



# Bryony School - Fire and Evacuation Policy and Procedure

## **Introduction:**

Fire Prevention is vital. In meeting our legal obligations under the Regulatory Reform (Fire Safety) Order 2005, our strategy is twofold:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire.
2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

## **Responsibilities**

Mr Edmunds, the Proprietor is the person responsible for the fire safety of all employees, pupils, visitors, volunteers and contractors and Infant and Junior premises. Mr Edmunds has delegated day to day fire safety responsibility to Business Manager, Mrs Notley and Head of KS2, Mrs Atkins in the Junior site.

## **Fire Prevention:**

It is the responsibility of all staff to be familiar with this fire policy and evacuation procedure. Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

All employees are responsible in supporting the Proprietor and Headteacher in the day to day observation of fire safety and taking action as appropriate:-

- Buildings to be kept clear of rubbish especially around escape routes and fire exits
- Tops and fronts of radiators must be kept clear
- Displays must be securely fixed to the wall.
- Combustible materials (paper, fabrics, card) should not be stored near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV, DVD players, CD players, fans, laminators etc.) must be switched off and where possible unplugged.
- No electrical appliances can be brought in without being PAT tested. This is organised by the School Principal.

### **PAT Testing**

All electrical items, plugs and cables are checked every other year –this is organised by the School Business Manager. Staff should not bring any electrical items into school without the knowledge of the Business Manager or Head of KS2 who may agree for the item to be used once it has been PAT tested.

### **Fire Evacuation Procedure**

All staff should be aware of the Fire Evacuation Instructions which are displayed in all areas of the school and the detailed procedure annexed to this policy (Annex A). The Fire Warden's will call the Fire Brigade. Details for contacting the Emergency Services are located in the school office or Junior Staff Room (Annex B).

### **Pupil Fire Register**

The class teachers are responsible for ensuring that the registers are completed accurately in the morning and afternoon and returned promptly to the register cupboard (Infants) rack (Juniors). Any pupils arriving late are required to sign the late register. Staff taking children to the After School Club are required to ensure that each child is signed into the After School register.

### **Staff Fire Register**

All staff are to record themselves in and out using the staff boards. If a member of staff leaves the school throughout the day, they must also indicate this on the staff board. This information will be used in the event of the building being evacuated.

### **Visitor Register**

All visitors are to sign in at the School Office (Infant site) and next to the registers (Junior site) and to sign out when leaving. It is the responsibility of the member of staff accompanying the visitor to ensure that this procedure is followed and the visitor is aware of the fire procedure and where we are expecting a Fire drill that day.

### **Personal Emergency Evacuation Plan (PEEP)**

Staff who have temporary or permanent mobility issues or who whose hearing or vision impairment may jeopardise the evacuation procedures should complete a PEEP and discuss the completed plan with the School Business Manager.

Class teachers should identify pupils who have mobility issues or whose hearing or vision impairments could jeopardise the evacuation procedure and request a PEEP is actioned. A PEEP template is at Annex C.

### **Fire Equipment**

The school shall have suitable and sufficient fire-fighting equipment maintained by service contractors and checked annually or according to the fire officer's recommendations and the date of those checks will be recorded.

### **Fire Alarm Testing**

Both sites are fitted with a suitable fire alarm. The caretaker will test the alarms weekly from a different call point. The alarm will sound for a very short period of time.

### **Fire Drills**

Fire drills will be carried out every half term as part of staff and pupil training. Each drill will be recorded in a log and be reviewed and evaluated.

### **Risk Assessments**

Fire Safety is part of the health and safety risk assessment carried out on an annual basis. Daily, weekly and monthly checks are carried out by the Caretaker or a person delegated that responsibility by the School Principal (currently the School Business Manager).

### **Staff Training**

Every member of staff will receive instructions in fire precaution during induction.

### **Pupil training**

Children are briefed by their teachers on Fire Safety at the start of term, on arrival to Bryony School and following a Fire Drill.

### **Smoking/ Vaping**

Smoking and vaping is prohibited on the school premises including the school grounds.

### **Fire Wardens:**

Infants: Mrs Notley

Juniors: Mrs Atkins

<b>Policy adopted by the Headteacher and Proprietor</b>	<b>September 2023</b>
<b>Review Date</b>	<b>September 2024</b>



# **Bryony School - Fire and Evacuation Procedure**

## **Discovering a Fire**

**KEEP CALM. ACT QUICKLY.** Immediately operate the nearest fire alarm call-point. If possible and without taking personal risks, attack the fire with the nearest fire extinguisher.

