



Fire Safety Policy

Approved by:	Local Governing Body
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Introduction

- This policy should be used in conjunction with the Emergency plan policy where necessary.
- All staff should familiarise themselves with the contents of this policy.
- All staff should check each morning that fire exits have been unlocked and should ensure they are not obstructed in any way.
- Children should be reminded of the procedures contained in this policy on a regular basis – at least once a term.
- The fire wardens in school are the Site Supervisor (currently Mr Pitchfork) and the headteacher (Mrs Houseman).

What to do in the event of there being a fire or other emergency requiring the evacuation of the school.

- The overall aim is to save lives, therefore evacuation is of paramount importance. Staff are not expected to, nor should they attempt to fight a fire or re-enter the building.
- Anyone discovering a fire or smoke should raise the alarm by activating one of the alarms by breaking the glass.
- Personal belongings should not be collected.
- The emergency services will be contacted by the headteacher or office staff.
- The Cook Supervisor will be responsible for evacuating the kitchen and any adjacent areas.
- Buildings should not be re-entered until the headteacher gives permission.
- Staff are responsible for ensuring that any visitors working in their classrooms are aware of procedures and are accounted for.

What to do when the alarm sounds and children are in classes.

- Staff should lead children out of the nearest fire exit and line up in the designated assembly points on the playground.
- Staff should ensure that the classroom is empty
- Teaching assistants should check the toilet and shared areas are clear of children. Teachers should check class registers which will be handed out by office staff. Any discrepancies should be reported to the headteacher or deputy. Teachers should be mindful of any children taken off site once registers close both for both sessions of the day.
- Staff and children should remain calmly at the assembly points until permission is given to re-enter the building.

What to do when children are in the hall during assembly

- Children who have remained in class for intervention groups should be taken to the designated assembly point. A teaching assistant will be left in charge of these children.
- Using the main exits staff should walk to the hall to assist with the evacuation of the hall. Staff should support children leaving the hall calmly and ensure children are walking to the

designated assembly points. Once a class has arrived the teacher is then responsible for the children in that class.

- Staff will be handed registers by office staff and should check all children are present.

What to do if the alarm sounds at lunchtime

- Midday supervisors will escort children from the hall onto the playground.
- Office staff will bring registers to the playground.
- Staff will leave the building and join the children after checking corridors, toilet and shard areas where they are working.
- Staff will support midday supervisors in checking registers to ensure all children are accounted for.

Fire assembly points

- All children will assemble in their classes on the side of the main playground nearest the field. If necessary the children will be asked to move onto the field. This decision will be made by the headteacher or deputy headteacher.

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Fire Alarm points are located:

- By every Fire Exit Door

The Fire Extinguishers are located:

- In all corridors
- In classes 6 and 7 (water extinguishers)
- In class 8 (carbon dioxide extinguisher)
- In classes 13 and 14 (foam extinguishers)

Fire Practices

These will be held as follows:

1. An announced practice will be held during the first 2 weeks of the Autumn Term. The process for evacuation must be explained to the children prior to the practise.
2. An unannounced practise will be held during the next 2 weeks.
3. A further unannounced practice will be held during the second half of the Autumn Term.
4. At least 1 unannounced practice will be held in each of the spring and summer terms.

All fire alarms will be checked by the site supervisor on a weekly basis. The alarm systems and fire extinguishers will be checked by qualified staff annually. Details are kept in the Fire Safety Manual.