

"Learning Today, Leading Tomorrow"



Bishops Down Primary School

www.bishopsdownprimary.org

Fire & Emergency Policy 2018/2019

Date Agreed:	October 2018
Date for Review:	October 2019
Reviewed and updated by:	Resources Committee

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Fire and Emergency Evacuation

If an employee discovers a fire they should immediately operate the nearest alarm call-point, and then attack the fire if possible with the appliances available, and without taking personal risks.

Fire extinguishers are located in or near classrooms. For example, they are near fire exit doors, and in the ICT room outside Year 5 classrooms.

The electrical fire alarm system will sound on operation of the manually operated alarm call-point to warn other people in the building.

On hearing the alarm the Headteacher will check the alarm panel and ascertain what call point or smoke detector has triggered the alarm. Headteacher will nominate someone to check the call point or smoke alarm if safe to do so as the school is evacuating. If smoke is detected the Headteacher will nominate a member of admin staff to call 999 and ask for the Fire Brigade or other emergency service as appropriate. After 5pm this will be done by a member of staff from The Beehive. The Headteacher will be the lead marshal and all other fire wardens and staff must report to the Headteacher.

All staff will usher children and visitors out of the building.

Children with disabilities should be helped to the nearest fire exit by their named Teaching Assistant. This list is available in all classrooms.

The host/employee must take responsibility for any visitors they may have and ensure they leave the building by the nearest exit.

Contractors will be given information about fire procedures when they arrive on site and in an emergency should leave the building by the nearest exit.

Everyone in the building should leave by the nearest exit and report to the assembly point. During class time this will be on the playground by the trees.

All exit doors can be used as escape routes.

Children will be trained to remain calm and alert on hearing the fire bell as follows.

When the alarm rings:

1. Children stop and stand still in silence;
2. Teacher tells children to line up at the external door nearest their assembly point;
3. Teacher or designated child closes the windows and other doors in the classroom;
4. Class walks silently in single file to assembly point with teacher. Outside door is closed;
5. Registers are given to teachers who take a roll call, then report to the Lead Marshall;
6. Classes wait quietly until the ‘all clear’ is given.

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Duties and identity of employees with specific responsibilities in the event of fire.

Staff are to ensure that all windows and doors in classrooms and offices are shut when they leave the room during the day if the alarm sounds, and also at the end of the school day.

Fire Wardens will also check their designated areas as they leave the building and then report to the Lead Marshall at the assembly point.

Registers and Grab Bag

Registers will be collected from the photocopier, and the Grab Bag from in the front office, and taken out to the teachers on the playground by Admissions Secretary. Once the register has been taken each teacher confirms all are present by raising their arm to inform the Lead Marshall.

A nominated Fire Warden will check that the drive gates are open, liaise with the Fire Brigade on their arrival and notify them of any specific risks e.g. the location of highly flammable materials. A list of these will be held in the front office, together with the Record of Fire Warden training, and Fire Briefings in the Fire Manual.

After School Activities

It is the responsibility of the leaders of any After School Activities between 3.15 -4.15pm to:

- escort children safely from the school building to the closest assembly point;
- take a register once there;
- confirm all are present to Lead Marshall.

The Beehive (Breakfast Club, After School Club, Holiday Playscheme)

Staff working in The Beehive are responsible for:

- escorting children booked in safely from the school building to the front field;
- take a register once there;
- confirm all are present to Lead Marshall/senior member of staff/Site Manager.

Holidays

During holiday time all staff, visitors, and cleaners who attend school need to sign in and out on the entry system so the Beehive staff know who is on site.

The Beehive Manager will:

- call 999;
- collect the entry system print out;
- check all school staff and contractors are present at the assembly points.

During school holidays the cleaners are responsible for evacuating the site independently and accounting for themselves to the most senior member of school staff.

The following arrangements are made and training given to staff:

- The Beehive will continue to operate separate fire drills, one taking place during Breakfast Club, one during After School Club, and one during Holiday Play scheme;
- All staff will take part in a Fire Drill three times a year;
- All staff will have a Fire Briefing once a year. This is scheduled for September to refresh everyone's knowledge;
- Fire Warden training will be passed down to staff by either current designated wardens or the Head teacher;
- Training is to be reviewed on a yearly basis and planned into the school budget.