

ST ANNE'S PRIMARY SCHOOL, DENTON

FIRE SAFETY IN SCHOOL

Introduction

The main aim of this procedure is to ensure that all staff are familiar with the sequence of actions to enable the evacuation to a place of safety for all pupils, employees and visitors to school.

The sequence of actions should be:

- Alarm
- Commence evacuation
- Report to assembly point
- Roll call

Roles and Responsibilities

1. Headteacher

The Headteacher is responsible for ensuring that equipment is checked and tested regularly. Any defects and action taken should be reported to the Governing Body.

Fire drill should be held once per term so that pupils are familiar with and can easily identify the alarm signal.

The Headteacher is responsible for ensuring that Tameside Emergency Control is notified at the start and finish of a fire drill (see separate procedures).

The Headteacher is responsible for ensuring that all fire drills are recorded, to monitor the effectiveness of the evacuation procedures and make changes as necessary.

Alarm tests should be carried out from different call points on a regular basis. The alarm should be audible in every part of the building.

It is also the responsibility of the Headteacher to ensure that emergency exit routes are clearly displayed and that fire routine notices are prominently displayed around the school.

Records should be made available for inspection when required.

2. School Staff

All staff has a responsibility to ensure the safety of pupils in their charge and have a duty to adhere to fire safety routines.

Staff should be aware of the primary and secondary escape routes from their teaching areas. They are responsible for identifying the location of alarm points in teaching areas and the location and nature of fire extinguishers around school. However, it must be stressed that their first responsibility must be the safe evacuation of pupils.

New members of staff and students will be shown alarm points and instructed in fire safety routines.

3. Deputy Headteacher.

The Deputy Headteacher will assume the role and responsibilities of the Headteacher, in respect of this procedure, in cases of his/her absence or if they direct them to do so.

4. Health and Safety Governor

The school's Health and Safety Governor, in consultation with the Headteacher will ensure the safe management of fire safety routines.

He/she will also be given the opportunity to review reports and records associated with the fire safety and report to the full governing body.

The Process

i) Alarm

Any adult discovering an outbreak of fire should without hesitation sound the fire alarm. Pupils are taught to inform the nearest adult. The function of the alarm is to warn every person in school that an emergency has arisen and evacuation procedure should commence.

ii) Evacuation

On hearing the alarm pupils should be instructed by the teacher in charge to leave the building from the nearest fire exit, in an orderly single file. Pupils should be instructed to walk at a steady pace to the assembly point.

The teacher in charge should instruct pupils to leave all possessions in the classroom. She/he should follow the pupils at the rear, where possible closing doors behind them.

Attendance registers should be taken to the assembly point by the teacher, where possible. A record of numbers of pupils present in each class to be maintained and displayed in the school office. Mobile phones to be kept in the front office, on the junior corridor and in the mobile to enable staff to check numbers present. Staff to keep registers of after school club activities with them.

It is important that evacuation is carried out in a quiet orderly manner so that any instructions given can be heard.

The teacher in Year 6 is responsible for checking that the ICT Suite and boys' toilets are vacated.

The teacher in Year 1 is responsible for checking that the girls' toilets are vacated.

Arrangements have been made to evacuate to St Anne's Church in cases where this is considered in the best interests of the children and staff. This decision will normally be made by the Headteacher in consultation with the Assistant Headteachers and/or the Chair of Governors. A church key is kept in the key cabinet in the Headteacher's office.

Evacuation during Lunchtime:-

If the children are in school because it is a 'wet' lunch time, the evacuation procedures already outlined apply. Midday assistants take responsibility for the class they supervise and assume the responsibilities outlined in the evacuation procedures for specific teachers. If children are in the playground, they will be told to remain there and midday assistants will move them to the rear of the playground away from the building. A key to the rear gate is accessible to staff in the mobile so that the children can be taken outside the gate if necessary.

Children in the hall will leave the school by the main entrance and front fire doors and congregate on the front lawn near the railings with the midday assistants from the hall. Other staff should leave the building by the nearest exit, go to a meeting point and assist with supervising the children.

The Headteacher and the Deputy Headteacher will check toilets and classrooms, providing that by doing so they do not endanger their own lives.

iii) Calling the Fire Brigade

When the fire alarm is activated the signal is transmitted to Custodian Central Control and to the Fire Brigade. There should be no delay in transmitting the call. If safe to do so, the Fire Brigade should be called – press 9 for an outside line, dial 999, ask for Fire Brigade and give any information asked for.

iv) Report to Assembly point

Each class will line up at their designated assembly point. See Appendix 1

v) The Roll

Immediately the classes have lined up at the assembly point a count must be taken, if possible from the register. Class teachers should report immediately to the Headteacher or senior member of staff 'all present' or otherwise. The Headteacher should also ensure that all staff are present.

Safety checks and procedures

a) Test Fire Drills

These should be carried out once a term and should not become stereotyped as the situation where and when fire occurs can vary.

A fire drill is to be carried out at least once a year during lunch time when the majority of pupils are assembled in the hall.

When the evacuation takes place at lunch time, all areas of the school are checked to ensure there is no one on site as a roll call is not possible.

Checking Equipment.

There are 19 extinguishers and 2 fire blanket in school. They are located:

Front Door	1 Foam
Front Door	1 Carbon Dioxide
Hall (outside Reception)	1 Foam
Hall (outside Year 5)	1 Carbon Dioxide
Infant Corridor (outside Year 2)	1 Foam
Junior Corridor (near kitchen)	1 Foam
Junior Corridor (near kitchen)	1 Carbon Dioxide
Junior Corridor exit door	1 Foam
Staff room	1 Foam
Staff room	1 Carbon Dioxide
Staff room	1 Fire blanket
Mobile – Bursar's office	1 Foam
Mobile – Bursar's office	1 Carbon Dioxide
Mobile – Library	1 Foam
Headteacher's Landing	1 Foam
Headteacher's Landing	1 Carbon Dioxide
Boiler Room	1 Foam
Boiler Room	1 Powder
ICT Suite	1 Carbon Dioxide
Kitchen	1 Powder
Kitchen	1 Fire blanket

These are tested by Chubb on an annual basis and as required. A certificate is issued after testing.

There are 9 fire points. They are situated at every exit:

- 1 Front Door
- 1 Junior Corridor exit door
- 1 Infant Corridor exit door
- 1 Reception Toilet exit door
- 1 Reception classroom rear door
- 3 Mobile unit (3 exit doors)
- 1 Cellar

Roc test the fire alarm system on an annual basis and a certificate is issued.

A record of all tests is kept by the Site Manager.

Evacuation procedures – Appendix 1

Evacuation Routes

	Primary Route	Secondary Route
ICT Suite	Junior Corridor exit	Main Entrance
Year 6	Junior Corridor exit	Main Entrance
Year 5	Reception fire exit	Infant Corridor exit
Year 4	Main Entrance	Junior Corridor exit
Year 3	Main Entrance	Reception fire exit
Year 2	Infant Corridor exit	Reception fire exit
Year 1	Infant Corridor exit	Reception fire exit
Reception	Reception fire exit	Infant Corridor exit

Hall Children in the hall will leave the school by the main entrance and Reception fire doors and congregate on the front lawn near the railings. If there is a large number of people in the hall, the Infant and Junior corridors will also be used (if clear of fire).

Assembly Points

Playground

- ICT Suite
- Year 6
- Year 2
- Year 1
- Library and Middle Mobile room

Front Lawn

- Year 5
- Year 4
- Year 3
- Reception
- Hall
- Main Office
- Bursar’s Office in Mobile