

## **FIRE SAFETY POLICY**

ON DISCOVERING A FIRE OPERATE THE NEAREST FIRE ALARM POINT.

On hearing the fire alarm all pupils will stand and form a line to leave the working area. The person in charge of the pupils will instruct the pupils to leave by the nearest safe exit, follow behind and close all windows and doors behind them, switching off any electrical equipment where possible. The pupils must make their way to the fire evacuation point in an orderly manner.

On hearing the fire alarm the Headteacher will telephone the fire brigade immediately. If the school telephone is unreachable or out of service the telephone at the Londis shop will be available.

The headteacher is responsible for ensuring that termly fire evacuations are carried out; that the fire alarms are tested on a weekly basis and that the emergency lighting system is tested on a regular basis. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded by either the headteacher or the caretaker.

The headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in situ where required and designated.

### **FIRE DRILL**

**ALARM** Warbler

#### **ACTION TO BE TAKEN**

- 1 Children move out immediately with teacher to the far end of the playground marked 'A' or 'B' by the most convenient door. (Normally the fire door).
- 2 \*The Person In Charge of the School checks and clears the buildings and informs the emergency services.
- 3 Teacher checks children from register and reports to senior teacher present.
- 4 Search instigated for anyone missing.

### **GENERAL**

If you are specialising, you are responsible for the class in your immediate care until it reaches its place in the playground when you should hand over to the class teacher and take over your own class for checking.

If playground is untenable, children to be taken across the road to far side of Smiths Store's Car Park by the safest route.

Registers to be left on top of teachers' desks during school sessions for easy collection.

**Check your school plan for the position of Call Points - Extinguishers - Fire Doors.**

For a plan of Fuse Boxes and Stop Taps see the Master Plan in the Administration Office or Caretaker's Room.

**\*In the absence of the Headteacher the Senior Teacher will be in charge.**

### **Nature of Risk Assessments**

Assessments identify the significant risks from hazards such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard fire proforma, for the convenience of all concerned.

### **Frequency of Risk Assessments**

Assessments are normally annual, but more frequent checks may be required in some risk areas.

### **Rolling Annual Survey**

Annual risk assessments are carried out on a rolling basis as follows:

Autumn Term	Spring Term	Summer Term
Inside the School Buildings	Outside the School Buildings	Off-site

Some risk areas take longer to review than others, and the inside assessments (being the most numerous) will sometimes continue into the spring term. However, it makes good sense to leave the outside and off-site parts of the survey until the better weather.

### **Reporting Procedures for Surveys**

The results of our periodic risk assessment surveys are reported to the full Governing Body. The main report is made towards the end of the school year, when the rolling annual survey has been completed. The reviews are then incorporated into handbooks in time for the following autumn term.

### **Reporting Procedures for Newly-Identified Hazards**

All staff are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported.

### **Display of Risk Assessments**

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and displayed on the main notice board. Assessments for specific places, such as the boiler room or the medical room, are displayed where they apply.

