

LAVANT C.E. PRIMARY SCHOOL



FIRE SAFETY POLICY

including

EMERGENCY EVACUATION PLAN & Generic Emergency Evacuation Plan (GEEP)

Reviewed: Autumn 2023
To be reviewed: Autumn 2024

Lavant C.E. Primary School Fire Safety Policy

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees and visitors against exposure to the hazards associated with fire.

For these, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- Inspection of the structure of the premises for fire safety annually
- Fire detection equipment to be installed and inspected regularly
- Fire alarms will be tested weekly
- Fire suppression apparatus will be inspected regularly
- Emergency lighting will be provided as appropriate
- Fire extinguishers will be placed at clearly labelled fire points
- Emergency exit routes and signs to be kept clear at all times
- We will train staff in procedures for fire drills and evacuation
- Whole school fire drills will be held each term
- Records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire control log book located in the office
- Supervision and monitoring of visitors, including contractors will be carried out by **Mr Adrian King**, **Ms Sian Kemp** (Bursar), **Miss Annette Stenning** (Secretary) and **Mr Spencer Batty** (Premises Officer)
- Precautions in respect of people with a disability will be implemented

Responsibility for the implementation of this policy and any remedial actions following a fire risk assessment are delegated by the Governing Body to the Headteacher, **Mr Adrian King**.

The Governor responsible for monitoring Fire Safety in the school is **Miss Sally Steel**.

These arrangements will be reviewed at least annually and on any significant change in the school operations or the premises. Improvements and alterations may be carried out, following advice from the Fire Prevention Officer, our insurers, or our safety advisor.

Staff and visitors will be informed that they have a legal duty to maintain fire safety measures and comply with this policy.

FIRE EMERGENCY EVACUATION PLAN

FOR

Lavant C.E. Primary School

EFFECTIVE FROM: September 2023

SIGNED BY:



Mr Adrian King (Head Teacher) Miss Sally Steel (Governor)

NEXT REVIEW DATE: September 2024

The purpose of this Fire Emergency Plan is to comply with the 'Regulatory Reform (Fire Safety) Order 2005' (RRO), and to ensure the safety from fire of all persons within the establishment by effective planning, organisation, control, monitoring and review of the preventive and protective measures in place for fire safety.

This plan will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of fire safety arrangements.

REGISTERED DESIGNATED PERSON RESPONSIBLE FOR FIRE SAFETY: Mr Adrian King

THE GOVERNOR RESPONSIBLE FOR ASSISTING THE DESIGNATED PERSON WITH FIRE SAFETY: Miss Sally Steel

Fire Risk Assessment

The latest Fire Risk Assessment was completed on 22nd April 2013 and is sited in the School Office.

Staff

It is the responsibility of individual staff to read and be fully aware of all the fire procedures for Lavant C.E. Primary School and the pupils individual Risk Assessments or Personal Emergency Evacuation Plans.

Visitors

Any visitors to Lavant C.E. Primary School, including contractors, will be made aware of evacuation procedures and shown the nearest fire exit.

REMEMEBER

For the safety of all staff, visitors and pupils, emergency exits **MUST** be kept clear at all times. If you see any obstructions or blockages, remove them **IMMEDIATELY** and report these to the 'Responsible Fire Safety Officer'.

THE ACTION TO TAKE ON DISCOVERING A FIRE

If you discover a fire:

- Operate the nearest Fire Alarm call point
- Proceed immediately to the Assembly Point via your nearest emergency exit, where a roll call will be taken

FIRE FIGHTING EQUIPMENT

Fire Extinguishers and fire blankets are provided throughout the building and marked with the appropriate signage. Extinguishers and blankets should only be used by trained staff if the fire is minor and can be tackled without putting themselves at risk.

Your safety **must** come before any attempt to tackle a fire

THE ACTION TO TAKE ON HEARING THE FIRE ALARM

Action to be taken on hearing the fire alarm:

- All pupils must evacuate the premises immediately by the nearest fire exit and make their way to the designated assembly area
- All staff without a specific fire emergency role must evacuate the premises immediately by the nearest fire exit and make their way to the designated assembly area
- All visitors / contractors are also to leave immediately by the nearest fire exit and make their way to the designated assembly area

The person in charge will nominate a Teaching Assistant (TA) to open the field gates and support the office staff. Once the gates are opened, any people evacuating to the front of the building will proceed to the assembly point

HOW THE EVACUATION OF THE PREMISES WILL BE CARRIED OUT

When evacuating the establishment:

- Everyone should leave the building in a calm and orderly fashion using the nearest designated fire exits
- All external doors should be closed on exiting the building. Staff should also close windows, and doors to communal areas where safe to do so
- Pupils engaging in an activity such as P.E. should evacuate without attempting to collect personal belongings such as shoes
- No one should return to the building after evacuation for any reason until the Fire and Rescue Service has given the All Clear and the HT has told you to do so

- If the school site needs to be evacuated, all the children and adults will be led off the school field via the field gate and will be taken to St Nicholas Church

