



The John Moore Primary School
&
Little Foxes Playgroup

Fire Safety

School Policy

Version:	2.1		
Review Cycle:	Annually		
Approval Level:	Governing Body, Individual Governor or Head Teacher		
Revision History:	Written June 2007 (1.0) Reviewed October 2009 (1.1) Reviewed January 2012 (1.2) Reviewed January 2013 (1.3) Reviewed January 2015 (1.4) Reviewed October 2016 (1.5) Reviewed October 2017 (1.6) Reviewed October 2018 (1.7) Reviewed October 2019 (1.8) Reviewed October 2020 (1.9) Reviewed December 2021 (2.0) Reviewed December 2022 (2.1)		
Approved By:	Individual Governor/Headteacher	Date:	December 2022

Table of Contents

1	Introduction	3
2	Purpose of the Fire Drills	3
3	Occupancy of the premises.....	3
4	Fire Drill Routine	3
4.1	Alarm Operation	4
4.2	Calling the Fire Brigade	4
4.3	Evacuation.....	4
4.4	Assembly	4
4.5	Roll Call.....	4
4.6	Meeting the Brigade	5
5	Instruction, Training & Recording.....	5
6	Supplementary Notes	6
7	Fire Fighting	6
8	Responsible Persons	6
	Appendix 1 – Instructions in the Event of a Fire.....	7
	Appendix 2 – Instructions for Calling the Fire Brigade	8
	Appendix 3 – Personal Emergency Evacuation Plan (PEEP)	9
	Appendix 4 – Fire Exits Map.....	13

1 Introduction

The purpose of this policy is to provide clear guidance and direction to all school/playgroup staff of the procedures which should take place in the event of a fire.

The fire safety routine is based upon a simple, efficient procedure, which is specifically designed for The John Moore Primary School and Little Foxes Playgroup.

The following points have been given prime consideration in constructing this policy:

- Purpose of the Fire Drill
- Occupancy of the Premises
- Fire Drill Routine
- Instruction, Training and Recording
- Frequency of the Fire Evacuation Drills
- Supplementary Notes

2 Purpose of the Fire Drills

Fire drills are intended to ensure, by means of Training and Rehearsal that in the event of fire:

The Staff and Children who may be in danger act in a calm and orderly manner.

Those Staff who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.

The escape routes are used in accordance with a Predetermined and Practised Plan.

Evacuation of the building is achieved in a Speedily and Orderly manner.

To promote an attitude of mind whereby Staff and Children will react rationally when confronted with a fire or other emergency at school or elsewhere.

3 Occupancy of the premises

Consideration has been given to the age of the pupils attending the school and as to whether there are any children with special needs (PEEPS will be used for all EHCP children and any other children whose needs require it).

4 Fire Drill Routine

A fire drill routine is based on a critical sequence of events, these being:

Alarm Operation

Calling the Fire Brigade

Evacuation

Assembly

Roll Call

Meeting the Fire Brigade

4.1 Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

4.2 Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, will be reported immediately to the Fire Brigade preferably via the school office, but if necessary, from any available phone.

4.3 Evacuation

On hearing the fire alarm, pupils will be instructed to leave the building in single file and in a calm, orderly manner.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Predetermined Assembly Point.

Specific arrangements must be made for pupils with physical or cognitive disabilities to ensure that they are assisted during evacuation (see PEEPS).

No running is to be permitted to avoid panic.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point via the closest exit.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance.

Or, in the case of a fire evacuation drill the senior person in charge.

4.4 Assembly

The far corner of the school field has been designated as the assembly point.

It has been clearly marked and is easily identified by any person who is expected to be in the school premises.

The assembly point has been selected to be far enough away from all structures to afford protection from the heat and smoke in a fire situation.

4.5 Roll Call

One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.

Immediately those classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises.

Any visitors or contractors that were on the school grounds at the time of the alarm must be included in the roll call.

The count at the assembly point must be checked with the attendance registers and visitors' book to verify that everyone is out of the building.

Attendance registers and visitors' book should be held at a central point and must be brought to the assembly point when the alarm sounds.

Each teacher must report to the nominated person in charge of the evacuation procedure as detailed that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

4.6 Meeting the Brigade

The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

So as to be readily identified by the Fire Officer, the person in charge of the roll call will wear a hi-vis fluorescent jacket, provided for the purpose.

Typical information the Fire Brigade will want to know:

Is everyone accounted for?

If anyone is missing: How many?

What is their usual location?

Where were they last seen?

Where is the fire? What is on fire? (It may not be apparent).

Are there any hazardous substances involved in the fire?

5 Instruction, Training & Recording

During the first week of term or as soon as practically possible thereafter, all new staff or support staff, should be walked around the fire escape routes of the school. They should also receive instruction on the school fire safety routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any fire.

A record of the fire drills held, shall be entered in the logbook and will include the following:

Date of the fire drill
Duration
Nature of fire drill

Fire drills shall be carried out at least once per term. The fire drill should assume that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

At The John Moore Primary School the persons listed below shall be made responsible for organising staff training and to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons.

Note:

Before a fire drill commences the call centre **MUST** be alerted that this is a **FIRE DRILL**.

6 Supplementary Notes

Each fire alarm point shall, be clearly indicated "FIRE ALARM" in accordance with the Health and Safety (Safety Signs and Signals) Regulations along with the operating instructions. (Appendix 1).

The notice show in Appendix 2 should be displayed adjacent to the office telephone giving clear instructions for calling the Fire Brigade.

