



WIDDEN PRIMARY SCHOOL

FIRE SAFETY AND EVACUATION POLICY



RESPONSIBLE PERSON:

DAVE HILL

DATE APPROVED BY THE FULL GOVERNING BODY

2nd May 2023

REVIEW CYCLE:

Every 2 years - September

Appendices annually - September

NEXT REVIEW DUE:

May 2025

Aim

It is the overall aim of Widden Primary School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Fire safety management

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the LA Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

Fire procedures

Notices displaying the fire procedures are displayed at each fire alarm call point. **See appendix 1.** They are also displayed prominently in all areas of the building

Persons responsible for fire safety

Action or	Responsible	In absence
Overall responsibility	Head teacher	Assistant Head
Competent person/ Fire Marshall	Assistant Head	SBM
Fire safety training, induction and revision	Site Manager	SBM
Fire risk assessments	Site Manager	SBM
Fire drills	Head Teacher	Assistant Head
Updating of log book / recording	Site Manager	SBM
Checks on call points	Site Manager	SBM
Checks on emergency lighting	Site Manager	SBM
Fire escapes unobstructed	Site Manager	All staff
Check all fire detection and protection systems are maintained	Site Manager	SBM

*Please refer to **Appendix 5** for a detailed overview of responsibilities for sweeping the building.*

Fire safety training

Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years.

All staff will have internal training annually during the month of September. This will include:

- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- All agency staff to be given fire procedure information with induction pack
- New staff to be taken through annual training schedule as part of induction package

All records of training & induction to be recorded in Fire Safety Log Book located in the office.

Fire Risk Assessment appraisal

To be carried out annually by the Site Manager, Head Teacher, Assistant Head Teacher and a representative from the governing body.

All issues that present a fire risk to be actioned as per the priority rating where this is not possible a mitigating statement should be written into the assessment according to premise health and safety procedures. In any case the action should always be completed to demonstrate and provide evidence to an enforcement officer.

Evacuation Drills

The procedure for emergency evacuation (**appendix 1 and appendix 2**) is displayed by each fire alarm call point.

The main alarm indicator panel is situated in the foyer by the office. Fire drills are executed by the Site Manager via this panel.

Evacuation drills should be carried out at minimum 6-monthly, usually 3 in each school year.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Staff roles and responsibility in the event of an evacuation alarm are set out on the fire instructions for staff sheets that are displayed alongside the instructions for pupils in each room. More detail is provided in the Fire Control sheets in appendix 5.

Fire Doors and exits

Where reasonably safe to do so, all doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills

Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, the Site Manager will periodically check the Fire Safety Log Book and the evacuation schedule. In their absence, this will be completed by the School Business Manager.

Maintenance of fire doors, fire exit doors, fire equipment and systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants.

Staff will also carry out the routine tests on the systems and precautions as follows:

System	Frequency	Method of test
Fire alarm	Daily	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annual	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the office. These checks are the responsibility of the Site Manager. In their absence, the School Business Manager is responsible for ensuring they are completed.

Daily checks do not need to be recorded, unless there are concerns.

Disabled pupils/ members of staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

It is the responsibility of the SENDCo to ensure that any pupils requiring a PEEP have an effective plan in place and staff are aware of the protocol for evacuation.

It is the responsibility of individual staff members to make the Head Teacher aware of any reasons why they may require a PEEP.

FIRE

PROCEDURES

For Pupils

If you discover a fire

1. **Immediately tell a member of staff** who can sound the nearest alarm

When the alarm sounds

1. **Exit the building** using the nearest fire exit
2. **Do not** attempt to **collect bags** and belongings
3. **Walk in silence** to the assembly point
4. **Follow instructions** given by your teacher
5. **Line up** in silence
6. **Do not re-enter** the building **until** you are **given permission** to do so by your teacher

FIRE

PROCEDURES

For Staff

If you discover a fire

1. **Sound** the nearest alarm
2. **Report the fire** by phone or in person to a member of the **Senior Leadership Team**

When the alarm sounds

1. Ensure all **children** have been **safely evacuated** via the nearest exit
2. **Exit** the **building** closing doors and windows as you leave. Do not lock doors
3. **Walk** in silence to the allocated assembly point:

NURSERY – Gate C

EYFS/ KS1 & Y3 – Infant playground

Y4/ Y5/ Y6 – All weather playground

If children are nearer the other assembly point, staff should assemble there with them. Please make SLT aware.

