



**POPLAR STREET
PRIMARY SCHOOL
AUDENSHAW**

FIRE SAFETY POLICY

INTRODUCTION

The safety of all children, visitors and staff at Poplar Street Primary School is paramount. The Head teacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff including those who may have mobility problems from the School.

In this policy you will find procedures to follow on:-

- Protective Equipment - Fire Extinguishers.
- Inspection Procedures/Good Housekeeping Practices.
- Raising the Alarm.
- Action to be taken on hearing the alarm.
- The assembly points around the building and roll call procedures.
- The procedure for re-entry to the building.

Each member of staff has access to the Fire Safety Policy. The policy will be updated for/by staff with key responsibilities.

PROTECTIVE EQUIPMENT - FIRE EXTINGUISHERS

Fire-fighting equipment is provided throughout the building. Extinguishers should only be used by staff if the fire is minor and can be tackled without putting those staff at risk. However, it is recommended that the policy is to telephone the fire brigade and exit the building as quickly as possible.

INSPECTION PROCEDURES AND GOOD HOUSEKEEPING PRACTICES

Regular inspections of fire safety equipment, exit routes, etc. will be carried out by the Caretaker in accordance with the details in the Fire Precautions Log Book. The Caretaker will ensure the arrangements for replacement or replenishment.

The Head teacher and Governing Body are responsible for health and safety in the School. They will arrange for a Fire Risk Assessment to be completed and implement the control measures identified. Review of the Fire Risk Assessment takes place annually if no modifications have taken place in the building within 12 months.

Fire alarm tests will take place weekly (Friday 5.30pm). An evacuation exercise will take place at least once a term and as soon as possible after any new intake of pupils is admitted to the School. A record will be kept of the results.

The Caretaker will have responsibility to undertake a regular visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. The Caretaker will arrange for any repair work or replacements.

Daily physical checks will be carried out by the Caretaker as follows:-

- On the physical state of the fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Contractor responsible who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the Contractor (Chubb Fire) and will be recorded on each extinguisher.

Good Housekeeping within the School

Fire doors and fire exits not obstructed and closed at all times.

No locks to be placed on any fire exits.

No visual displays from ceilings and around light fittings.

Extension leads with various outlets are fully unwound.

No overhanging visual displays from wall to wall.

Boiler rooms - no items to be stored there.

Storage to be secure, ensure no risk of anyone setting fire to it.

Storage of all back up software in fire protective cabinets.

THE EVACUATION PROCEDURE

The following sequence of actions should take place when a fire is detected:-

1. Raise the alarm. On hearing the fire alarm the Office Manager/Head teacher will telephone the Fire Brigade.
2. Evacuation of the premises via the nearest exit point.
3. Report to the Assembly Point.
4. Duties of employees with key responsibilities should be followed. The Head teacher will brief everyone with key responsibilities.

Alarm - Anyone discovering a fire should, without hesitation, activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher's responsibility to ensure children are aware to notify a member of staff on discovering a fire). If anyone does not know how to activate the alarm please notify the Caretaker/Headteacher.

The alarm is tested weekly by the Caretaker (Friday at 5.30pm) who will activate a different call point each week and log any faults. These faults need to be reported to the Contractor.

Calling the Fire Brigade - All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Office Manager (if the Office Manager is absent - Head teacher) to make the call before vacating the premises.

Evacuation of Premises - on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are not to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

Report to Assembly Point - At the assembly point classes will begin to line up in class order to enable a headcount of each class.

Call the register - Class teachers/members of staff in charge will immediately call the register and show that all are present by raising their register in the air.

Assembly Co-ordinators - one should be appointed for each set of buildings as follows:

Office - Assembly Point Co-ordinator is **Danielle Coxon**.

Children's Centre- Assembly Point Co-ordinator is **Julie Tinker (Kids Club and lunchtime)**.

Foundation - Assembly Point Co-ordinator is **Karen Williams**.

KS1 - Assembly Point Co-ordinator is **Leanne Ray**.

KS2 - Assembly Point Co-ordinator is **Iain Linsdell/ Kath Evers**.