SPECIFIC FIRE EMERGENCY ROLES

Headteacher (HT) or Deputy Headteacher (DHT) in his absence

- The HT will commence a search of the premises, checking communal spaces and key stage 2 toilets before exiting the premises by the designated exit or nearest available exit if the designated exit is not available

Key stage 1 Teachers (KS1)

- KS1 teachers (or staff in charge) will check their classroom toilets

Staff nominated for Personal Emergency Evacuation Plans

- Nominated staff should be familiar with PEEP plans and follow the procedures

Office Staff

- Gather all emergency documentation to be removed from the building (Emergency contacts, class registers, visitors book, keys to St Nicholas Church and cordless phone)
- Check the fire alarm panel (in the front lobby) and determine in which area of the premises the fire alarm has been triggered
- Proceed to the field gates to pass over the registers to nominated TA who has unlocked the gates.
- Phone dial 9 and 999 (Following the guidelines 'Contacting Emergency Services' stored in front of Emergency contacts folder)

- Give the operator the telephone number and ask for FIRE

When the Fire Brigade replies they will ask for:

- the name or number of the house, property or building
- the street or road name
- the town, village or city
- the nature of the incident, such as fire or road traffic collision
- Do not replace the receiver until the address has been repeated by the Fire Brigade
- The person making the phone call is to receive reports from the Head teacher on the status of the evacuation and gather information to pass to the Fire and Rescue Services when they arrive.
- The member of the office staff who has made the call will wait at the front of the school to welcome the emergency services.

THE ASSEMBLY POINT AND ROLL CALL

- Everyone evacuating the building must immediately make their way to the assembly point which is on the **PLAYGROUND**. Each class will line up in year groups, facing the play equipment, with a safe space in-between each class. Additional staff and visitors will congregate behind the children
- The class teacher (Or another nominated adult) will count every child to ensure all are evacuated safely. Each teacher will then confirm to the Headteacher that all children and adults in their class are present
- Once registers are brought to the teachers, they will double check that every child is present by calling their name in the register
- Once all children and adults are accounted for, the Headteacher (or person in charge) will delegate responsibility of the children to an appropriate member of staff, normally the DHT, and proceed to the front gates to liaise with the office staff and fire service

INDIVIDUAL NEEDS/RISKS RELATING TO INDIVIDUAL PUPILS

- To assist anybody with a hearing impairment the school fire alarm system is fitted with flashing lights as well as a warning alarm
- Any child with an identified disability will be personally escorted out of the building with their nominated adult
- Detailed information on disabled or sensory impaired pupils / adults are recorded within their individual Personal Emergency Evacuation Plans – PEEP. (Appendix A)

EXTRA CURRICULAR ACTIVITIES

The adult responsible for clubs, before or after school, must have a register of children present. On hearing the alarm the adult responsible will take the children to the assembly point and check all present.

MEETING THE FIRE AND RESCUE SERVICE

- The member of staff who has made the call will wait at the front of the school to welcome the emergency services

RETURNING TO PREMISIES

NOBODY should return to the premises until the Fire and Rescue services have confirmed it is safe to do so.

- The HT must re-set the fire alarm panel before confirming that staff and pupils may return to the premises
- The HT must record the incident in the fire safety log book located in the school office and ensure any necessary firefighting equipment is replaced as soon as possible

- The HT must inform the Chair of Governors of any incidents.

EXCEPTIONS

If the Fire alarm has been activated by mistake, all pupils and adults must still follow the school's evacuation procedures. The HT (or person in charge) may then silence the alarm and the Fire and Rescue Service will not be contacted. All incidents must be recorded in the fire safety log book.

REPORTING CONCERNS

Any persons with concerns regarding the fire safety procedures or equipment should contact the 'Responsible Fire Safety Officer' as soon as practically possible.



Lavant C.E. Primary School GEEP

Generic Emergency Evacuation Plan



Purpose

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices. If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact the Headteacher.

School Building

Our building is all on ground floor. Classrooms have external fire exits and additional exits are located off the hall, staffroom, kitchen, KS2 corridor and Headteacher's office. Ramped access is available outside the fire exits in year 1 and KS2 corridor where the internal floor level is higher than the exterior floor level. Accessible fire exits are available at ground level in all classrooms, the staffroom and school kitchen. The fire exit in the hall and Headteacher's office has a step to ground level.

Action required on hearing the fire alarm (Flashing alarms are located in classrooms, toilets and communal areas)

If able, you should leave the building immediately by the nearest fire exit (see attached floor plan) and report to the relevant assembly point. If you are unable to evacuate the building unaided, please ask for assistance and prior to arrival inform main reception so arrangements can be made.

