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|-----------------------|----------------|---|---------------|
| <b>Policy Area:</b>   | Fire safety    |   |               |
| <b>Date:</b>          | September 2016 | <b>Policy code:</b>                               | F1            |
| <b>Last reviewed:</b> | January 2023   | <b>Reviewed by:</b>                               | Esmá Izzidien |
| <b>Next review:</b>   | January 2024   | <i>(For all review dates see end of document)</i> |               |

The designated fire warden (**Michelle Thompson**) makes sure the school premises are compliant with fire safety regulations; they are responsible for logging and auditing fire drills and any other administrative tasks associated with fire safety. They advise the SLT if the SLT needs to seek advice from the local fire safety officer, including following any major changes or alterations to the premises. In the absence of the fire warden the deputy fire warden (**Abigail Eynon**) assumes responsibility for the fire warden duties.

The designated fire warden has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the team. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire warden checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

## Fire checklist

|                             | Who checks                        | How often   | Location  |
|-----------------------------|-----------------------------------|---|---|
| Escape route/fire exits     | Fire warden                       | Every morning   | Front entrance<br>Side entrance<br>3 Red fire exit doors<br>5 Exits from classes to outside |
| Fire extinguishers          | Administrator<br>Approved company | Every morning visual check extinguishers are in place.<br>Annual check of workings by approved company. | As per checklist  |
| Evacuation pack / fire bags | Fire warden                       | Every week  | To be kept in each class  |

|                                      |                             |                     |  |
|--------------------------------------|-----------------------------|---------------------|--|
| Full fire alarm check                | Approved company (Waverley) | Twice a year        | Throughout building  |
| Fire doors closed and in good repair | Fire warden                 | Every week          | Door to kitchen<br>Double door on corridor<br>Door to 3-6<br>Door to boiler room |
| Fire alarm check                     | Fire warden                 | Once a week testing | In entrance hall   |

## Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

## No smoking policy

The school operates a strict no smoking policy. Smoking is not permitted inside the school or within the grounds.

## Fire drill procedure

On discovering a fire:

- Raise the alarm immediately. Calmly raise the alarm by pressing the call button or calling out.
  - Immediately evacuate the building under guidance from the Fire Warden
  - Using the nearest accessible exit to lead the children out, **assemble on the football pitch in the playground in lines according to classes**. If this area is not safe due to a large fire the fire warden will direct everyone to assemble across the road at the entrance of Buzz trampoline park.
  - Fire doors will close automatically. Non fire doors may have guards on them for safeguarding of young children. *Only if possible*, remove these as leaving to isolate the fire.
  - Leave the building by the quickest route.
  - The fire department are automatically contacted on activation of the alarm. Dial 999 if the alarm failed to activate or if any doubt and ask for the fire service (not from the inside of the building, unless safe to do so)
  - Remain at the assembly point until the fire warden says it is safe to go back in the building.
- 
- Do not stop to collect personal belongings on evacuating the building
  - Do not attempt to go back in and fight the fire
  - Do not attempt to go back in if any children or adults are not accounted for
  - If the fire is behind a closed door do not open it.
  - Do not fight fire **unless** it blocks your route of escape.

### **If you are unable to evacuate safely:**

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the fire warden of your location and identity of the children and other adults with you.

The Fire Warden is to:

- Direct staff and children out of the building
- Telephone emergency services: dial 999 and ask for the fire service if there is any doubt the automatic call did not work
- In the fire assembly point area – on the football pitch , ensure each teacher has checked the children against the register (if this area is not safe due to a large fire the Fire Warden will direct everyone to exit to the stable block or car park depending on the fire location.)
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.
- Inform the Director, Esma Izzidien, as soon as possible of the event if she is not on site.

Lead teachers are to:

- Evacuate their class in a calm and orderly fashion under the direction of the fire warden
- Take the class fire evacuation bag with them provided it is safe to do so (contains burns kit, emergency contact details, foil blankets etc)
- Take the fire evacuation register with them
- Line class up at the assembly point and check all staff and children are present against the register

### **Individualised personal emergency evacuation plan (PEEP)**

Any student or staff with a disability or additional need that is not adequately met by the above procedures will need an individualised PEEP prepared. This will need to be communicated to all staff and in particular the fire wardens. This document should be kept in their all about me folder and a copy in the School fire safety folder (section 9).

### **Sources of ignition:**

- All portable electrical appliances require to be PAT tested before being used in school. Staff are reminded that any personal electrical items (phone chargers, laptops etc) may only be used in school if PAT tested.
- Please note that electrical extension cables are short term measures. If any staff member finds they are needing to use an extension cable on a regular basis in their classroom they should inform the company director who will review the need for a new socket to be installed.
- Any electrical faults should be reported to the fire warden or school director.
- Please note that candles are not permitted in the school (even if unlit).

- Electrical devices should be unplugged at the end of the day (exceptions are fridge / freezer and internet / phonelines)

**Fire safety training:**

All staff must complete fire safety training. An internal operational procedure is also available with a reminder of key fire safety information.

Staff should renew fire training every 3 years or sooner as required.

The fire warden and deputy fire warden should undertake Fire warden training. This should be reviewed every 3 years.

**Review of policy dates:**

| <b>Date of review</b> | <b>Reviewed by</b> | <b>Notes</b> |
|-----------------------|--------------------|--------------|
| 02/2016               | Esma Izzidien      |              |
| 08/2016               | Esma Izzidien      |              |
| 08/2017               | Esma Izzidien      |              |
| 08/2018               | Esma Izzidien      |              |
| 01/2019               | Esma Izzidien      |              |
| 01/2020               | Esma Izzidien      |              |
| 11/2021               | Esma Izzidien      |              |
| 01/2022               | Esma Izzidien      |              |
| 01/2023               | Esma Izzidien      |              |