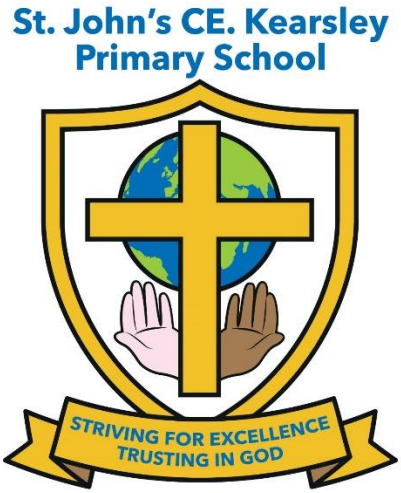

"For I know the plans I have for you, plans to prosper you, plans to give you hope and a future"
Jeremiah 29:11

St John's CE Kearsley Primary School

Fire Policy and Evacuation Procedures

Agreed by governors: 22nd October 2024
Date of next review: October 2025

Introduction

The safety of all children, visitors and staff at St John's is paramount. The Headteacher, and nominated staff, ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

To ensure that staff are aware of their roles and responsibilities, all staff receive a copy of the policy and evacuation procedures when they start working at the school and annually thereafter.

Fire Safety - Our Rules

To reduce the risk of fire in the school we ask staff to observe the following:

- Staff must not bring their own electrical equipment into school unless PAT tested
- If possible, staff must turn off electrical equipment after use
- The laminator must be used/stored away from flammable items
- Staff must not hang displays from wall to wall across evacuation routes
- Fire doors, fire signs, call points must not be obscured by display work
- Displays and other flammable items must not be placed near light fittings or other heat sources
- Staff must not place any flammable materials in the boiler room
- Staff should be vigilant for signs of arson; any concerns must be raised with the Headteacher or Site Manager

Fire Safety - Our Training

All staff including lunch time staff receive formal face to face fire awareness training every 3 years, and the Headteacher discusses fire safety and the evacuation plan during a staff meeting annually.

Evacuation drills take place at least once a term and as soon as possible after the start of the new school year (in September). A record is kept of the results, staff discuss learning points, and follow up actions

Fire Safety - Our Checks

Fire alarm tests take place every week (Friday 4:30pm).

The ***Site Manager*** completes weekly inspection of:

- Fire extinguishers to ensure that they are in the correct location and have not been tampered with
- Exit routes to confirm that they are free from obstruction and are left unlocked
- Displays to ensure that none go from wall to wall across evacuation routes
- Emergency lighting to ensure luminaries are lit
- The boiler room to confirm that flammable items have not been stored in there

Fire Safety, How We Support Others (PEEPs)

We ensure that Teachers/pupils who would need assistance to evacuate the building have a Personal Emergency Evacuation Plan (PEEP). These are developed by the Headteacher Teaching staff and where possible Pupils and their Parents. Children/adults with PEEPS participate in drills to give them and the staff who help them the chance to practice the PEEP and update it if necessary.

Main Roles and Responsibilities

The Incident Controller/Deputy is in charge of any evacuation of the premises until a member of the Fire and Rescue Service or other emergency service arrives. The Incident Controller wears a yellow high visibility jacket.

Fire Wardens are staff who have received additional instruction in the evacuation of the premises. Their main responsibility is to be the last person to check the main escape routes as they evacuate the building. These staff will wear a yellow high visibility jacket.

Teaching Staff/Teaching Assistants will support children in their care so that they can evacuate the premises quickly and safely.

We ask and expect our **Pupils** to evacuate the premises by listening to Teachers instructions and quickly and quietly, following the procedure we have practiced in our fire drills.

St. Johns Evacuation Procedures

If You Find a Fire

- Raise the alarm by operating the nearest call point
- Evacuate yourself and any children or visitors in your care by the nearest exit
- Close doors/windows on your way out if it is safe to do so, without delaying your exit
- Do not stop or return to collect personal belongings
- Report to the assembly point
- Inform the Incident Controller of the location of the fire

Staff with responsibilities should follow the procedures outlined below.

