

# Ysgol-Y-Graig Community Primary School



## Policy

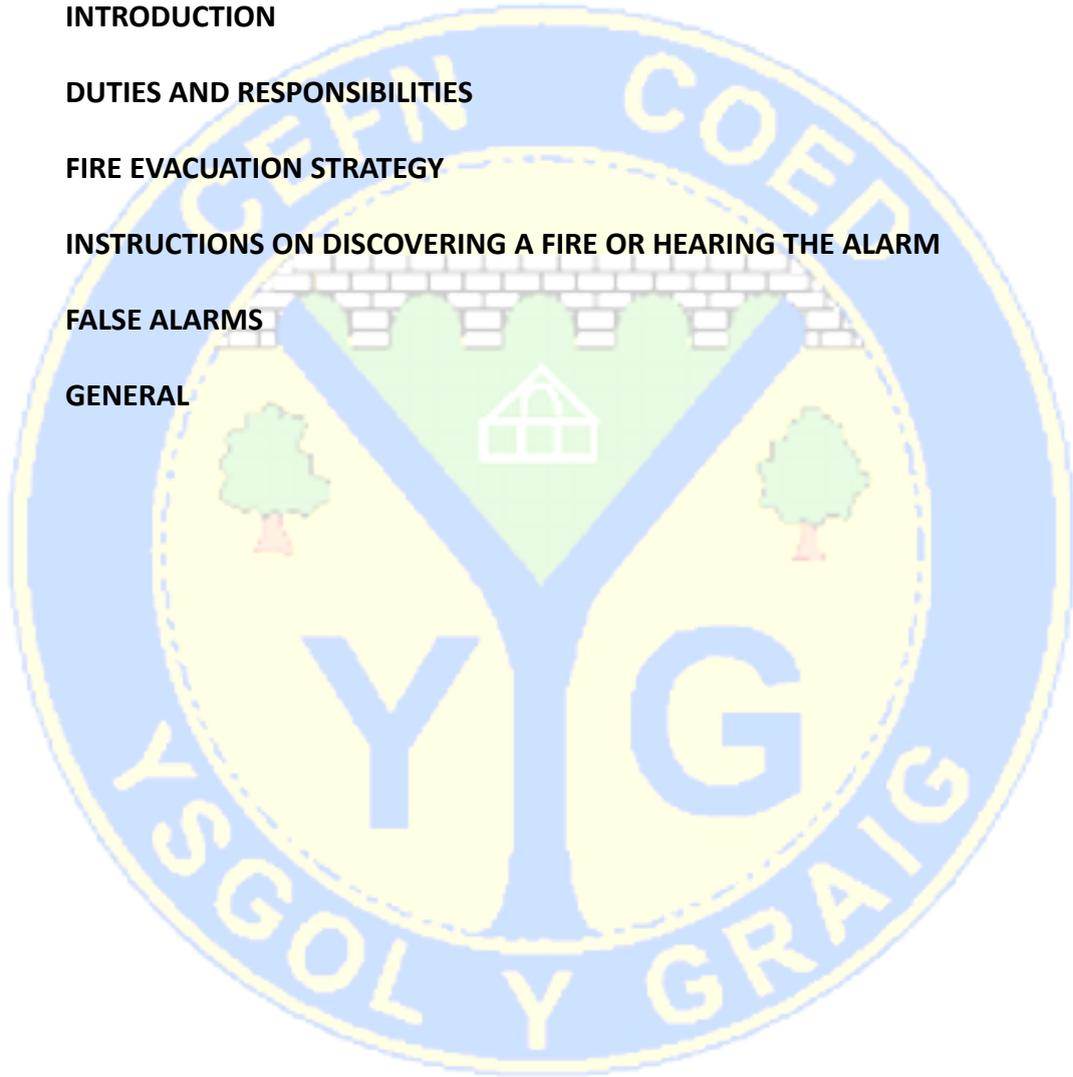
### Fire and Evacuation

Date	Review Date	Headteacher	Chair of Governors
24/01/2022	Jan 2023	D. J. Anstee	A James

Version 2022/1

## CONTENTS

1. INTRODUCTION
2. DUTIES AND RESPONSIBILITIES
3. FIRE EVACUATION STRATEGY
4. INSTRUCTIONS ON DISCOVERING A FIRE OR HEARING THE ALARM
5. FALSE ALARMS
6. GENERAL



## **1. INTRODUCTION**

Being a Local Authority School attended by many young children, it is essential that the levels of safety, and particularly that of Fire Safety, are maintained to a high standard at all times.

