3)	CO2 and foam
1 upstairs in the library(2)	CO2 and foam
2 in the hall (6)	CO2 and foam
1 in the kitchen	CO2 and foam plus fire blanket



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Water fire extinguishers are suitable for tackling wood and paper fires, CO₂ extinguishers are more suitable for electrical fires and will generate a considerable amount of noise when used, with metal parts becoming very cold to the touch. It should be remembered that CO₂ extinguishers do not take the heat away from a fire but kill the flames by starving them of oxygen. If used it is wise to return and check the fire source as the possibility of a fire restarting is always present.

We have 13 break glass points: (Refer to the fireplan)

ADVICE ON PREVENTING A FIRE/GOOD HOUSEKEEPING ADVICE

The Fire Service offers the following advice on preventing a fire:

- Electrical equipment is a common cause of fires. **Turn appliances off when not in use.**
- Check all leads for signs of wear and tear.
- **Avoid** the accumulation of unnecessary boxes, cartons and paper.
- Boiler rooms should be kept clear of combustible materials.
- **Passageways and doors** should be **kept clear of obstructions.**
- All doors used as exits should be unlocked when the school is occupied.
- **Fire Alarms should be checked regularly** and be audible throughout the school.

FIRE NOTICE

Will be on display in each room by the exit, and notes the following

If the fire bell rings:

- The teacher will tell the children to line up ready to **LEAVE** the classroom.
- **Do not stop** to collect any of your things.
- When told by your teacher go out through the fire exit/chosen exit and make your way to the **BOTTOM PLAYGROUND**
- Keep **LISTENING** to your teacher's instructions.
- Stay in an **ORDERLY LINE**. Do not rush or push.
- Line up in your class groups on the **BOTTOM PLAYGROUND**.
- **LISTEN** for your name being called from the register.

Do not go back into school until you are told all is SAFE.