

# Ouston Primary School

## Fire Safety Policy & Emergency Plan



Review Date: Autumn 2021  
Reviewed by: Full Governing Body  
Next Review date: Autumn 2022

# Ouston Primary School

## Fire Safety Policy and Emergency Plan

### Fire Safety Duties -

The following persons have fire safety responsibility within the school -

- Head Teacher** - will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place.
- Caretaker** - will during the course of his/her duties ensure that fire safety measures are in place.
- Teachers** - will take charge of pupils to ensure their class evacuates the building in an emergency.  
- will actively ensure that the means of escape in their classroom is never obstructed or blocked.
- All other staff** (inc. before/after school care and After-school club Coaches)  
- will cooperate in the emergency procedures in event of a fire.

### Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

### Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

### Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

### Shared Premises

Other organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

## **Details of the Schools Emergency Plan**

### **How people will be warned if there is a fire**

- The fire alarm will sound as a continuous ringing bell throughout the school.

### **On hearing the fire alarm all staff, pupils & visitor should:-**

- Leave the building via the nearest emergency exit to the assembly points as detailed on the fire evacuation procedure and diagram.
- SBM - check fire panel to locate alarm zone and establish either false alarm or fire location, telephone the fire service as required
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### **What staff should do if they discover a fire?**

- Staff should break the nearest break glass point and report the location of the fire to the Head Teacher as soon as possible after ensuring pupils in their care have evacuated to a place of safety.

### **AND**

- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

### **What pupils or visitors should do if they discover a fire?**

- Pupils should inform the nearest adult of the location of the fire then join their class for evacuation if this is safe to do so, otherwise leave the building by the nearest exit, joining his/her class at the assembly point.
- Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

### **How the evacuation of the premises should be carried out**

- All occupiers of the premises should exit as detailed below.
- Staff responsible for pupils should ensure that all pupils in the class have left the room and nearest toilets before exiting themselves. i.e. the last person out of an area should be an adult.
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- Teachers will take the class registers to the assembly points (all have laminated class register)
- Caretaker / admin staff to ensure access availability for fire vehicles.
- Admin staff will take pupil contact details and visitor book to assembly point.
- All pupils, staff and visitors will go immediately to the assembly point. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points as detailed below.

### Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the register. SBM/School Administrator to ensure visitor book is taken to assembly point.
- SBM / Head Teacher / caretaker to have radio contact

### Where people should assemble after leaving the premises

- Assembly Point - Whole school to assemble in class lines on the KS2 playground

### Identification of key escape routes & how they are accessed to escape to a place of safety

- Upper school - Room 7 and Room 8 exit via the double doors outside their classrooms leading to playground
- Upper school - Room 5, Room 6, Room 9 & Intervention Room exit via the double doors outside Room 5 & 6 leading to the side gate, follow the path to the stairs and assemble on the playground
- Lower School - Room 1 exit via the double doors outside their classroom leading to the playground.
- Lower School - Room 2 exit via external classroom door to playground.
- Lower School - Room 3 and Room 4 and small kitchen area exit via classroom doors, through outside play area gate onto grass and assemble on the playground
- Nursery - exit to school playing field and assemble on the KS2 playground assembly point.
- Main School Kitchen - exit door at the back of the kitchen, walk around outside of building to school field and playground assembly point.
- Offices & Staffroom - exit via front entrance leading to the side gate, follow the path to the stairs and assemble on the playground
- Hall - Exit via the hall double doors leading to the playground
- Outdoor Classroom - exit directly to playground assembly point.

GROUPS/TEAM ASSEMBLIES - Exit following the instruction of the class teacher. However, ALL to assemble on the playground in classes

NB: All staff/visitors in the building after 15.30 should exit via the nearest/safest exit and assemble on the top playground.

School Admin to ensure grab file, club register and visitor book are taken to the assembly point.

### **Power Failure during Winter Months**

Should there be a power failure during winter months from approx. 3.30pm, there is sufficient borrowed light from outside and internal emergency lighting to aid visibility should the school need to be evacuated in the event of an emergency.

### **Arrangements for fighting fire**

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave fire fighting to the Fire Service.
- Details of which fire extinguisher to use is detailed in the staff health & safety handbook.

Type	Use
Carbon Dioxide (CO2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

### **The duties and identity of staff who have specific responsibilities if there is a fire**

- Head Teacher or Senior Leader in Head's absence - Overall Management
- Class teachers - responsible for ensuring all pupils in their care are accounted for and register is taken
- SBM/School Administrator - check fire panel to locate alarm zone. Establish either false alarm or fire location, telephone the fire service as required, unlock gates and ensure all visitors are accounted for. Collect Emergency 'Grab File' which includes, Business Continuity Plan, class, staff & club registers, pupil/parent & staff contact details, insurance details and asbestos information.
- Kitchen staff - turn off cooking appliances and switch off fans before leaving kitchen
- Caretaker - shut off any machinery in use when alarm sounds.
- Caretaker - shut off main gas supply if safe to do so.
- Admin - ensure gates are open to allow fire engine access.
- 1<sup>st</sup> Aid Responsibilities - Mrs Annette Tyrrell/Mrs Ruth Dadswell/Mrs Janice Forbister

### **Arrangements for evacuation of people especially at risk**

- The following people have a personal evacuation plan -  
\*\*\*None at present\*\*\* - See plans for further details.

- Visitors attending school will be requested to inform the school of any special requirements before they arrive.

### **Any appliances or power supplies that have to be isolated if there is a fire**

- Gas - In main kitchen and small kitchen (isolated when fans are switched off)
- Kitchen equipment
- Gas - shut-off valve in boiler house

### **Specific arrangements for high risk areas**

- If open when the alarm sounds the flammable material storage (caretaker's) cupboard will be shut by the member of staff using the materials.
- Kitchens - cooking appliances will be isolated.

### **How rescue services will be called and who is responsible for this**

- Admin staff will call the fire service from the front desk.

### **Procedure for meeting rescue services on their arrival and notifying them of any special risks**

- The Head Teacher or senior leader will liaise with the emergency services on their arrival.

### **What training employees need and the arrangements for ensuring that this training is given**

- Fire drills will be held every term.
- The emergency procedure will be shared with staff, (including the induction of new staff), and After-school Club Coaches.
- Staff will be given information on the type of fire extinguisher to use in different circumstances and instruction on how to use the fire fighting equipment.
- Fire fighting equipment training will comprise of -
  - which extinguisher to use
  - the location of the nearest appliance to relevant workplace
  - information on how to operate the extinguishers
  - Instruction to keep themselves between the fire and the exit.
  - Most recent staff training was held 04/06/2018

### **Plans for dealing with people once they have left the premises**

- If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils
- Alternative accommodation, if required, will be Ouston Community Centre/St Bennet's Primary School
- Contact details need to be available in the event that the building cannot be re-occupied.

**Liaison between building owners, employers, residents and rescue services**

- Emergency premises assistance can be obtained from -
- Property Helpdesk - 03000 267890
- Service Direct - North 0771 3193 708 or 711

Emergency Plan drawn up by - Mrs Louise Lavelle - Head Teacher

Reviewed & Updated October 2021 - A Tyrrell (SBM) & H & S Governor

Next Review Date - October 2022