

# Kincraig Primary School



## **Fire Evacuation and Safety Policy (Revised due to Covid19)**

## **Kincraig Primary School and Nursery**

### **Fire Safety – Emergency Procedure Plan**

This plan has been drawn up in the light of the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 and the Regulatory Reform (Fire Safety) Order 2005.

The purpose of this emergency Procedure Plan is:

- To ensure all staff know what to do if there is a fire.
- To ensure that the building can be safely evacuated by everyone present.

#### **FIRE SAFETY PRECAUTIONS**

1. All meetings at which there are persons new to the school or if held in a location within either building which is new to any individual, begin with fire exit information.
2. Waste is removed from the school buildings daily.
3. Combustible waste is stored in the bin compound away from both buildings.
4. As far as possible combustible resources are stored in the dedicated storage rooms.
5. Flammable liquids are stored in a locked storeroom.
6. Polystyrene is not stored in school.
7. Only limited amounts of junk modelling materials are stored in school.
8. All staff purchasing resources fully consider the potential fire hazards of them.
9. All doors are closed before the building is locked each evening.
10. The minimum amount of resources are stored in classrooms and nursery rooms.
11. Staff turn off all electrical equipment before leaving their room each evening.
12. Class registers are sent (via Sims) to the office after completion morning and afternoon.
13. Out of school childcare registers are kept in the reception/admin areas.
14. All visitors should sign the visitors' book in Reception and sign out again on exit to the building.
15. All gates are locked and are opened by a member of SLT when letting children into school, then locked again and when children are going home and then locked again. The only gate which will remain unlocked will be the carpark.

#### **TRAINING AND RECORDS**

1. Fire drills are carried out termly. Staff are informed of the timing of the Autumn Term practice so they can instruct children in the appropriate procedures. All other drills are unannounced. On occasions exit routes are blocked or children left with another member of staff so we can assess the effectiveness of our procedures.
2. All staff are instructed in the following on an annual basis:

- a) Fire safety awareness
  - b) What to do on discovering a fire
  - c) What to do on hearing the fire alarm
  - d) The evacuation procedure
3. A record of instruction given is entered into the School's Fire Safety Log Book.
4. A card detailing fire exit instructions is kept within the signing-in book and any visitors new to school are asked to read it.

### **REGULAR FIRE SAFETY CHECKS:**

#### **DAILY: PREMISIES MANAGER**

- Ensure 2 doors are unlocked whenever anyone is on the premises.
- Visual check of the fire panel – note in the logbook if there is a problem and call the service company.
- Ensure all doors are closed before the building is locked.

#### **WEEKLY: PREMISES MANAGER**

- Check the audibility of the fire alarms
- Check all fire doors close
- Check an actuation point; all points should be checked over the year.

(Note in logbook)

#### **TERMILY: HEADTEACHER/SLT**

- Hold a school/centre fire drill
- Check all the extinguishers are in working order and correctly labelled.

(Note in logbook)

#### **TERMILY: BEFORE/AFTER SCHOOL CLUB LEADER**

- Hold a fire drill

(Note in logbook)

#### **ANNUALLY: SERVICE CONTRACTOR (Automatic)**

- Full test of the fire alarms and emergency lighting

(Note in logbook)

#### **ANNUALLY: HEADTEACHER**

- Hold an evening usage fire drill –if applicable

(Note in logbook)

The log books are monitored on an annual basis by the Governors' Health and Safety Committee.

## **FIRE SAFETY AWARENESS TRAINING**

All staff must:

- Know both the location of and how to activate the fire alarm points.
- Know and be familiar with all exits from the building and be able to operate the opening devices on each of them.
- Know the importance of closing doors and windows.
- Understand the reasons for keeping fire doors closed.
- Know the location, types and when to use each type of fire extinguisher and fire blankets provided.
- Know the assembly point.
- Know the location of the alarm panel.
- Be aware of the procedure to call the fire brigade
- Be aware of any additional assistance that may be needed to evacuate disabled colleagues/children/members of the public.

**All Class Teachers/Room Leaders must:**

- Complete registers morning and afternoon, returning these to the office on completion.

**The Before/After School Leader must:**

- Ensure the register for each session and location is updated as the children enter or leave the facility.

## **ON DISCOVERING A FIRE:**

1. If an internal fire is discovered then the nearest activation point needs to be broken. If the fire is external the fire brigade need to be called.
2. Commence the evacuation procedure immediately.
3. Inform the Headteacher, or the most senior person on site of the location of the fire if it is safe to do so.
4. Remain available to provide the Fire Brigade with full details
5. Adults NOT in charge of children may use a fire extinguisher on the blaze only if it is safe to do so – never take personal risks and never attempt to fight fire alone. **The first priority is ensuring the safety of all children and staff through the evacuation of the building.**

**ON HEARING THE FIRE ALARM:**

**STAFF IN CHARGE OF BABIES IN NURSERY SHOULD:**

1. Place all children in the evacuation cots.
2. Collect the register, if still in class.
3. Push the evacuation cots, calmly out of the building via the allocated route (identified on a plan in each room).
4. The last member of staff with the babies leave at the rear of the line and close the door on leaving the baby room.
5. Assemble at the allocated point.
6. Check children against your numbers in the register.
7. Check any staff who are timetabled to be with you.
8. Inform the person in charge of any children or staff not accounted for.

