

Fire Safety Policy



Agree Date	Review Date	Person Responsible
March 2024	March 2025	Mr Smith

Fire Safety Procedures

In the event of a fire or a fire drill the following procedures must be followed:

1. The adult/child who discovers the fire will sound the fire alarm by pressing the glass. If there is no fire panel near (appendix 3) they will shout "Fire! Fire! Fire!". The fire alarm will then be sounded by whoever hears the shout. This is audible in the whole school, including the kitchen area. The fire brigade will be contacted by either the Principal or building supervisor.

2. When the fire bell rings teachers will bring their class to the nearest exit or safest exit. All other staff members, kitchen staff, coaches, tutors and volunteers will exit by the nearest or safest exit.

In situations where more than one assistant is in a class, the teacher FW will confirm at the start of each year who the deputy FW for their area will be.

Group	Fire Door	Assembly Point	Fire Warden (FW)
P1 – P3	Fire door in the practical area.	Junior Playground Fire Assembly Point 1	FW – P3 Teacher Deputy FW – P2 Assistant
P4, ICT and Library	Junior Playground door (SE Rear school entrance)	Junior Playground Fire Assembly Point 1	FW – P4 Teacher Deputy FW – P4 Assistant
P5 –P7	Senior Playground door (NW Rear school entrance)	Senior Playground Fire Assembly Point 3	FW – P5 Teacher Deputy FW – P6 Assistant
Nursery	Door from main classroom in Nursery playground	Junior Playground Fire Assembly Point 1	FW – Nursery Teacher Deputy FW – Nursery Assistant
Kitchen Staff	NW kitchen exit / entrance door.	Pedestrian gate closest to Manse Way (beside Senior Playground) Fire Assembly Point 2	FW – Catering Unit Supervisor Deputy FW – Catering Unit Assistant
Office Staff	Main front door	Pedestrian gate closest to Manse Drive (Front of school) Fire Assembly Point 2	FW – Executive Officer Deputy FW – Clerical officer
Visitors	Closest exit	Pedestrian gate closest to Manse Drive (front of the school) Fire Assembly Point 2	FW – Executive Officer Deputy FW – Clerical officer
Cleaning Staff	Closest exit	Pedestrian gate closest to Manse Drive (front of the school) Fire Assembly Point 2	FW – Executive Officer Deputy FW – Clerical officer

3. All classes will make their way to the appropriate playground by the above fire doors or by a safer route if that fire door is blocked.

4. In the event of the assembly point becoming unsafe, the staff will lead the children, class by class, to the school playing field using an appropriate route.

6. Should it be necessary to evacuate the school building during dinner time, the dinner supervisor will escort the children to their designated assembly point via the Senior Playground door.

A fire drill will take once a term. The building supervisor will check fire alarms weekly and emergency lights once a month and record findings in the fire log book. Section 27.10 requires fire doors to also be checked.

Fire Safety Requirements.

Every teacher should have a Fire Safety Policy and a class list beside the classroom door which they will bring with them in the event of a fire or a fire drill.

Class Instructions for children

A. When you hear the alarm it is important to line up quickly and quietly for your teacher, classroom assistant, supervisor or other staff member.

B. Walk in single file to the nearest exit or safest exit.

C. Do not run.

D. Do not take anything with you.

E. If you are outside the class when the alarm sounds, it is important that you join the closest evacuating class and inform the teacher of that class. If all classes have been evacuated, make your way to the playground and join your own class after telling your teacher.

F. **DO NOT** return to your classroom.

G. When you have reached the assembly point line up quietly in single file.

Instructions for Classroom based Adults

A. Each day, classroom teachers must write an absence list each morning, which they are required to bring with them in the event of a fire alarm, along with a full class roll. Upon reaching the assembly point, the teacher is to call out the class roll.

B. **You must not return** to the school once you have exited the school until Principal gives permission for all classes to return.

C. In the event of a missing child, class lists will be checked again and any child who is still missing will be reported to the Principal and fire service will be informed immediately.

D. If a class has to leave school by a door other than their designated fire door, they are to walk round the outside of school to line up in their designated assembly point.

E. If you are not with your class at the time the alarm sound, exit by the closest route. Then make your way around to your classes assembly point.

