

School Policy on Fire Safety

Name of school:	The Grange School
Date of Policy:	15 th March 2012
Issue No:	2
Member(s) of staff Responsible:	Mrs J M Thomas
Review Date:	March 2013

Reference to be made to Shropshire Council Health & Safety documents:

[Keep Your School in Business
Fire Policy Statement](#)

Notices of fire procedures are fixed to visible sites around the school and in every classroom.

Fire Risk Assessment

The Fire Risk assessment is sited in The Health & Safety Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by Johnson Fellows Chartered Surveyors. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy Statement is kept with the Fire Risk Assessment.

Fire Drills

The Headteacher and Governing Body of the school will ensure that fire drills are carried out. Fire drills will occur at least once per half term to ensure, that in the event of fire:

- People who may be in danger act in a calm and orderly manner.
- People with designated responsibilities carry out their tasks.
- The safety of all concerned is prioritised.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedily and orderly manner.
- Staff and pupils react rationally when confronted with a fire.

Details are recorded and notes made of any problems which needing remedying.

Alarm Operation

- An adult discovering a fire will operate the nearest fire alarm by breaking a call point.

- A Pupil discovering a fire will inform a member of staff.

Calling the Fire Brigade

- On confirmation of a fire, a site manager/headteacher will contact the Fire Brigade by dialling 9-999

Evacuation

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- On hearing the fire alarm, pupils will be instructed to leave the building in single file and in a calm, orderly manner.
- The teacher of each class will indicate the exit route to be used and direct everyone to the Assembly Point on the school field.
- Arrangements will be made for pupils with any disabilities to ensure that they are assisted during evacuation.
- On staircases everyone should descend in single file.
- Those not in class when the fire alarm sounds will go directly to the assembly point.
- Nominated staff members will check their designated areas are clear before leaving the building.
- No one will be allowed to re-enter the building until authorised to do by a Site Manager/Headteacher.
- Students in examinations - Refer to [Examination Fire Procedure](#)

Assembly

- An area of the school field has been designated as an assembly point.
- The assembly point is far enough away from the school premises to give protection from the heat and smoke in a fire situation.
- The assembly point is in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.
- Students will assemble in year groups opposite the number indicating their year group on the school building.
- Students will line up in forms in alphabetical order in silence.

Registers

- All pupil attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will obtain their registers from Main Office Staff.
- Each tutor or cover supervisor will take a register to ascertain that no one remains in the premises and report to the Head of Year. Each teacher must report via the Head Of Year to the nominated person in charge of the registers, who will, in turn, report any missing persons.
- Staff swipe in and out of site daily. When the alarm sounds the Main Office staff take the Office Laptop to the Assembly Point and use the NET 2 system to undertake the staff roll call.
- During school hours Reception staff will take the Visitors Signing In Book to the Assembly Point. At the end of the school day the Receptionist will take the Visitors Signing In Book to the Main Office which will be used within the roll call should the fire alarm activate out of hours.

Arrival of the Fire Brigade

- As soon as the Fire Brigade has been contacted the Site Manager is to open the main gates to allow access to the fire.
- The headteacher / site manager will identify her/himself to the Fire Brigade on their arrival and relay any vital information.

Awareness of Procedures

- During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, will be conducted around the primary escape routes of the school. They will also receive instruction on the school fire evacuation routine.
- All members of the staff will receive instruction and training appropriate to their responsibilities in the event of any emergency.
- A record of the training, instructions given and fire drills held will be entered in the Fire Log Book held at Reception.

Notices

- Clear, fixed and conspicuous notices are in place around the site to highlight appropriate action to take in the event of a fire.

Notices around school have the following information

FIRE ALARM INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

- 1. The alarm will sound.**
- 2. Pupils and staff will walk out of school by the nearest exit,**
- 3. Classes line up on the School Field in their relevant year.**
- 4. Teaching staff to take Attendance Registers in the mornings and afternoons and check all children in their classes are present. The toilets are checked by nominated persons:**
 - Mr Cox - Art Block
 - Mrs Thomas - PLC
 - Mrs Ward - Main School
- 5. DO NOT PANIC. Walk quickly and quietly in line; DO NOT return to any building to pick up personal belongings.**
- 6. Await further instruction before returning to the building.**

- Cards giving clear instructions are stored in reception and given to all visitors on their arrival.

Fire Doors & Routes

- The fire doors within the main school are linked to the fire system and automatically close upon activation of the alarm. Fire doors **MUST** not be propped open.
- Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use.

Fire Extinguishers

- Extinguishers are placed accordingly and conspicuously around the school premises with instructions on how to operate. . There is an annual check of all fire extinguishers by ABC.

Fire Alarms

- The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and

the associated KYSIB guidance. Records are kept in the Fire Log Book found at Reception.

- They will be tested on a regular basis and records kept to ensure all staff and pupils recognise the sound.

Signed...I Walshaw..... on behalf of the Governing Body

Date... 15.3.12.....

Signed.. J M Thomas..... on behalf of the School

Date... 16.3.12.....