4. Teachers to **collect class registers** from the admin team, confirm all pupils have been accounted for
5. **Report** any known **missing persons** to the responsible person – **Mr Baker, Mrs Couto or Miss Newbury**
6. **Do not re-enter** building **until** you are **given permission** to do so by the Fire Officer: **Dave Hill**

FIRE

PROCEDURES

For Staff

If you discover a fire

1. **Sound** the nearest alarm
2. **Report the fire** by phone or in person to the Main Office

When the alarm sounds

1. Ensure all **children** have been **safely evacuated** via the nearest exit
2. **Exit the building** closing doors and windows as you leave
3. **Walk** in silence to the assembly point:

Nursery –Exterior Green Gate

4. **Collect register** before leaving the building to confirm all pupils have been accounted for.
5. **Report** any known **missing persons** to the responsible person – **Miss Newbury**, or in her absence, **Miss Adams**.
6. **Do not re-enter** building **until** you are **given permission** to do so

Emergency Plan Checklist



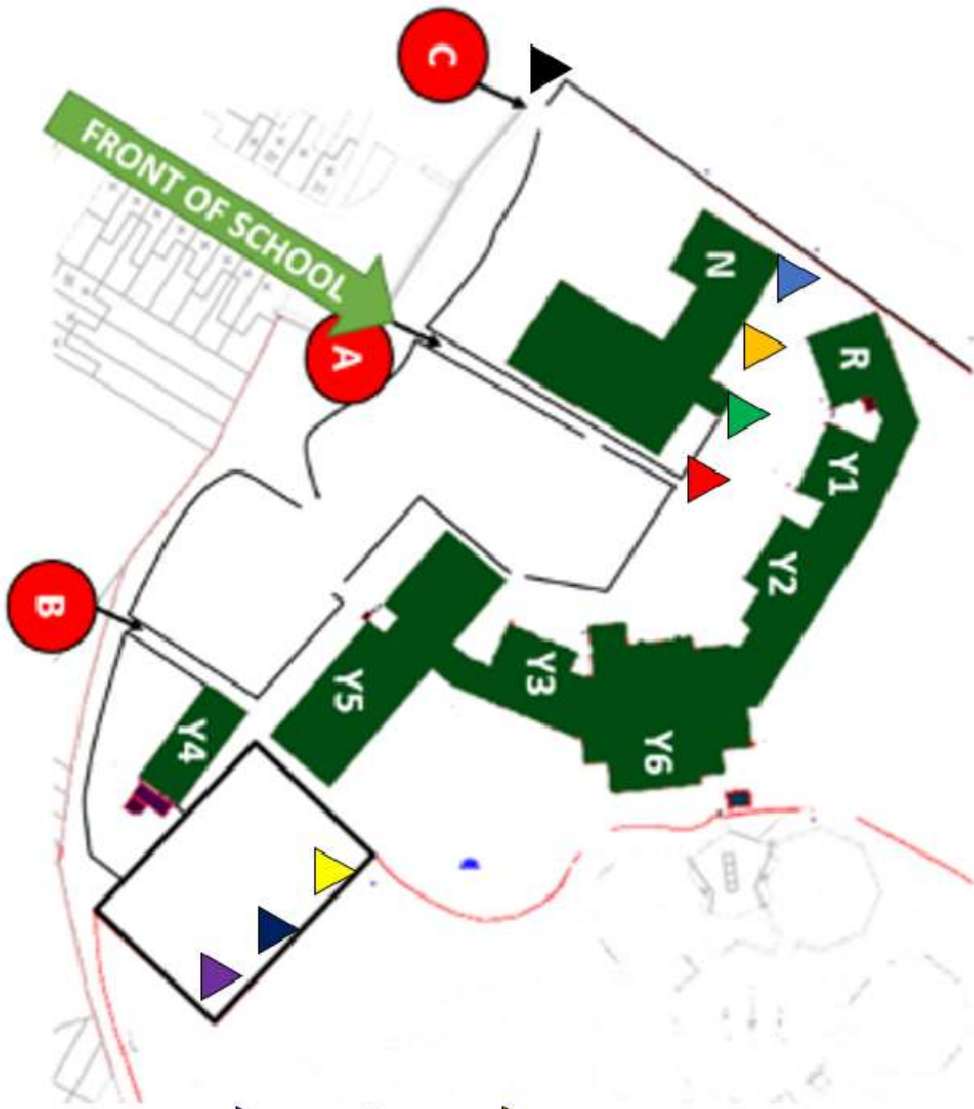
		Tick Box
•	Adequate provision of Fire Action Notices – by all final exits and call points.	
•	Method for calling the emergency services	
•	Appropriate Fire Alarm for the premises, relevant persons, associated hazards & risks	
•	Practice and document suitable evacuation procedure for the premises, relevant persons, associated hazards & risks. Ensure staff react immediately when alarm sounds (aim is to evacuate in 2½ mins). Ensure staff are aware that no-one returns to the building unless permission has been granted by the Fire Officer/Police Officer.	
•	Provision of clearly identified external assembly points	
•	Clear identification of escape routes with appropriate signage & markings in compliance with The Health & Safety (Signs & Signals) Regulations 1996/ BS 5499.	
•	Provision of adequate and appropriate firefighting equipment and signage.	
•	Clear description of employee duties	
•	Employee training	
•	Plans & provisions for the evacuation of those at particular risk (special needs)	
•	Site policy & procedure for the use of emergency equipment in the event of an emergency	
•	Include any high risk areas/ equipment in the plan and clearly identify e.g. gas valves, electrical switchgear, chemicals and fuels.	
•	Liaison with the emergency services including provision of appropriate information in the event of an emergency.	
•	Establish process for briefing visitors/contractors. (Consider use of Hot Work Permits).	