To ensure that this is the case, under current Fire Safety Legislation, a Fire Risk Assessment Inspection has been completed and its findings documented and, as such, it is the duty of the Responsible Person, to ensure that all recommendations made in this report are actioned in a positive manner, with a view to maintaining a safe environment for everyone using the premises.

However, because it is a fact that fires can and do break out on occasions, for whatever the reason, the Emergency Fire Policy and Emergency Plan, which should be communicated to **all** members of staff, has been developed.

This guidance is intended to act as essential basis for the Staff in the carrying out of their respective responsibilities in relation to the management of fire and in the event of an emergency evacuation of the premises becoming necessary.

## **2. DUTIES AND RESPONSIBILITIES**

The under-mentioned persons have been designated as those with responsibility for the fire safety arrangements at premises, including those duties involving the evacuation of the premises in an emergency:-

- Fire Controller (Responsible Person), Mr David Anstee, Head Teacher (i.e. the designated Responsible Person with overall responsibility for the management of the fire arrangements at the home)
- When the Fire Controller (Responsible Person) is not in attendance, the Deputy Head Teacher will be designated to take responsibility.
- In addition to the above-mentioned persons, it should be clearly understood that all members of staff have a responsibility for their actions in relation to fire matters, and anyone who has any queries in relation to their duties should seek clarification from the Responsible Person, without delay.

### **Daily Responsibilities**

The Responsible Person will, as part of his/her responsibilities, ensure that:-

- the Fire Risk Assessment is kept in a readily accessible location and is reviewed periodically
- all doors, giving access and or egress from the premises and doors leading thereto, remain readily available for use.

- fire exit doors, and routes leading thereto, are unobstructed, with security shutters, if provided, open.
- all fire resisting doors, if in use, are in good condition, kept shut, as appropriate, and close fully into their frames.
- the fire alarm system is functioning correctly and tested regularly by competent persons.
- all fire extinguishers are in situ. and in good working order.
- all combustible rubbish is regularly removed from site.
- both gas and electrical installations are regularly checked and maintained at regular intervals.
- the general and emergency lighting is functioning correctly.
- electrical and gas appliances are turned 'off', as appropriate, when not in use.
- Fire Action Notices, FIRE EXIT signs and all other fire signage are displayed in prominent areas throughout the school.
- the 'No Smoking' policy is strictly managed.
- the Fire Policy and Procedure Plan is kept up to date
- Regular fire checks of the building are carried out and the Fire Log Book is maintained as an up to date record.
- staff fire training, including induction, fire awareness, refresher and fire drill training is up to date.
- leaders of all visiting groups/clubs, where applicable, are made aware of the action to be taken in the event of fire.
- as applicable, Personal Emergency Evacuation Plans (PEEP's) for the impaired are up to date.
- strict access control is maintained at all times and a comprehensive lock up program is carried out at the end of the working day.

### **3. FIRE EVACUATION STRATEGY**

The fire evacuation strategy at the school is based primarily on a Senior Leadership Team led emergency plan based on the 'TOTAL EVACUATION' of the premises of all persons to the designated Fire Assembly Point located in:-

**'THE PLAYGROUND'**

### **4. INSTRUCTIONS ON DISCOVERING A FIRE OR HEARING THE ALARM**

See Appendices 1, 2 and 3 attached - Fire Notices and Staff Responsibilities

N.B. In connection with the above, the following should be noted:-

- (i) Whilst establishing the whereabouts of the fire at the Fire Panel, the alarms may be silenced only on the instructions of the Fire Controller
- (ii) When the school has been safely evacuated nominated staff may attempt to fight any small fire with the fire extinguishers provided, **but only if safe to do so.**
- (iii) Once the school has been fully evacuated, under no circumstances should any person re-enter the building until permission is given by the Responsible person following agreement with the Senior Fire Officer present.

### **5. FALSE ALARMS**

In the event of the Fire Service being called and the cause of the fire has been found to be a 'false alarm', the Fire Control should be contacted and advised accordingly. This will enable the Fire Controller to decide whether or not to turn back the fire appliances responding.