**TEACHERS/STAFF IN CHARGE OF CHILDREN IN SCHOOL/NURSERY SHOULD:**

- 1) Line the children up.
- 2) Collect the register, if still in class.
- 3) Escort the children calmly out of the building via the allocated route (identified on a plan in each room).
- 4) The Teaching Assistant based with the class leave at the rear of the line and close the door on leaving the classroom.
- 5) Assemble at the allocated point.
- 6) Check children against your numbers in the register.
- 7) Check any support staff who are timetabled to be with you/the class.
- 8) Inform the person in charge of any children or staff not accounted for.

**STAFF IN CHARGE OF ADULTS/CHILDREN IN THE CENTRE ROOMS:**

1. Gather the adults and children together near to the exit door
2. One member of staff to lead the adults and children out and another to shepherd from the rear
3. A member of staff to leave last and close doors as they leave.

**STAFF NOT IN CHARGE OF CHILDREN:**

1. Leave the building via the allocated route, usually by the nearest available exit door.
2. As you go support any other staff escorting children. If you are timetabled to be with a class report to their allocated position.
3. Centre staff and partner agency staff report to their allocated position.

#### SCHOOL ADMINISTRATOR:

1. If an external fire is discovered call the fire brigade. If an internal fire break the nearest activation point.
2. Collect the registers, the signing out book and the visitors' book.
3. Leave the building by the allocated route.
4. Check the presence of support staff and visitors to the school/centre.
5. Inform the Headteacher/person in charge of any persons unaccounted for.

#### PREMISES MANAGER (if on the premises)

1. Systematically check through school as children and staff leave.
2. Where possible close doors behind classes, ensuring rooms are empty.
3. Close outside doors.

#### FIRE MARSHALL - PERSON IN CHARGE (HEAD/DEPUTY/MOST SENIOR PERSON ON SITE):

1. Supervise the safe egress of all persons from the building.
2. Check with the school admin (if external fire) that the Fire Brigade has been called.
3. Check with fire wardens, class teachers and the school admin that all persons are accounted for.
4. Report to and liaise with the Fire Brigade when they arrive.
5. Fire Marshall will seek the advice of the Fire Brigade as to how long it will be before everyone is able to re-enter the building.

#### FIRE WARDENS:

1. The Fire Wardens, where safe to do so, will check their designated area to ensure all have evacuated and all doors and windows are closed.
2. The Fire Wardens may be requested to stand at an exit to ensure no-one re-enters the building unless authorised to do so by the Fire Brigade

#### **PLAYTIMES:**

- ◆ The teacher on duty will blow a whistle and line children up ensuring they are 2m apart to follow social distancing rules as they usually assemble for a fire drill.
- ◆ Any classes in school will leave the building in the normal manner ensuring 2m social distancing is upheld.
- ◆ During wet play times support staff will begin the process of escorting children out of the building, teachers will join their classes as soon as possible and assume responsibility for the class.

### **LUNCHTIME EVACUATION PROCEDURES:**

- ◆ Welfare staff will gather all children to a position away from the school building ensuring they are lining up following the 2m distancing rules. As per diagram.
- ◆ During a wet lunchtime children will follow the usual route out of the classroom and assemble as they would in normal class time but escorted by their welfare staff rather than class teacher. Care will be taken to ensure the children are lining up adhering to the 2m social distancing rule.
- ◆ The person in charge would call the fire brigade.
- ◆ All staff on the school premises will leave by the allocated exits and, where possible, assist with the supervision of children as they go out and then in the yard ensuring the children are adhering to the 2m social distancing rule.
- ◆ As soon as staffing is sufficient the children will be formed into class groups and efforts made to check every child is present.
- ◆ The class teacher/classroom assistant will assume responsibility for their class if they are on site, otherwise responsibility will remain with the welfare staff.
- ◆ The person in charge will undertake all the duties as outlined above.

### **EVACUATION PROCEDURES FOR PEOPLE WITH DISABILITY**

Kincraig Primary School will make every possible effort to enable access to all timetabled sessions/activities for all staff/children and service users. As it is a requirement that emergency procedures are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of all disabled people accessing our buildings and to make proper arrangements for their assistance in the event of an emergency evacuation. People requiring assistance in order to escape are not restricted to those who are wheelchair users or whose mobility is otherwise impaired. The evacuation needs of visually and hearing impaired as well as people with temporary debilities also need to be considered.

A personal emergency evacuation plan should be established with the disabled person/their parents, to be reviewed regularly, most importantly at each fire practice. This plan should be made available to the Headteacher.

