



Garton on the Wolds CE Primary School

Respect, Aspire and Achieve

Our school works in partnership with the church and the wider community to give a caring and nurturing environment. Together we enable and equip everyone to have life to the full as Jesus promised. This vision is underpinned by the values of hope, friendship, respect, forgiveness, perseverance, tolerance and thankfulness.

"I have come that they may have life, and have it to the full" (John 10 v.10)

FIRE POLICY – GARTON ON THE WOLDS CE PRIMARY SCHOOL **Emergency Procedures**

The Fire Precautions (Workplace) Regulations 1997 came into force on 1 December 1997. Headteachers must ensure that fire risk inspections are carried out on all premises where one or more employees or others are at risk in case of fire, using the Health and Safety Inspection forms. (See Health and Safety Policy)

Copies of the fire risk inspections must be kept available on the premises. The Fire Authority are the enforcing body under these regulations and have the power to serve prohibition and enforcement notices.

The Education Authority will issue, through delegated powers, instructions for the evacuation of buildings or part of buildings in the event of emergencies. Emergencies include the outbreak of fire or bomb threats.

Fire

1. A fire log will be kept for all premises and will contain information and advice concerning fire precautions including a register of records, which need to be kept. The Business Manager has the responsibility for the completion of the Fire Log.
2. Specialist maintenance personnel will check all fire fighting appliances annually. The Business Manager has the responsibility to arrange the testing of this equipment within schools.
3. All fire doors must be free swinging at all times so that they are normally closed. All fire exit doors must be unlocked, easily accessible and must be operable from inside the building. There must never be any obstruction of fire exit doors.
4. The fire alarms will be tested on a weekly basis by the Caretaker using a different call point each time. A log will be kept of the findings. In addition regular checks will be carried out and a record kept.

5. Fire drills will be held each term, when the Business Manager must note the evacuation time and general performance of the drill.

6. All appropriate members of staff must be trained in the use of relevant fire fighting appliances. The Headteacher should identify fire training needs and will arrange for any necessary training.

7. Clear instructions will be issued to staff regarding the nearest fire control point, fire-fighting appliance, and the means of escape and assembly points to be used during fire drills. These instructions must be issued on the first day of employment as part of the induction programme.

8. Appropriate notices indicating means of escape and assembly points must be clearly displayed.

General Fire Safety

Ensuring fire safety rests with the:	Headteacher.
Escape routes:	All doors to be unlocked when the premises are in use.
Fire doors:	Must never be fastened open. Must never be obstructed by desks, etc. to impede exit.
Fire extinguishers to be serviced by:	Approved contractors.
Fire alarms:	Headteacher - period of drills will be one every term.
Fire Alarm: Break Glass	Where provided.
Fire Alarm tests:	Caretaker will test once a week.

WHAT TO DO IF YOU DISCOVER A FIRE

- Raise the alarm (operate the nearest manual call point).
- Attack the fire only if it safe to do so. NEVER PUT YOURSELF IN DANGER.
- Evacuate the premises using the nearest Fire Exit.

WHAT TO DO WHEN HEARING THE FIRE ALARM

Person nearest the telephone will dial 999 and call the Fire Brigade. DO NOT WAIT FOR PERMISSION.

Action – Teachers/HLTAs in charge of a class

- Evacuate the premises – escort children and any visitors in a calm and orderly manner by the nearest safe fire exit/route to the outdoor bubble area for that class.
- Bring your attendance register if it is in the classroom.

- Close all internal and external doors behind you.
- Sweep the premises as you leave to ensure no-one is left behind.
- Outside, check all children are accounted for and report this to the Headteacher/ Business Manager.
- DO NOT return to the building until the person in charge tells you it is safe to do so.
- DO NOT RETURN TO THE BUILDING TO COLLECT BELONGINGS.

Action – Business Manager or Admin Assistant

- Bring the attendance register for each class and take to the class teacher on the playground. Also bring the staff signing in book, visitor signing in book and pupil late arrivals signing book.
- On exit, check that no-one is in the school office, staffroom, staff toilets and kitchen.
- Outside, check all staff and visitors are accounted for.

Action – Non-Teaching Staff and Anyone Else on the Premises

- Join the school outside.
- Report to the Business Manager/Admin Assistant.
- DO NOT return to the building until the person in charge tells you it is safe to do so.
- DO NOT RETURN TO THE BUILDING TO COLLECT BELONGINGS.

Getting into the building

Doors are coded for security reasons – you will be given the appropriate codes. Please ensure all external doors are closed and locked once the children are in school.

Staff signing in and out

Staff must ensure that they sign in and out in the staff signing in book in the entrance hall.

Visitor signing in and out

All visitors should be signed in and out of the school by a member of school staff. All visitors should wear a visitor's badge.

THE FIRE DRILL NOTICE MUST BE DISPLAYED IN ALL ROOMS.

8.3 BOMB ALERTS

In case of a bomb alert all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed (999) and no one should re-enter the building until it is declared safe.

This policy is updated each year. Last reviewed September 2023

Date of next review: September 2024