



Fire Safety Policy
Glaisdale Primary School
 Reviewed October 2018

Date of creation/review	Reason for review	Date of next review	Reviewer/Approval Body Trustees SILG FRAR LGB LGB-Finance CEO Headteacher
Oct 2018	YEAT Policy Cycle	Oct 2022	

In case of a fire:

If a fire is detected the nearest activation point should be used to trigger the alarm system. This may happen automatically.

All staff are responsible for the implementation of the evacuation plan.

- In case of a fire or other reason for evacuation the fire bell will sound.
- On hearing the fire bell the building must be cleared of all its occupants as quickly as possible to a point of safety where they can be checked (registered) to ascertain if anyone is missing.
- If practicable close windows as these provide a fire with oxygen but don't waste time doing this.
- Do not waste time logging off computers or collecting belongings. Time saves lives.
- You must use the planned evacuation route from your building - this has been planned to move as many people as possible to the assembly point quickly.
- If the primary route is blocked by fire or temporary works then a backup route should be used.

At NO point should you re-enter the premises.

During the evacuation it is important to be silent as it may be necessary to relay instructions during an evacuation. All staff must actively ensure this.

Staff must be aware of all evacuation routes as these may need to be used in event of the fire blocking an evacuation route.

At the assembly point:

- Administrative staff will be at the assembly point with the registers; fire file and emergency grab pack.
- Pupils must line up in classes silently in order to hear instructions being given.
- Teachers must collect the register from the admin staff, register the children and report back any absentees.
- Non tutors must register with admin staff then actively help to keep the pupils quiet and calm, so further instructions can be given.
- The head or senior member of staff will be sweeping the building as this process takes place and on completion will go to the front playground.
- After the evacuation and subsequent registration the admin staff will pass the fire folder and the result of the register to the lead fire fighter on their arrival.
- The Head or senior teacher will then in conjunction with the fire service decide whether to re-occupy the premises, to evacuate to the church or to send pupils home.

After a fire drill or any unplanned evacuation:

The reason for evacuation should be found. If not an actual fire then steps must be taken to ensure that further false alarms do not happen as these de-value the process.

At the earliest opportunity, after any evacuation, staff should be de-briefed and the results of the de-brief be used to modify the evacuation plan as necessary.

Planned evacuations

- Planned evacuations should be regularly scheduled.
- During these evacuations nominated staff should observe the evacuation and make notes on possible areas for improvements.
- Once the evacuation procedure is well established nominated staff should be used to block an evacuation route and then observe the effect it has on the plan.
- Different routes should be barred to test the robustness of the plan.
- A small group may be detained to see how long it is before the administrative staff are notified.
- This fire policy should be included in the staff induction programme.

Responsibilities

There should be a clear understanding of who has the following roles and who will deputise in their absence.

Overall command at assembly point: Headteacher

- Takes overall control at assembly point, until fire service arrives, then after consultation with the fire service, instructs the assembled body of people on the next move.
- Makes the decision to cancel the 999 call.

- Makes the order to move to a safer site if necessary.
- Makes the re-entry command if a false alarm or practice evacuation.

Administrative staff:

- Collect registers; fire file and emergency grab pack.
- Hand out registers to staff then collates reports from staff and fire marshals.
- Report resultant present or number missing to overall command.

Headteacher/Senior member of staff

- Sweep the allocated zones for stragglers ensure fire doors are closed.
- Return to admin staff.

Teachers / All staff

- On reaching assembly point collect your register from admin staff.
- If not a teacher collect a register for a teacher not yet present.
- Register children and return register to admin staff.
- Evacuate actively ensuring orderly silent movement and registration at assembly point.

In the event of a fire evacuation out of normal school hours.

- If the alarm is raised prior to or during the arrival of staff and pupils at school evacuate the building as normal and evacuate to the grass path on the far side on the boundary wall
- If the alarm is raised as pupils are leaving or after school has finished evacuate to the grass path on the far side on the boundary wall
- Pupils may be allowed to leave if they can travel home safely or can remain until transport home has been arranged.
- Report any areas for concern in writing to the Headteacher ASAP.

There should be a staff de-brief after each alarm allowing open discussion on possible improvements to this policy and procedures.