Once the Assembly Point Co-ordinator has seen all registers in the air for their assembly point, they will report to the Head teacher/Office Manager/Caretaker who will be located near the fire alarm panel awaiting the Fire Brigade.

Re-entering the Building

Once the Head teacher/Office Manager/Caretaker has the all clear they will report this to the Assembly Point Co-ordinator, who in turn will inform their assembly points.

DUTIES AND RESPONSIBILITIES OF DELEGATED MEMBERS OF STAFF

Office Manager/Head teacher - On hearing the alarm will contact the Fire Brigade using the 999 telephone system. Head teacher's responsibility only if the Office Manager is not present in School.

School Office - On hearing the alarm should collect all class registers and distribute to class teachers.

School Office - Will be responsible for all visitors to ensure all visitors to the School at the time of the fire alarm sounding are accounted for. All visitors will be directed to the designated assembly point on hearing the fire alarm. This must be communicated to all visitors.

Assembly Point Co-ordinators - At the Assembly Point will liaise with the class teachers/members of staff in charge to confirm that a roll call has taken place and establish if any persons are missing. When everyone is accounted for, communicate this to the Head teacher/Office Manager/Caretaker at the fire alarm panel.

The **KS2 Assembly Point Co-ordinator Iain Linsdell/ Kath Evers** will record the time and the findings of the evacuation.

Head teacher/Office Manager/Caretaker - To meet with the Fire Brigade at the front of the building. The Assembly Point Co-ordinators will inform the Head teacher if anybody is absent.

Lunchtime Supervisor **Julie Tinker** - will be responsible to ensure all lunchtime organisers are accounted for.

Kitchen Manager **Carol Smith** - will be responsible to ensure all catering staff are accounted for.

Caretaker - it will be the Caretaker's responsibility to ensure all cleaning staff and contractors are accounted for.

Evacuation of Disabled Persons - Pupils, staff or visitors

Pupils - it will be the class teacher's responsibility to ensure the pupil is escorted to the assembly point.

Staff Member - it will be the responsibility of the line manager to ensure the member of staff is escorted to the assembly point.

Visitor - it will be the responsibility of the person they are visiting to ensure they are escorted to the assembly point.

Catering Staff/Caretaker/Cleaning Staff will:

- Immediately cease all activities.
- Switch off all appliances.
- Evacuate the premises.
- Proceed to the nominated assembly point.
- Call the roll of staff.
- Report to the Assembly Point Co-ordinator with any absences.

PROCEDURES FOR LIAISON WITH THE FIRE BRIGADE

The Head teacher/Caretaker will meet the Fire Brigade on their arrival, and give them details of any persons missing, the location of the fire and access points into the building. The Deputy Head would take this roll if the Head teacher is not present in School.

EVACUATION OF DISABLED PERSONS - PUPIL, STAFF OR VISITOR

Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact the Caretaker/Head teacher if they have concerns that the persons in question will have difficulty in evacuating the building. The Caretaker/Head teacher will make arrangements to develop a Personal Emergency Evacuation Plan (PEEPs) for the person in question.

APPENDIX A – ASSEMBLY POINTS

Assembly Point for Children’s Centre

Located outside the Children’s Centre.

Assembly Point Co-ordinator – **Julie Tinker (Before/ASC and lunchtime).**

Assembly Point for Foundation.

Located outside the Foundation.

Assembly Point Co-ordinator – **Karen Williams.**

Assembly Point for Lower School.

Located within the Infant playground.

Assembly Point Co-ordinator – **Leanne Ray.**

Year 1

Year 2

Year 3

Assembly Point for Upper school.

Located within the junior playground.

Assembly Point Co-ordinator – **Iain Linsdell/ Kath Evers.**

Year 4

Year 5

Year 6

Assembly Point for Others.

Located outside the main entrance/office area.

Visitors.

Catering Staff.

Contractors.

Caretaker/Cleaning Staff.

Office Staff.

Any problems with the evacuation procedures including raising the fire alarm should be notified to the Head teacher/Caretaker/office manager.

Fire Safety Policy - Poplar Street Primary School - December 2015.

Agreed By: _____

(Head teacher)

Agreed By: _____

(On Behalf of the Governing Body)

Date: _____