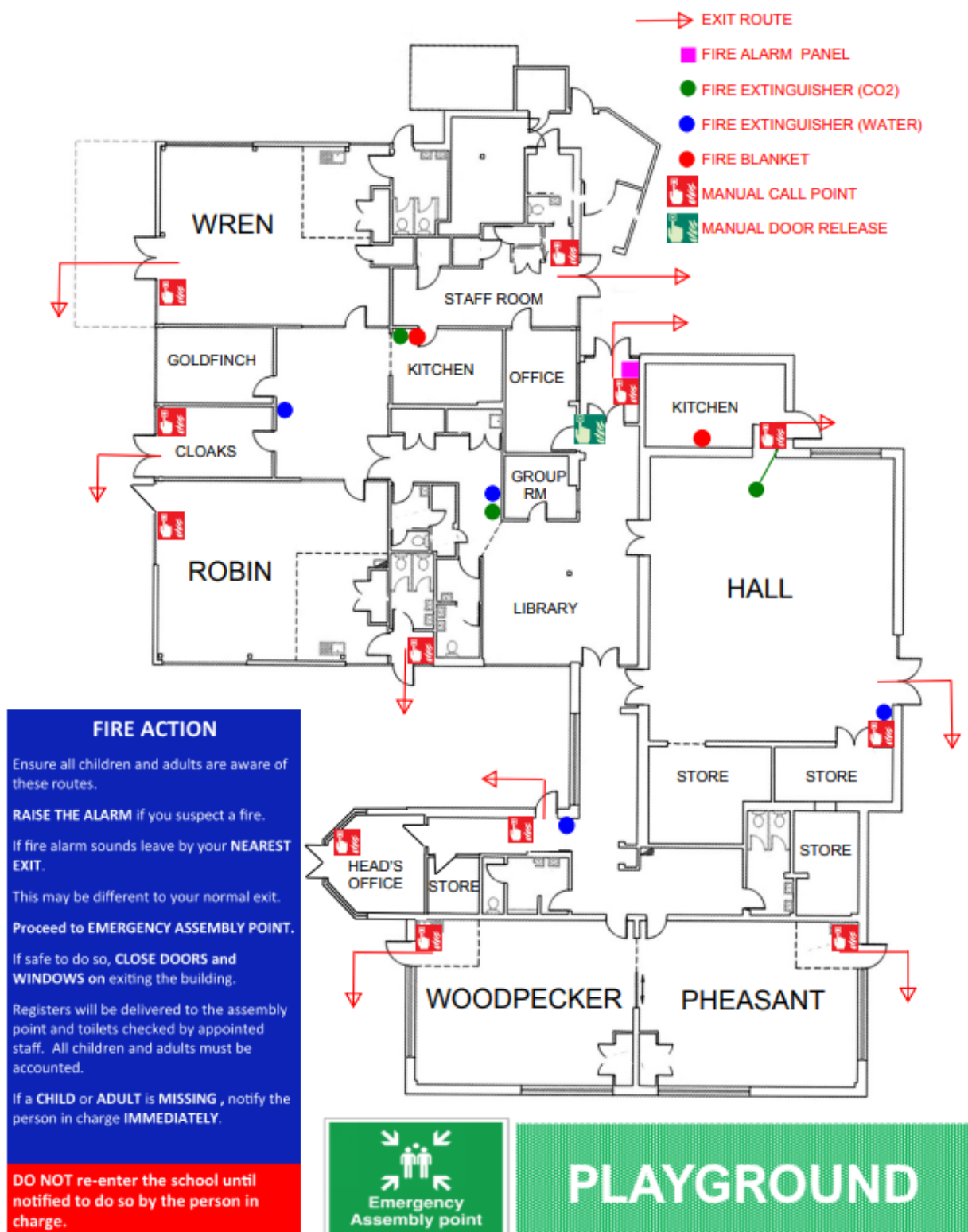
Assembly Points

The main assembly point is on the far side of the school playground. Staff working in the office, boiler room or Chartwells kitchen, assemble at the front of the school by the green field gates. Please make your way to the relevant fire assembly point and report to the Appointed Fire Safety Person who register you have exited the building.

Other recommendations

It is recommended that all visitors to Lavant Primary School familiarise themselves with the fire alarm signals and floor layout. Floor plans with locations have been provided with this document and are displayed around the school.

FIRE EXIT PROCEDURES





LAVANT C.E. PRIMARY SCHOOL

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name

To be completed by a competent person in conjunction with the disabled person after the PEEP Assessment has been completed.

Activity / work

Building / venue

Floor

Room

1. Awareness of Evacuation Alarm

The disabled person is alerted to an emergency evacuation by

Audio alarm system Pager device Visual alarm system Other (please specify)

2. Designated Assistance

The following person(s) have been designated to provide assistance to evacuate the building in an emergency

Name

Contact details

(Add others if necessary)

3. Method of Assistance (eg. None, fellow student, colleague etc.)

4. Equipment provided (eg. Mobile phone, whistle, 'evacu chair' etc.)

5. Evacuation procedure (Step by step account beginning from the first alarm as discussed with the disabled person)

6. Safe routes (from the place of activity to the assembly point) diagram if possible. Include Refuge areas eg. Fire resistance stairwells))

7. Arrangements to test and practice the PEEP (could be a walkthrough or a scheduled practice)

Date of practice

Any Problems?

Signed..... (Disabled Person)

..... (Assessor)

Date.....

To be reviewed on..... (If applicable)

Copy to Disabled Person / tutor / line manager / other