Inform the Fire Warden as soon as possible on the location of the fire.

## **On hearing the Fire Alarm**

**The Fire Alarm is a continuous ringing sound.**

**KEEP CALM**

**USE THE NEAREST AVAILABLE EXIT.**

**DO NOT RUN.**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**

**CLOSE ALL DOORS**

**GO TO THE DESIGNATED FIRE ASSEMBLY POINT (LOCATED IN BOTH PLAYGROUNDS).**

## **Evacuation of the Building**

All exit doors may be used as escape routes.

Everyone must leave the building by the nearest exit to the Assembly point in the playground (alternative Assembly point is the school forecourt in the unlikely event that the fire is in the playground).

Children to walk and line up in silence in class/form groups. Teachers must follow their class as quickly as possible from the building and do an immediate count of children and roll call. Ensure all children and visitors in your care are accounted for. Report to Fire Wardens.

Visitors and volunteers must be escorted out with the member of staff responsible for them. Contractors must be given information about fire procedures and leave the building by the nearest exit.

People with disabilities or for example, temporary mobility problems may have specific arrangements in place in their Personal Emergency Evacuation Plan (PEEP).

## **Responsibilities**

## **Teaching staff**

- Ask children to stand in silence, put chairs/stools under their desk and line up at fire exit.
- Stands at the door. Directs children to the route to the playground. Follows the children out once he/she has checked that the classroom is empty and the windows shut.
- Closes the door behind them.
- Ensure children walk and line up in silence in class/form groups.
- Do an immediate count of children and roll call.
- Ensure all children and visitors in your care are accounted for.
- Report to Fire Wardens.

The class registers, visitor book, late book, child collection books, staff signing in board and Fire Drill Record clipboard must be taken by the designated staff members (or their delegate in their absence):

### **Infant site:**

- Mrs Twigg (Mrs Prenter in her absence) in the Infants to take visitor book, late book, child collection book, emergency contact numbers and school phone.
- Miss Hills / Mrs Robinson (or Mrs Curtis in their absence) to take class registers.
- Mrs Margett (or Kitchen staff in her absence) to take staff in/out record and check staff toilet downstairs and pupil toilets.
- Mrs Notley (or Mrs Gee in her absence) to take Fire Drill record and school phone.

### **Junior site:**

- Miss Jug to take the registers, visitor book, child collection book, late book and staff in/out record.
- Mrs Atkins to take Fire Drill record and school phone.

## **Fire Wardens**

**Infants:** Mrs Notley

**Juniors:** Mrs Atkins

Their responsibilities are to ensure:

- The school is cleared of people
- Registers (and other important records as above) have been collected
- The Fire Brigade is called and they liaise with them on arrival
- A roll call is made to ensure everyone is out.
- Daily/weekly/annual maintenance records are being carried out

## **Exit routes:**

## Infants

<b>Location</b>	<b>Main Exit Route</b> <i>(alternatives may be used as necessary)</i>
School Office Front hallway	Front door
Year 2	Through Year 2 door into playground
Pre-School, Mrs Oliver	Through door into playground
Reception, Miss Hills	Through door into corridor by registers then into the playground
Upstairs office, upstairs toilets, photocopier room, staff room, computer room, Year 1	First floor fire escape external stairs – Year 1

## Juniors

<b>Location</b>	<b>Main Exit Route</b> <i>(alternatives may be used as necessary)</i>
Staff room, hallway, school hall, library/first aid room, staff toilets	Main front door
Kitchen	Door into courtyard
Cloakroom	Through external door up into playground
Mrs Foot's room	Door into courtyard
Miss Jug's room	Door into courtyard
Mr Johnson's room	Door into playground

## Calling Emergency Services

In the event of a Fire, the Fire Wardens will call the Fire Services or other Emergency service as appropriate on 999. Details for contacting the Emergency Services are located in the school office, Junior Staff Room.

Fire Wardens will liaise with Fire Brigade on arrival e.g. location of flammable materials.

## Re-entering the building

Nobody to re-enter the building until a Fire Warden (or Fire Brigade in the event that they are called) confirms when the school is safe to return to.