

CROSSLEY STREET PRIMARY SCHOOL

SCHOOL POLICY FOR FIRE SAFETY AND EVACUATION MANAGEMENT

GENERAL STATEMENT

This policy supports the Health and Safety Policy and Fire Risk Assessment Plan.

The Governing Body of the school intends to fulfil its responsibilities to ensure that, so far as is reasonably practicable, there is a safe and healthy environment for employees and non-employees and pupils, working practices do not adversely affect the health and safety of any person, and that suitable facilities, information and procedures are available and known to all concerned.

ORGANISATION

- The Local Authority has certain duties for health and safety training, expertise and support.
- The Governing Body establishes the Health and Safety policy for the school.
- The Governing Body has a Buildings and Health and Safety sub-committee which may regularly examine and monitor health and safety matters on behalf of the full Governing Body.
- The Headteacher acts as the agent of the Governing Body in a capacity for day to day responsibility for health and safety in the school.
- Employees have a duty to take reasonable care for their own health and safety and that of others, and to cooperate with the school's health and safety requirements.
- Every class has two pupil health and safety representatives who work with members of the School Council and report issues to the Headteacher.

FIRE AND EVACUATION MANAGEMENT PLAN

- Staff Training: All staff need to know how and where to contact the fire service (999). The telephone number of Wetherby Fire Station is 01937 582222.
- Staff Training: Fire drills should occur each term. They should be on different days and at different times of the day.
- Time taken for evacuation is noted and any problems brought to the attention of the Headteacher. Drills are recorded by the school Superintendent in the school record spreadsheet.
- Registers are taken using Chromebooks or iPads, taken out by class teachers. Administrator to take InVentry visitor records.
- Children should know where to assemble and be familiar with fire drill procedures.
- Evacuation should always be by the nearest exit.
- Fire Safety notices (copy attached appendix A) should be placed at appropriate places around school.
- Staff Training: All staff should be aware of the position of the fire alarm bell.
- Staff Training: Staff should be aware of the special needs or any children/staff with disabilities that may impede their exit.
- Staff Training of general safety measures (this point and several below). All escape routes must be kept clear and the school kept tidy.
- Class bins should be emptied every day. Please consult the Superintendent on this matter if there are any doubtful or unusual substances to be moved that might constitute a fire risk.
- Waste disposal facilities should not be in contact with the school building. Combustible materials should be stored safely, in the areas designated for them. Combustible rubbish inside the building should be avoided and should be disposed of speedily (n.b. plastic materials are a major smoke hazard).

- Storage and use of highly flammable liquids should be carefully monitored, with such items stored by Superintendent in outside metal or other non-combustible containers.
- Smoking inside or in the grounds is not allowed, and the school is a no-smoking school.
- All staff should be made aware of the dangers of foam rubber, which is easily ignited with fire spreading easily, producing highly toxic fumes.
- Flimsy materials, cotton wool and plastic materials for decorations or natural or artificial foliage should NEVER BE SUSPENDED FROM LIGHT FITTINGS or anywhere near a heat source. Cotton wool and most plastic materials (particularly foam) should not be used in suspended decorations.
- Classroom organisation and displays should not present obstruction to evacuate or create a fire hazard (e.g. doors should not be blocked off).
- Children should be aware of the various areas designated 'out of bounds' to them for safety reasons (e.g. cellar).
- Children should be regularly made aware of the dangers of fire through topics, visits from Fire Safety Officers, at Bonfire time and at fire drill times.
- On any residential visit, a fire drill should take place soon after arrival.
- A teacher's first duty in case of fire is to look after the children, NOT to fight the fire.
- The children should not be allowed to use electrical equipment unsupervised.
- Fire doors should be identified, kept closed and clear for opening (wedges should never be used to keep fire doors open).
- Fire doors should be closed at night, during weekends and at holidays. External doors should also be clear to allow for emergency use.
- Fire extinguishers should be clear and easily accessible. Staff should be aware of their whereabouts.
- Fire extinguishers/equipment to be checked and maintained in accordance with manufacturer's instructions.
- The Superintendent should make regular Health and Safety inspections of doors and exits, signage and emergency lighting, alarm, waste and storage, and of general fire precautions in the school.

MONITORING AND RECORDING PROCEDURES

- Annual reviews of the school Health and Safety policy and this policy.
- Annual risk assessment by appropriate staff and/or governors (sub-committee).
- Annual maintenance of fire equipment by outside contractors.
- Regular visits from Fire Safety Officers.
- The testing of portable appliances by trained Superintendent and or outside agency will be in accordance with the most up to date advice received.
- Regular daily or weekly inspections of the school premises and playing fields by the Superintendent, of doors and exits, corridors and egress, storage and disposal, alarm, lighting and signage. Any issues immediately reported to the Headteacher.
- Termly Fire/Emergency Drills, at different times and situations.

CLOSING DOWN AND RECOVERY PROCEDURES

- The emergency number for Education Leeds Crisis Line is 0113 3783645. Ring this number and follow the advice given. The Headteacher, Assistant Head Teachers, Superintendent and office staff all have access to this number.
- Depending on the emergency, staff should follow any appropriate advice from Leeds Authority, Social Services, press, the police and fire service for re-entering the premises, locking up and collecting personal belongings etc.

EVACUATION DRILL PROCEDURE: DISPLAY NOTICE

A. In the event of fire or any emergency the whole of the premises must be evacuated **IMMEDIATELY**.

B. The fire alarm system consists of Call Points placed:-

- a) by the photocopier room in the front corridor
- b) in the KS2 library area
- c) outside the rear classroom base and small kitchen
- d) in the dining room

and alarm switches (in the red panel) placed under each bell, plus one in the kitchen (by the outer door) and a switch in the corridor to the Staff Room.

C. The fire alarm should be operated immediately when a fire is detected, no matter how small.

The alarm signal will be a constant ringing of bells.

D. In the event of the alarm, the following action must be immediately taken -

Any activity **MUST STOP IMMEDIATELY** and classes file out of the classrooms, normally through the outside door, in an orderly manner, without stopping to collect belongings, to the Assembly Points, which are:

Nursery: through Nursery door into car park, up to top gate and through KS2 playground, round to KS1.

Reception: through door opposite Sainsbury's and on to KS1 playground

Year 1: through bottom door near car park and round to KS1 playground

Year 2: through door opposite Sainsbury's and on to KS1 playground

Key Stage 2: through French doors into KS1 playground.

All as far away from the building as practicable or on the field if deemed safer.

E. Admin staff or any staff near the front door at the time should take out the InVentry register. Teachers **MUST** call roll as quickly as possible at the Assembly Point, and report to the Headteacher whether all are accounted for or not.

The emergency contacts file should also be taken out in case parents need to be contacted.

F. Classes or persons who may be in the hall or other parts of the building should make their way to the Assembly Point by the nearest available exit, e.g. the front door or rear hall door.

G. No member of staff or individual is expected to fight a fire or to return to the building once evacuated. The duty of care for others also includes oneself, and the main concern for staff should be for an orderly evacuation.

H. Should it be necessary to evacuate the whole site, the staff should conduct pupils and adults to Deighton Gates Primary School. Nobody should wander off or leave on private errands, unless this has been cleared with Senior Leadership. Parents collecting pupils should do so in an orderly manner controlled by the staff.

- I. **UNDER NO CIRCUMSTANCES** must any means of exit be obstructed, either by furniture or equipment.
- J. All teachers must ensure that children in their charge are familiar with the above procedures so that where some children may be unsupervised at a given time, they know what to do, in case of an alarm.

G Hirst

Headteacher

September 2020