Incident Controller (Headteacher – Emma Barr)
Deputy Incident Controller (Craig Thompson)

On hearing the fire alarm the Incident Controller will;

- Stop all activities and begin the evacuation of any pupils they might be teaching using the shortest route to the nearest exit.
- Confirm that the Fire Service have been called.
- Report to the assembly point, and coordinate the evacuation.
- Confirm with teaching/admin team/kitchen staff that all pupils, staff, visitors are accounted for.
- Confirm possible reasons for fire starting (if safe to do so).
- On attendance brief the Fire and Rescue service (reporting anyone unaccounted for and possible location of the fire).
- Ensure that no one re-enters the building until the Senior Fire Officer says that it safe to do so.

Teaching Staff and Teaching Assistants

On hearing the fire alarm Teaching Staff and Teaching Assistants will:

- Stop all activities.
- Ask pupils to line up quietly in single file.
- Begin the evacuation of pupils by the shortest route.
- Ensure that Pupils/staff do not stop to collect coats, bags.
- Check that the classroom is empty and close windows/doors (if it is safe to do so).
- Report to the assembly point.
- Take a register of the persons/pupils in their care.
- Report immediately to the Incident Controller any persons are pupils who may be missing and where they might be located.
- Ensure that no one re-enters the building until the Senior Fire Officer says that it safe to do so.

Teaching staff should be aware of any pupils in their class that has a Personal Emergency Evacuation Plan (PEEP) and make sure that this plan is followed.

Admin staff

On hearing the fire alarm Admin staff will:

- Stop all activities.
- Check that the magnetic lock has released on the gate.
- Evacuate the premises taking the class registers, visitors' book, staff signing in book.
- Report to the Assembly Point.
- Take a register of visitors and staff.
- Report immediately to the Incident controller any persons who may be missing and where they might be located.
- Ensure that no one re-enters the building until the Senior Fire Officer says that it safe to do so.

Kitchen Staff

On hearing the fire alarm Kitchen staff will:

- Stop all activities.
- Turn off appliances.
- Turn off main gas shut off valve.
- Release the shutters.
- Report to their designated Assembly Point.
- Take a register of staff present.
- Report immediately to the Incident controller any persons who may be missing and where they might be located.

Lunch Time Evacuations

Dining Hall

- Lunchtime supervisors will ask children to stand behind their chairs, and then lead them in a single file to the nearest exit, staff will then instruct the children to queue up at the assembly point ready for registers to be taken.

Inside School

- Staff working with children at lunchtime are responsible for their safe evacuation.
- Staff should ensure their classroom is empty and close the doors and windows as they evacuate if it is safe to do so.

Playgrounds

- **Infant children** will be lined up at their class assembly points and then walked around to the front yard.
- Junior children will line up in their normal assembly points.

Note – All other staff will complete their duties as per information above

Out of Hours Evacuation
(staff working after school until 6pm or during school holidays)

- Work after 5pm and during school holidays must be authorised by the Headteacher.
- Ensure that the Site Manager knows you are on site and where you will be working.
- The Site Manager will provide similar information.

Out of Hours Evacuation
This section covers events such as before/after school clubs, parent's evenings, fund raising events etc. where staff, pupils and the public may be present.

The Incident Controller/deputy will tell staff and any volunteers what action they need to take in the event of a fire.

Staff should have yellow hi visibility jackets to hand prior to the event. **People tend to obey the instructions of uniformed persons in an emergency.**

Before any event commences the Incident Controller should.

- Provide brief details to visitors on the action to take if the alarm is sounded.

Before the event commences all staff and volunteers should know.

1. Where the emergency exits are and how to operate the opening mechanisms. (Remember most untrained persons will try to exit by using the way they came in, e.g. the front door.)
2. How the emergency services will be summonsed.
3. The exact address of the premises and how to direct the Fire Service there.
4. Where the firefighting equipment is located.
5. Where the assembly area is.
6. Who will be co-ordinating the evacuation at the assembly point.
7. The importance of immediately reporting to the Incident Controller if they suspect any person may still be in the premises.

Key Information/Personnel.

Incident Controller:	Emma Barr 07881305802
Deputy Incident Controller:	Craig Thompson
Site Manager:	Dave Thornton 07941 169102
Security and Response:	01204 336905
Fire Wardens morning & afternoon:	Miss Goodwin (1st floor) Mrs Harrison (1st floor) Miss Winters (ground floor) Mrs Steele (ground floor)
Assembly point:	Front playground (line up on the classroom number).