



Copnor Primary School Breakfast/After School clubs

Fire Safety

Rationale

We have built opportunities into the curriculum to teach the children about the hazards of fire and how to act in an emergency. We also have frequent fire practices to train the children to exit the building.

Procedure in the event of a fire – SEQUENCE

- A Sound Alarm
- B Phone Fire Brigade
- C Evacuate
- D Roll Call

A. Sound Alarm

1. Any child discovering a fire in the school should sound the alarm and tell the nearest adult.
2. Any adult discovering a fire or being alerted about a fire should operate the nearest fire alarm point. (see Appendix 1)

These are operated in the following manner: Break the glass, pressing where shown by the arrows.

The alarm is a continuous electric bell or if this system fails a whistle will be blown, a bell rang and/or 'FIRE' shouted in all areas.

B. Phone Fire Brigade

1. See Appendix 2 for dialling 999
2. Admin Officer (or member of staff in the office) will phone the Fire Brigade and inform Head or senior teacher in school that a call has been made.
3. Admin Officer (or member of staff in the office/at lunchtime member of staff on duty) to take box of inhalers for children with asthma + First Aid Box.

C. **Evacuate** N.B. The first priority for adults in school is to get children and themselves to safety.

1. Upon hearing the alarm, teachers, Teaching assistants, governors, parent helpers and visitors in school should assemble the children who are working with them and direct them straight out through the nearest exit and to their allocated positions outside the school building. One adult should be behind the children closing all doors and windows where practical as they leave. Do not stop to collect personal belongings such as coats and bags (see appendix 1). Silence should be stressed at all times.

2. Usual exits of classes:

See appendix 1

3. Other Evacuation Routes

- a) Main hall – evacuate through 3 sets of fire doors into the main playground.
- b) Creative Arts – evacuate through fire door in room to north drive.

At lunchtime or breaktime: Children will assemble on the playground at their usual allocated positions. Adults supervising at that time ensure good order. Adults in the building assemble with their classes as quickly as possible. Children in the building will evacuate by the nearest exits and assemble with their class.

Where class teachers have gone out at lunchtime other Supervisory Assistants will take over roll call for their classes.

4. If for any reason a teacher cannot use the usual route he or she should exercise common sense and get the children to safety by any other routes. Always avoid walking towards or in to smoke.

Parent helpers with groups throughout the school should take the children out at once. The only responsibility of adults in the school is to get the children in their charge to safety as quickly as possible.

D. Roll Call

1. Admin Officer will bring registers, including dinner registers if it is lunchtime, from the office if they are situated there and distribute them to staff in the playground. Teachers should take their registers/OMR sheets with them if they have them in class and take a roll call once the children are assembled outside. Admin Officer will also bring visitor book and give to Deputy Headteacher (or other senior member of staff) plus a list of adults employed at school who will conduct a roll call.
2. No child or adult should go back into school.
When the roll call for each class or group of adults is complete, the Head (or person in charge) must be informed immediately.
N.B. If the roll call reveals a person is missing the Head (or person in charge) should be informed immediately.
3. Once informed of a missing person, if the Fire Brigade have not arrived it is the school's policy to await the arrival of the Fire Brigade and inform them.
4. The Fire Officer should be met on arrival by the Headteacher/Person in charge and informed immediately whether or not all persons have been safely evacuated and accounted for and where the fire is located.
5. In the case of fire drill, everyone will return to the school when the drill is safely completed.

Monitoring

1. The date, time taken to evacuate the building and any problems arising are recorded in the Fire Log.
2. A report on each Fire Drill is included in the Headteachers Report to the Governing Body.

The Headteacher is responsible for ensuring that termly drills are held and that the fire alarms are tested on a weekly basis. These drills and tests are recorded in the School's Fire Log. This is monitored by the Governing Body (Estates Committee) as part of the termly Health and Safety check. The Health & Safety Governor will sign the log.

Check list in the event of fire for responsible member of staff who is in the office

When the fire alarm sounds:

Admin Officer

- ◆ Dial 999. Ask for FIRE SERVICE and inform whether it is a confirmed fire or the Fire Alarm is ringing.

- ◆ Look at Fire Alarm board and note the zone of the fire.

Second person in the office or A.O. (Using common sense regarding their personal safety)

- ◆ Pick up registers (+ dinner registers if it's lunchtime), visitors book, list of adults employed in school (check IN/OUT board)
- ◆ Collect boxes of inhalers and first aid box.
- ◆ Exit building
- ◆ Distribute registers. Give list of adults and visitors book to D.H. (or senior member of staff)

Policy agreed: September 2017

To be reviewed: September 2018

Appendix 1

BREAK GLASS FIRE ALARM POINTS

1. Hall, by Fire Exit doors
2. Reception, by door
3. Year 6 Stairway, by door
4. Upper school, by year 6 cloakroom
5. Upper school, North West door
6. Year 5 door
7. Main entry and Year 4 door
8. Lower school outside North West door
9. Year 3 door

Exit Points for each Class:

1. Year 3: To use doors to outside from two of the three Y3 classes
2. Year 4: To use doors to outside from two of the three Y4 classes
3. Year 5: To use Year 5 stairwell
4. Year 6: To use Year 6 stairwell

Appendix 2

DIALLING 999

- ◆ Lift telephone receiver and dial 999
- ◆ Tell the operator that you require the Fire Service
- ◆ Speak clearly. Give name and address of the school and as much information as you can
- ◆ You may be asked for your telephone number
- ◆ If possible arrange for someone to meet the fire engine when it arrives

SAFEGUARDING THE SCHOOL COMMUNITY

Pupils

All children are regularly reminded about fire safety precautions:

- ◆ The importance of calling the register
- ◆ Sitting the way they do in the hall so that easy exit can be obtained
- ◆ Children who leave/return to school after registration are signed in/out in the log book sited at the Reception desk
- ◆ Pupils are taught how to make a 999 call as part of the Health Education Programme
- ◆ Pupils are taught how to sound the alarm for a fire – they are warned about the cost of a false alarm

Governors/Visitors/Parent Helpers

- ◆ All the above are asked to sign in at the Reception desk so that they can be accounted for in event of a fire.

Fire Drills take place at least once every term in conjunction with the Infant School as systems are connected.

Autumn Term - some warning given about Fire Drill so that new Year 3 children can be introduced to procedures and trained accordingly

Spring/Summer Terms - Fire Drills carried out without warning (Liaison with the Infant School Headteacher)

Fire regulations are displayed in each room.