### **6. GENERAL**

It is essential that all Staff have a detailed understanding of the evacuation policy, fire extinguishers, lighting switches, exits from the building, and the whereabouts of any visitors to the premises.

In addition, key members of staff should know the location of water, gas and electric isolation controls.

To support this, a suitable Essential Building Information File containing details of information which might be required in the event of any emergency situation arising e.g. emergency telephone contact numbers, plan of building, service isolation valves/switches etc., is kept in a prominent accessible location in the building.

Ysgol Y Graig is a nurturing school. Our ethos is underpinned by the six principles of nurture which are:

- Children's learning is understood developmentally
- The classroom offers a safe base.
- The importance of nurture for the development of wellbeing.
- Language is a vital means of communication.
- All behaviour is communication.
- The importance of transition in children's lives.

Following any fire drills or alarms, support will be provided to any learners showing signs of anxiety and who need support with their wellbeing.



## **Specific Staff Responsibilities in the event of a Fire Evacuation**

All staff and pupils on site should be aware of fire drill procedures.  
On hearing the alarm /

### **Teachers:**

- Instruct children to leave quietly and calmly through the nearest clear exit.
- Take copies of registers
- Line up class at collection point
- Call register

### **Designated staff:**

#### **Cook:**

- Check kitchen is clear
- Switch off appliances where possible
- Vacate premises

#### **Secretary:**

- Check office and Reprographics, DHT office and universal toilet where applicable
- Take visitors' signing in book / iPad
- Vacate building
- Check presence of visitors at collection point

#### **Pre-School Staff:**

- Check classroom, toilets, office and designated play area
- Take register
- Vacate building

#### **LRB Staff:**

- Check classroom and designated play area
- Check Community Room, Toilet and Sensory room
- Vacate building

**Foundation Phase Additional Practitioners in the Nursery Unit and Reception class:**

- Check Nursery toilets
- Check all areas, including kitchen (Nursery)
- Vacate the building

**Foundation Phase Additional Practitioners in Year 1/2:**

- Check infant toilets, including universal toilet
- Vacate the building

**Additional Practitioners in Year 3/4:**

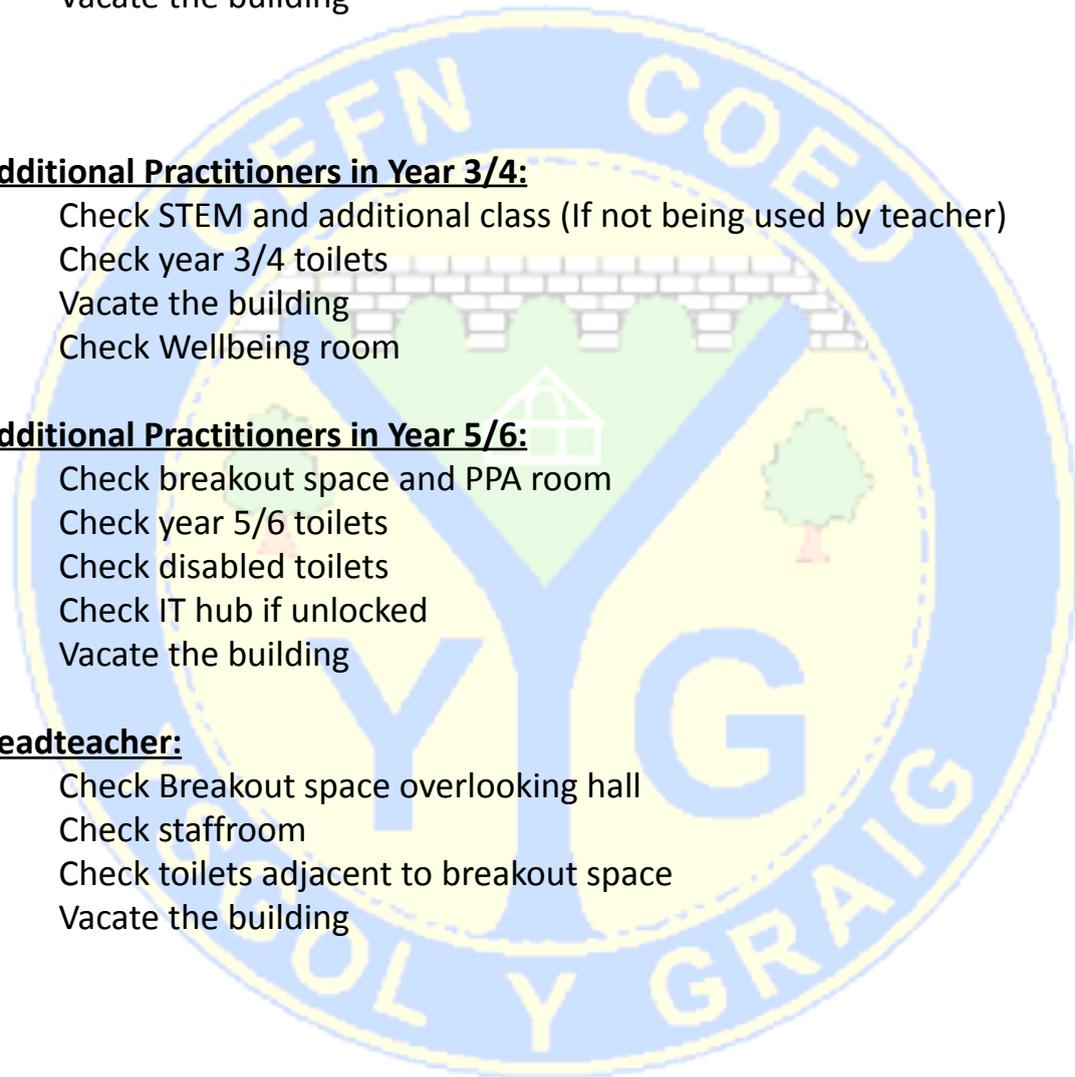
- Check STEM and additional class (If not being used by teacher)
- Check year 3/4 toilets
- Vacate the building
- Check Wellbeing room

