

FIRE POLICY – GARTON ON THE WOLDS C.E. (V.C.) PRIMARY

Emergency Procedures

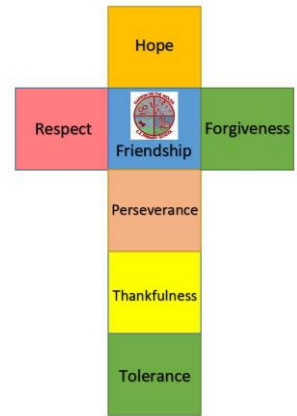
The Fire Precautions (Workplace) Regulations 1997 came into force on 1 December 1997. Headteachers must ensure that fire risk inspections are carried out on all premises where one or more employees or others are at risk in case of fire, using the Health and Safety Inspection forms. (See Health and Safety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

Alarm

- (a) Sound the alarm. Report source of fire to the Headteacher.
- (b) Person nearest the telephone will dial 999 and call the Fire Brigade. DO NOT WAIT FOR PERMISSION.

Action

- (a) Classes will proceed by the nearest safe fire exit/route to the School field.
- (b) Main building and Mobile classes will exit by the most convenient door according to the situation of the fire and proceed to the School field.

Business Manager/Administrative Assistant

(a) Bring the attendance register, staff signing in book and visitors book from the main school office and take to the class teacher on the School field.

Teachers

- (a) Escort children in a calm and orderly manner to the school field.
- (b) Close all doors.
- (c) Bring attendance registers if in the classroom.
- (d) Check that all children are accounted for and report to the Headteacher/Business Manager.

Support Staff and Anyone Else on the Premises

- (a) Check toilets, sweep classroom on exit of the building (if safe to do so)
- (b) Join the school on the School field.
- (c) Report to the Headteacher/Business Manager.

Even if the fire appears to be a minor one, do not attempt to deal with it. Never put yourself in danger. Advice and Consultancy should be sought from your local Fire Prevention Officer.

Bomb Alert

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. November 2018

This Notice must be displayed in all classrooms and in the corridors.

FIRE DRILL



WHAT TO DO IF YOU DISCOVER A FIRE

- Raise the alarm (operate the nearest manual call point).
- Attack the fire only if it is safe to do so.
- Evacuate the premises

WHAT TO DO WHEN HEARING THE FIRE ALARM

- Evacuate the premises
- Assist/guide visitors and service users as you leave
- Sweep the premises as you leave to ensure no one is left behind

- Teaching Assistants to report to the Key Person in the school office for further instruction.
- On instruction Teaching Assistants to check their classroom, toilets and school hall prior to leaving the building, only if safe to do so.
- Report to the assembly point – school playing field close to the Foundation Stage Outdoor area and confirm the building has been fully evacuated
- 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**

IF ANYONE HAS SEEN SIGNS OF FIRE OR HAS ACCIDENTALLY OPERATED A MANUAL CALL POINT, ADVISE THE 'KEY PERSONS' AS SOON AS POSSIBLE.