### **RE-ENTERING THE BUILDING**

WHEN THE ALARM SOUNDS STAFF ARE REMINDED THEY MUST LEAVE THE BUILDING IMMEDIATELY, STOPPING ONLY TO SUPPORT OTHER PEOPLE/ CHILDREN LEAVING. NO STAFF SHOULD STAY BEHIND OR RE-ENTER THE PREMISES TO RETRIEVE PERSONAL BELONGINGS. UNLESS IT IS ESTABLISHED TO THE COMPLETE SATISFACTION OF THE HEADTEACHER, OR OTHER SENIOR PERSON ON SITE, THAT IT IS A FALSE ALARM ONLY THE FIRE BRIGADE CAN AUTHORISE RETURN INTO THE BUILDING.

## **OTHER EMERGENCIES**

In the event of a “suspected bomb” or other such emergency on the premises the procedures above will be followed if the headteacher deems it the safest course of action. (Please see relevant policy).

Policy updated 25/02/21.

The Fire Safety and Emergency Procedure Plan at Kinraig Primary School will be reviewed and modified on a regular basis at least every two years.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of person responsible for this policy – Mrs Karen Appleby

Date	Proposed Amendment	Signed



## **APPENDIX 1 – FIRE EVACUATION**

### **SCHOOL & CHILDREN'S CENTRE FIRE MARSHALL CHECKLIST**

<b>ZONE NUMBER</b>	<b>DETAIL</b>	<b>REPORTED CLEAR</b>	<b>FIRE WARDEN</b>
1	<ul style="list-style-type: none"><li>• MAIN ENTRANCE</li><li>• ADMIN OFFICES</li><li>• CAFÉ TOILETS, HEALTH ROOM</li><li>• LAUREN MCCALLUM'S OFFICE</li><li>• CORRIDOR TO ATRIUM</li><li>• TRAINING ROOM</li><li>• OASIS ROOM</li></ul>		Jayne Caldwell/Lauren McCallum
2	<ul style="list-style-type: none"><li>• BABY ROOM</li></ul>		Toni Ormond
3	<ul style="list-style-type: none"><li>• Main NURSERY AND OUTSIDE AREA</li></ul>		Pauline Royance
4	<ul style="list-style-type: none"><li>• 2 year old room</li></ul>		Maria Birchall
5	<ul style="list-style-type: none"><li>• STAFFROOM, CORRIDOR &amp; STAFF TOILETS</li><li>• ASSISTANT HEADTEACHERS OFFICE</li></ul>		Richard Aspden/Ryan Gumley/Peter Dacre
6	<ul style="list-style-type: none"><li>• RECEPTION CLASS</li><li>• YEAR 1</li><li>• PHOTOCOPYING ROOM</li><li>• CHILDREN'S TOILETS</li><li>• HALL</li></ul>		Pauline Roylance
7	<ul style="list-style-type: none"><li>• YEAR 2</li><li>• YEAR 3</li></ul>		Trish McGill
8	<ul style="list-style-type: none"><li>• YEAR 4, 5 &amp; 6 CORRIDOR</li><li>• COLLECT KEYS AND OPEN GATE FOR EMERGENCY SERVICES</li></ul>		Karen Appleby/Lucy Cross

**NB: If Fire Wardens absent from school need to cover for that person's area.**

Fire Brigade called	
Visitors/staff/contractors book checked	
Attendance books/sheets checked	
Wardens in place	

Fire Marshall (Headteacher): \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 2 – FIRE EVACUATION CHECKLIST**

Fire Drill – all areas checked	YES	NO	If no, reason
Did the fire alarm sound?			
Did everyone get out of the building when the alarm sounded?			
Did fire wardens check their designated area?			
Did admin staff take out the signing in book and visitor book?			
Did the teachers/group leaders/admin staff take registers/attendance sheets?			
Did all visitors assemble safely at the assembly point?			
<b>EQUIPMENT CHECKED</b>			
Were all fire doors shut correctly before or after the alarm sounded?			
Were there sufficient signs showing people the way to get out?			
Did any fire equipment used work correctly?			
Had everyone been informed of their evacuation route?			
Any additional comments:			

Fire evacuation drill carried out on:			
Time:	Day:	Date:	Alarm point:
Fire evacuation drill carried out by:			
<p>Name: _____ Signature: _____ Date: _____</p> <p>Name: _____ Signature: _____ Date: _____</p>			

### **APPENDIX 3 - FIRE ASSEMBLY POINTS**

#### **SCHOOL & NURSERY**

Location	Fire Assembly Point
CLASSES: Year 6, Year 5, Year 4, Year 3, Year 2, Year 1 & Reception.	FAR SIDE OF PLAYGROUND BY WOODEN PLAY EQUIPMENT (see plan)
CLASSES: Baby Room, Nursery, Office/Admin Staff, Staffroom & Kitchen Staff	The Front of the school by the side gate near car park (see plan)

## **STAFF ACCEPTANCE OF POLICY**

I have read and understood the FIRE SAFETY AND EMERGENCY PROCEDURE PLAN, Pastoral Care and Child Protection Policy, Staff Handbook, Back to work March 2021 Covid19 handbook, and the H&S Policy for Kincaig Primary School. I agree to undertake to operate within their requirements.

[illegible]

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