POPLAR FARM PRIMARY SCHOOL

FIRE PROCEDURES AND DRILL

At Poplar Farm Primary School we take fire safety very seriously. We know that by reducing risk and regularly reviewing our emergency procedures we are more likely to prevent fire and ensure all the pupils, staff and visitors remain safe even if a fire does occur on our premises.

Employees' Duties

The Headteacher is responsible for ensuring that the fire precautions are adequate and that Poplar Farm Primary School has done everything it can reasonably be expected to do to ensure the safety of all relevant persons on site.

The Headteacher or Site Manager will carry out a fire risk assessment review annually. This statement of policy and procedures will also be reviewed annually and any necessary remedial action will then be taken.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution or procedure that we may introduce as a measure to protect the safety and well-being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors on stairs or any other inappropriate location.

Site Manager & School Manager are to ensure that all fire precautions are correctly maintained and that all emergency routes are available, e.g. unlocking final exit doors, before the premises are occupied each morning.

Teachers are to ensure that all registers are kept up to date and the location of all pupils is known.

Communications

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor's identification card and supervised, when necessary, by a member of staff at all times.

All visitors will be expected to comply with the emergency procedures and any fire drills. This shall be a condition of their entry into the premises.

We have introduced the following measures in order to maintain high standards of fire safety. The Headteacher will ensure that the following measures are in place and effective:

- A FRA will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.

- The fire evacuation procedure will be tested once a term with a fire drill. Any person believing that (should the fire drill have been a real fire) they or any other person would have been placed in danger, then they must report this to the person in charge. The results being recorded in the fire log book and any findings presented to the Governors' Premises and Safety Committee. Any deficiencies to the fire precautions identified during a fire drill will be

suitable addressed in the FRA.

- All staff will receive training and instruction on the fire and emergency procedures.

- Any employee with additional fire safety duties, i.e. fire marshals and fire wardens, will be given training on appointment to their specific duties and refresher training on an annual basis.

- Any other person identified to be at risk will receive training on the fire evacuation procedures.

- All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate. All exits will be fitted with appropriate hardware to allow escape without the use of a key.

- Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.

- The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular basis as defined in the fire log book. Alarms will be tested on a set day and time each week.

- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.

- This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

Emergency Procedures

1.1 The fire alarm will be tested each Monday at 10:15am. Should any testing need to be conducted at other times then staff will be informed. Should the alarm continue for more than 5 seconds at this time then it will be an emergency. At all other times the alarm should be assumed to be an emergency.

1.2 On hearing the alarm all children should be led from the building by the teacher via the nearest fire exit in an orderly manner and should assemble at the Fire Assembly Point. In the event that an exit is blocked each teacher should be aware of the 2nd and 3rd options.

1.3 All class teachers must consider alternative evacuations routes for children with physical disabilities.

1.4 Toilets in KS1 and KS2 will be checked by the teacher in the nearest classroom. Reception Teachers to check their respective toilets.

1.5 Registers will be delivered to the assembly point by the secretary. Registers will be called, when all the children are accounted for, the teacher will indicate by holding the register up.

2 PLAYTIME DRILL

2.1 Duty teacher to blow whistle immediately on hearing the alarm. Stand still then line up in classes.

2.2 Teachers will collect their classes and lead them to the assembly point

2.3 Registers will be delivered to the assembly point by the secretary. Registers will be called, when all the children are accounted for, the teacher will indicate by holding the register up.

2.4 Toilets to be checked as above.

2.5 Children should not be left in classrooms/school unsupervised during breaks or at any other time.

3. LUNCH TIME DRILL

3.1 Headteacher or Acting Headteacher to supervise evacuation.

3.2 MMSs to lead children out from hall, class or playground to fire assembly point.

3.3 Teachers to leave via staff emergency door, join classes at the assembly point and to call registers immediately. Classes without a teacher will have register called by midday assistants. All present and correct indicated as above.

3.5 Toilets to be checked as above.

4. EVACUATION DURING LARGER SCALE ACTIVITIES

4.1 There are numerous occasions during school time that children may be in larger groups away from their classroom setting. These include: assemblies, singing practice, P.E and whole school shows. This list is not exhaustive but the following points provide the principles that will ensure that all members of the school community can rendezvous safely at the evacuation point.

4.2 All staff should be aware of the location of their pupils at all times. This will ensure that they are able to meet with their classes at designated points should the fire alarm sound.

4.3 Should staff be separate from their class (an example may be during assembly time or singing practice) then the member of staff should leave the building by the nearest safe exit. The member of staff should then meet their class at the fire door designated for their evacuation. Staff will be informed of these designations at staff meetings and the annual induction.

4.4 Should staff be separated from their class for other reasons (P.E etc) but know that they have adequate supervision for the evacuation then they should meet with their class at the designated evacuation point.

5. FURTHER RESPONSIBILITIES

5.1 The Headteacher or Senior Member of Staff on site will be responsible for ensuring that the fire brigade are called. If it proves necessary to phone the fire brigade and the school phone is out of action then a mobile phone will be used.

5.2 Faulty fire extinguishers should be reported to the Headteacher immediately the observation is made. Fire extinguishers are to be found at the locations indicated on the attached plan and are serviced annually by Chubb.

5.3 The Headteacher is responsible for ensuring that termly fire evacuations are carried out, that fire alarms are tested on a weekly basis and that the emergency lighting system is tested on a regular basis. This duty will be delegated to the site supervisor but monitored by the Headteacher. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.

5.4 Should a member of staff with a specific fire responsibility be absent from school then the Headteacher must ensure this responsibility is handed over to a named member of staff.

5.5 It is the responsibility of the Headteacher to ensure all visitors and outside contractors are made aware of the contents of this policy and the school's current fire risk assessment.

5.6 This policy is updated in accordance with the 4 yearly policy review cycle.