E. If you and / or your class becomes trapped in a fire the windows are to be use as an exit.

Instructions for Fire Wardens / Deputy Fire Wardens

A. Ensure all classrooms and toilets in designated zone (Appendix 5) are empty.

B. Then close all doors within zone.

Instructions for Building Supervisor

A. When fire alarm sounds the building supervisor will go immediately to locate zone and location of fire.

B. Check hall is empty.

C. Informs the Principal.

D. Report to FW at Pedestrian gate closest to Manse Drive (Front of school).

E. Check emergency evacuation procedures are conducted accordingly.

If not on duty the principal or person deputising will complete these actions.

Instructions for Office Staff

A. Take a two-way radio to your designated assembly.

B. If safe to do so lock both the main office and Principal's office before evacuating.

WHAT TO DO IF FIRE IS SPOTTED

Sound the fire alarm. Begin evacuation procedures. Phone 999.

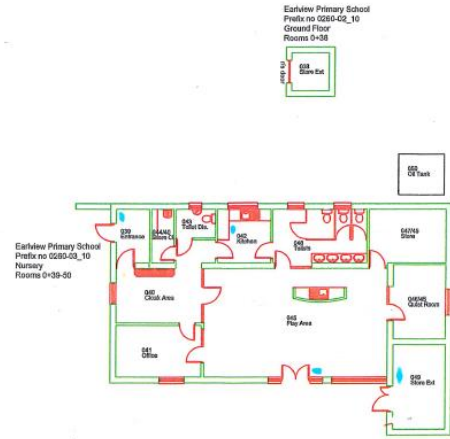
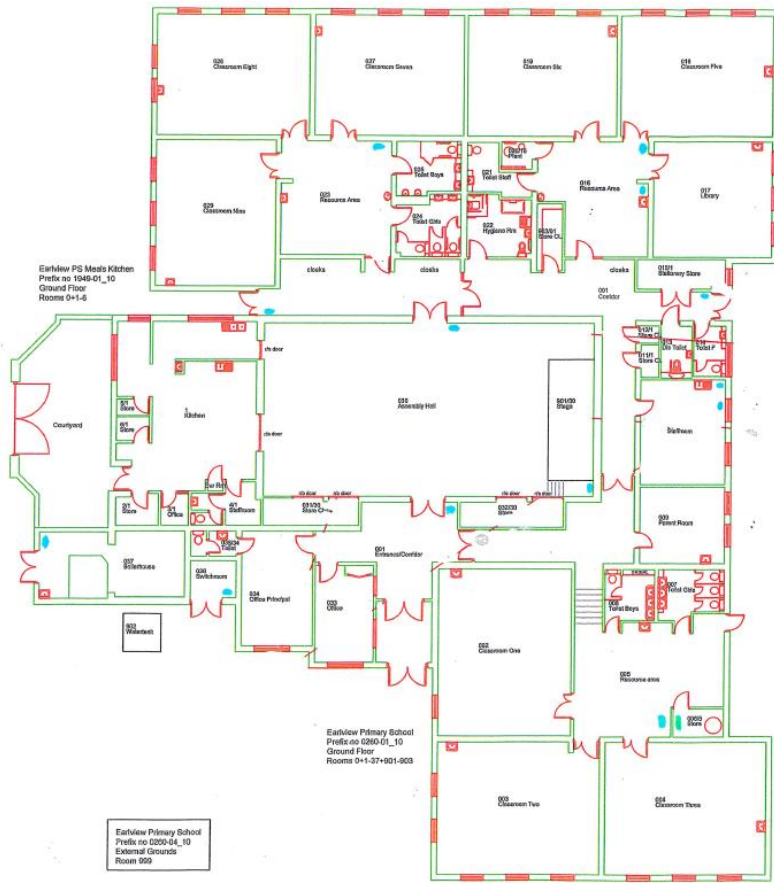
REMEMBER

APPENDIX 2

LOCATION OF FIRE EXTINGUISHERS

Location	Type of extinguisher
Entrance hall	Water Carbon dioxide
Assembly hall (double doors)	Water
Assembly hall stage	Carbon dioxide
Area A corridor	Hose reel
Area A	Water Carbon dioxide
Area A switchroom	Carbon dioxide
Staff room	Carbon dioxide Fire blanket
Area B corridor (exit door)	Water
Area B	Water Carbon dioxide Fire blanket
Area C corridor	Water Hose reel
Area C	Carbon dioxide
Nursery main room	Carbon dioxide Water
Nursery kitchen	Carbon dioxide Fire blanket
Nursery entrance	Water
Nursery boiler house	Carbon dioxide
Electric house	Carbon dioxide
Boiler house	Powder Carbon dioxide

Fire Extinguisher



APPENDIX 5

Fire Wardens / Deputy Fire Wardens are of responsibility