Date completed: _____

Completed by: _____

**COVID 19:
FIRE
EVACUATION
POINTS**
September 2020

- ▲ **NURSERY**
Nursery garden
Point: EP.N
- ▲ **RECEPTION**
Nursery garden
Point: EP.R
- ▲ **YEAR 1**
Key Stage 1 Playground
Point: EP.1
- ▲ **YEAR 2**
Key Stage 1 Playground
Point: EP.2
- ▲ **YEAR 3**
Key Stage 1 Playground
Point: EP.3



- ▲ **YEAR 4**
All weather pitch
Point: EP.4
- ▲ **YEAR 5**
All weather pitch
Point: EP.5
- ▲ **YEAR 6**
All weather pitch
Point: EP.6

WIDDEN PRIMARY SCHOOL 2021/22 FIRE CONTROL SHEET 1

Last updated: 1st March 2023**RESPONSIBILITY:****DATE:****1. SCHOOL BUILDING CLEARED**

Zone 1	J White/ C Westcarr/ L Symo	SLT offices, Admin offices, Year 2, KS1 toilets, Year 1
Zone 2	L George/ A Hassanjee	Reception toilets, classrooms, bay area and outside area
Zone 3	T Cowling/ G Nanabawa	School hall, Year 6 toilets, Year 6 classrooms, Year 6 corridor, Site Manager's office, Therapy room, Year 3, KS2 boys toilets
Zone 4	R Kittle/ S Baker	Studio, Studio kitchen, School kitchen, KS2 girls toilets
Zone 6	J Evans/ G Bishop	Year 4 classrooms and bay, Resources room, Staff room
Zone 7	E Polych / C L-Easdown	Year 5 Elliot building including toilets and intervention room
Zone 10	R Bheda/ F Bharoocha	Nursery rooms, Nursery toilets, Nursery staffroom and office
Site Manager & SBM	N Foster L Kulisewa	Report to the SBM at the Fire Control Panel, identify the source of the fire and accompany her to meet the Fire Brigade at the car park gate/ roundabout. The fire alarm will be switched off only on the recommendation of the Fire Off communication with the Head Teacher.
School Administrator	L Symons/ J White / C Westcarr	Confirm that all staff, visitors and contractors have been accounted for. Report to Dave Hill (or SLT member in absence) concerning the safety of any Staff, Visitors, or Contractors who are on the School premises
Nursery	C Newbury/ D Adams	Confirm to Dave Hill that all Nursery children and staff have been accounted for.

2. PUPIL CHECK

School section	Responsibility	All pupils accounted for?	Missing pupils
NURSERY	C Newbury D Adams (RB)		
R – Y3	K Couto C Butler (NT)		
Y4 – Y6	S Baker T Cowling (GN)		

3. STAFF AND VISITOR CHECK

School section	Responsibility	All staff and visitors accounted for?	Missing staff or visitors
STAFFING AND VISITORS	L Symons J White / C Westcarr		

4. MATTERS ARISING

WIDDEN PRIMARY SCHOOL
FIRE CONTROL SHEET 2: NURSERY

RESPONSIBILITY: Nursery – C Newbury/ D Adams

Date:

Please check with each teacher that their register has been taken and that all pupils have been accounted for. Write the names of any missing pupils into the right hand column below (missing pupils are those who were registered but do not appear during the alarm).
When complete bring this sheet to the Fire Control Officer.

Nursery

Group	Key Adult	All Pupils Accounted for? Y/N	Missing Pupils
2YO	CN		
3YO	CN		
4YO/ Pre-School	CN		

WIDDEN PRIMARY SCHOOL
FIRE CONTROL SHEET 3: FRONT PLAYGROUND

RESPONSIBILITY: R – Y3 – K Couto/ C Butler

DATE:

**Please check with each teacher that their register has been taken and that all pupils have been accounted for. Write the names of any missing pupils into the right hand column below (missing pupils are those who were registered but do not appear during the alarm).
When complete bring this sheet to the Fire Control Officer.**

Class	Teacher	All Pupils Accounted for? Y/N	Missing Pupils
Donaldson	KC/SW		
Murphy	PM/DA		
Butterworth	TG		
Rosen	LA		
Milne	SA		
Bond	CB		
Dahl	RJ		
Rowling	NJ		

WIDDEN PRIMARY SCHOOL
FIRE CONTROL SHEET 4: ALL WEATHER PITCH

RESPONSIBILITY: Y4 – Y6 – S Baker/ T Cowling

DATE:

**Please check with each teacher that their register has been taken and that all pupils have been accounted for. Write the names of any missing pupils into the right hand column below (missing pupils are those who were registered but do not appear during the alarm).
When complete bring this sheet to the Fire Control Officer.**

Class	Teacher	All Pupils Accounted for? Y/N	Missing Pupils
Morpurgo	JE		
Bushy	GB		
Rauf	PB		
Horowitz	CLE		
Zephaniah	SB		
Blackman	TC		

WIDDEN PRIMARY SCHOOL
FIRE CONTROL SHEET 5: STAFFING AND VISITORS

RESPONSIBILITY: L Symons

DATE:

Please check the InVentry system register to make sure that all individuals have been accounted for. Write the names of any missing individuals into the right hand column below (missing individuals are those who were registered but do not appear during the alarm).
When complete bring this sheet to the Fire Control Officer.

Groups	Checker	All Individuals Accounted for? Y/N	Missing Individuals
Staff	LS		
Visitors	LS		
Contractors	LS		