



Fire Safety and Evacuation Policy

Autumn Term 2023

General fire safety

The Local Authority, Governing Body and the Headteacher have a shared responsibility for fire safety. They are required to make a suitable and sufficient assessment of the general fire precautions to be taken or observed in relation to the risk of the safety of employees and others in case of fire. The fire logbook is kept in the school office. The Local Authority 24-hour helpline number is 01482 392999.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to sound the alarm by breaking the glass at a fire button.

Staff have a responsibility to ensure:

- Exit doors are unlocked and kept clear of obstructions
- Fire doors should not be propped open
- Tops and fronts of heaters are kept clear.
- Displays, where possible, will not be above heaters, and if this is unavoidable they will be securely fixed.
- All flammable materials are locked away
- Electrical equipment, which is on fire, should be turned off at the mains
- Switch off electricity at the mains if possible
- Sockets should not be overloaded
- External lighting is working correctly
- All internal doors and windows are closed at the end of the day, to prevent the spread of fire.

Fire risk assessment

An annual fire risk assessment will be made by the School Business Manager and Premises Manager and an appointed governor. It will:

- Identify any person especially at risk in case of fire e.g., a person who is blind, deaf or disabled, and make plans to include their safe evacuation.
- Review the emergency and evacuation plans.
- Conduct fire drills
- Consult with and implement recommendations of the local fire brigade.
- Ensure the provision of adequate training.

Staff training

Every member of staff will receive instructions in fire prevention during induction. Relevant training will be arranged and recorded in the Fire Logbook. All members of staff will receive refresher training as requested. Visitors will be instructed in general fire procedures on arrival.



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Fire drills will be carried out once a term. This will include a simulated evacuation drill. A check of all pupils, staff, contractors, volunteers and visitors will be conducted. When a fire drill is held it will be recorded in the fire logbook, including the evacuation time and any issues arising.

Testing of the fire alarm system

The fire alarm system will be tested **weekly** by the caretaker. Each alarm point is numbered and a different number will be tested each week and recorded in the log book.

Emergency lighting

The emergency lighting will be tested each **month** by the caretaker and recorded in the logbook.

Emergency exits

All emergency exits are to be always kept clear and free from obstruction.

Elloughton Primary School roles and responsibilities

A fire log will be maintained and will contain information and advice concerning fire precautions and a register of records. The Principal Fire Marshall (Mrs B Holmes) has the responsibility for the correct completion of the fire log.

Specialist maintenance personnel will check all firefighting appliances annually. The Headteacher has the responsibility to arrange the testing of this equipment within the school.

All fire doors must be always free swinging so they can be closed. All fire exit doors must be unlocked, easily accessible and must be operable from inside the building.

Appointed members of staff must be trained in the use of relevant firefighting appliances.

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.

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

What to do when the Alarm is Sounded

All pupils, staff and visitors should leave by the nearest available exit in a calm and orderly manner.

The last person to leave the room should close the door.

Ring 999 and ask for the Fire Brigade.

If possible all pupils, staff and visitors should make their way to their designated area for the roll call.



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Exit procedures when the fire alarm is activated

- Office staff to take the keys and unlock the gate that leads from the staff car park into the playground.
- Nursery and Reception children to exit through the Reception green gate and muster on the front playground.
- A reception staff member to check the toilets.
- Year 1-6 staff and children to muster on the back playground.
- Staff to take the pupil roll call cards out to the muster point.
- Children exit the building promptly and quietly.
- Staff to count the number of pupils in their line.
- Staff to put up their hand to alert headteacher/premises manager that all pupils are present.
- Any pupils missing, staff to report to a member of the admin team who will be on the playground.
- Headteacher/premises manager to check roll on both front and back playgrounds.
- The School Business Manager checks pod toilets and Key Stage 2 toilets.
- Admin to check staff toilets.
- Admin to check electronic signing in system for visitors on site.

Lunchtime

- Nursery - a member of staff to check toilets.
- A member of staff to take the keys and open the reception gate leading from the staff car park.
- Nursery children muster on the front playground.
- Reception staff exit the building via the quickest route and assemble on the front playground at their Key Worker Muster point.
- Year 1-6 children muster on the back playground. Any staff in the building exit and muster with their classes.
- Whistle is blown, children should STOP what they are doing and WALK as directed by staff.

Hall

- Children exit through the hall door with all the lunchtime staff, go through the coded gate and muster on the Key Stage 2 playground.
- Reception children are to be escorted round by a designated member of staff to the Key Stage 1 playground via the staff car park and through the double gates.
- All other staff and children exit via the quickest route and stand in position on the appropriate playground.
- Children exit the building promptly and quietly.
- Staff to count the number of pupils in their line.
- Staff to put up their hand to alert headteacher/premises manager that all pupils are present.
- Headteacher/premises manager to check roll on both front and back playgrounds.

Kitchen

- Kitchen staff shut off the gas supply and leave via the nearest exit and congregate on the back playground.

The SBM checks pod toilets and Key Stage 2 toilets.

Admin to check staff toilets.

Admin to check the Entry sign for visitors on site.

Before and After School Club

- Children exit through the hall door with all the staff, go through the coded gate and muster on the Key Stage 2 playground.
- Children exit the building promptly and quietly.
- Staff to count the number of pupils in their line.



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- Staff to put up their hand to alert headteacher/premises manager that all pupils are present.

If it is necessary to evacuate the site, the muster point will be the church.

Roll call

Class teachers are to check all pupils are present by using the class Fire Drill Roll Call register, if this has been possible to collect at the classroom exit door.

The staff and visitor roll call will be performed by the admin staff using the electronic

Any missing pupils or staff should be reported immediately to the Headteacher or a member of the Senior Leadership Team.

Returning to the building

All pupils, staff and visitors should only return to the building when instructed to do so by a member of the Senior Leadership Team or a Fire Officer.

Adoption, Approval, Sign Off

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| Signed | Mrs Fulstow |
| On behalf of | FGB |
| Date | Autumn Term 2023 |

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