7 Fire Fighting

Staff are advised only to fight the fire if it is blocking their safe exit of the building and without putting themselves or others in danger.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

8 Responsible Persons

Role	Person	Task
Roll Call Officer	Headteacher or Nominee	To ensure that registers are called, visitors' books checked. Report to Fire Brigade on arrival. Organise training for staff

Fire Marshal(s) Key Stage 1 Corridor	Tracy Moore (Teaching Partner) Deputy: Janet James	To check that rooms on the Key Stage 1 side of the building are empty before exiting the building.
Fire Marshal(s) Key Stage 2 Corridor	Deb Holtham (Teaching Partner) Deputy: Lisa Elwes	To check that rooms on the Key Stage 2 side of the building are empty before exiting the building.
Fire Marshal(s) Little Foxes Playgroup	Bron Williams/Kinga Deputy: Emma Brunsdon	To check that the Little Foxes Playgroup is empty before exiting the building.

Appendix 1 – Instructions in the Event of a Fire

Instructions in the Event of a Fire

In the event of fire, the fire alarm must be manually sounded if it has not automatically triggered.

The following precautions must be taken:

All children and adults are to evacuate the building by the nearest available exit.

All fire doors must be closed. (This should happen automatically for the majority of doors.)

Teachers should close all doors and windows if safe to do so.

Children will line up in their classes facing their teacher at the far end of the Field

Teachers must carry out a head count whilst waiting for the registers.

The Administration Staff will bring the registers, the Staff List and the Visitors' Book to the playground.

Teachers must check that all children are present using their class registers.

If the fire alarm sounds at lunchtime the Lunchtime Supervisor(s) will escort the children to the "assembly point".

The Headteacher or Nominee shall contact the Fire Brigade. ('9' for an outside line)

The Fire Marshalls will check the building for children or adults without putting themselves in danger.

Appendix 2 – Instructions for Calling the Fire Brigade

Instructions for Calling the Fire Brigade

On hearing the fire alarm call the fire brigade

Dial “9” for an outside line, then Dial “999”

Give the operator your telephone number and ask for the “fire brigade”

When the fire brigade responds, answer all questions calmly and clearly.

School Information:

The John Moore Primary School
Columbine Road
Walton Cardiff
Tewkesbury
GL20 7SP

Tel. 01684 291 661

Do not assume that the call has been received and understood until it has been acknowledged by the fire brigade

Note:

If informed of any outbreak of fire by word of mouth, first operate the fire alarm and then call the fire brigade as above.

Appendix 3 – Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. Once developed, the PEEP will describe the pupil's intended means of escape in the event of emergency, including drills. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the pupil's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

A completed form should be held:

- In the Pupil's personal records
- By the Fire coordinator (for each building identified)
- By the Class teacher

Note:

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified. The PEEP should be coordinated by the SENCO/Inclusion Manager or designated member of the SLT.

Pupil's Name:			
Class Room Name:			
Location of classroom in building:			
Teacher's Name:		Tel: Ext No:	
Date Completed:		Reviewed:	
Reviewed:		Reviewed:	

Name of Person who Completed this Form:	
Date Completed:	

Date of Next Review:	
-----------------------------	--

Points to consider: In preparation for completing details in this form, consider the following, (discuss with the pupil if appropriate):

Question	Answer	Comments
Does the pupil change classrooms during the course of the day, which takes them to more than one location within the building and other buildings?		

Question	Answer	Comments
Do they have difficulties reading and identifying signs that mark the emergency exits and evacuation routes to emergency exits?		
Does the pupil have any difficulties hearing the fire alarm?		
Are they likely to experience problems independently travelling to the nearest emergency exit?		
Are they dependent on a wheelchair for mobility?		
If the pupil uses a wheelchair would they have problems transferring from the wheelchair without assistance?		

Fire Alarm

Is the pupil is able / unable to raise the alarm (delete as appropriate).

If the pupil is unable to raise the alarm independently, please detail alternative procedures agreed. If able give brief description of how.

The pupil has been informed of an emergency evacuation by:

existing alarm system:	<input type="checkbox"/>	vibrating pager device:	<input type="checkbox"/>
visual alarm system:	<input type="checkbox"/>	other: (please specify)	<input type="checkbox"/>

Give Details:

Exit Route Procedure (progress starting from when the alarm is raised and finishing on final exit).

Designated Assistance (details of all persons designated to assist in the evacuation plan and the nature of assistance to be provided by each).

Method of Assistance (e.g. transfer procedures, methods of guidance)

--

Equipment Provided (details of all equipment needed to execute the plan and its location).

--

Training on use of equipment:

Date	Comments

Safe route(s) (description of all the safe routes that can be used).

--

	Yes	No
Have the route(s) been travelled by pupil and responsible person?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of the exit route on plan been attached?	<input type="checkbox"/>	<input type="checkbox"/>
Has the equipment detailed above been tried and tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all issues been completed to full satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>
Has a copy of this form been sent to the person responsible for the fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire coordinator informed all relevant staff of these arrangements? I.e. Class teacher, support assistant.	<input type="checkbox"/>	<input type="checkbox"/>

Record the length of time of practice evacuation. _____ Mins

If **No** to any of the above, please explain:

--

I (pupil/parent) am/are aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above, (a parent is to sign this off on behalf of a minor):

Pupil Signature:		Date:	
Pupil Name:			
Parent Signature:		Date:	
Parent Name:			
Headteacher Signature:		Date:	
Headteacher Name:			
SENCO Signature:		Date:	
SENCO Name:			

List of people who have received a copy of this completed document:

Name	Comment

Appendix 4 – Fire Exits Map