**Additional Practitioners in Year 5/6:**

- Check breakout space and PPA room
- Check year 5/6 toilets
- Check disabled toilets
- Check IT hub if unlocked
- Vacate the building

**Headteacher:**

- Check Breakout space overlooking hall
- Check staffroom
- Check toilets adjacent to breakout space
- Vacate the building



## YSGOL Y GRAIG

### CLASSROOM FIRE NOTICE

#### ON DISCOVERING A FIRE OR HEARING THE FIRE ALARM:

If you discover a fire, operate the nearest fire alarm point.

- Commence evacuating all the children to the Designated Fire Assembly Point which is:-

#### **'THE PLAYGROUND'**

- Take the attendance Register
- As you leave close all doors and windows if safe to do so
- Line up class at collection point
- A roll call should be carried out at the earliest opportunity following evacuation.
- Notify the Responsible Person as to the last known whereabouts of any missing children/persons.
- Pending the arrival of the Fire Service and after all children have been accounted for, staff may carry out such firefighting as can be done without personal risk in line with the School's Policy.

**On no account must staff re-enter the building following a full evacuation, until the school has been declared safe by the Fire Officer in Charge.**

## YSGOL Y GRAIG

### FIRE NOTICE - (Senior Leadership Team Members)

#### ON DISCOVERING A FIRE OR HEARING THE FIRE ALARM:

- Operate the nearest fire alarm point / shout 'Fire! Fire!'
- Close all doors immediately surrounding the fire.
- Commence evacuating the Service Users by the nearest exit
- Ensure that the Fire Service is called immediately by dialling 999

#### ON HEARING THE FIRE ALARM:

- Establish the affected area as indicated on the fire alarm panel
- Ensure that the Fire Service is called immediately by dialling 999.
- Carry out an immediate investigation into the cause of the alarm
- If safe to do so, carry out a 'sweep' of common areas (toilets, assembly hall, canteen etc.
- Ensure that all persons are accounted for at the earliest opportunity following evacuation.
- Notify the Officer in charge of the first appliance to arrive the last known whereabouts of any missing persons.
- Pending arrival of the Fire Service and after all persons have been accounted for, staff may carry out such firefighting in accordance with School Policy.

**On no account must staff re-enter the building following full evacuation, until the building has been declared safe by the Fire Office in Charge.**