



# Fire Safety Policy

## St George's Beneficial CE Primary School

Date	November 2022
Review Date	November 2025
Monitored by	Headteacher (Fire Officer) Governors

This policy supports the work of the school in promoting its mission statement, aims and values. At St Georges' we instil hope for a better future. We will be motivated to learn, and capable of working independently and with others. We will respect ourselves, others and the environment. We will be courageous in making responsible and appropriate choices and make a positive contribution to society.

### Aim

To ensure the safety of all persons in the building in the event of a fire.

To instil a high consciousness of fire safety.

To save life over possession or property – a member of staff's overriding duty is to look after the children or persons in their charge.

There are effectively two parties using a single building. In the event of fire both have to be accounted for: St George's Beneficial School and Top Tots.

#### **On discovering a fire**

- Fire alarm to be activated by the pushing the nearest alarm point.
- Close the door and leave by the nearest exit.

Only trained personnel should tackle a small fire by use of the portable extinguishers and **only if safe to do so.**

The alarm siren sounds. The fire officer checks the location on one of the two fire panels – one is in the entrance the other in the lobby by hall 1.

## **Staff**

On hearing the fire alarm, delegated staff carry out duties as detailed in Emergency Procedures.

Staff to be aware of children in the class who have a Personal Emergency Evacuation Plan (PEEP). These will be displayed in the class.

All other staff to leave the building, using the nearest available exit.

*School office staff will ascertain cause of alarm ringing.*

Bursar/ Finance Manager makes the call to the fire brigade and leaves the building (the fire brigade will automatically be called by the alarm receiving centre).

Admin staff prints off the evacuation registers and takes a 2 way radio with them and leaves the building.

All doors to be closed behind them.

All staff to assemble at their designated Fire Muster Point:	
Seahorse, Starfish, 2, 3, 4, 5 & 6, Library, members of office staff	<b>Main Playground, Southampton Row</b>
Turtles, Penguins Science Room, Lodge, Hall 2 <i>Take radio - pre-set on fire channel 3 + take gate key with you</i> 1 member of office staff	<b>Union Street opposite Carter House</b>
Hall 1	<b>Along path to pedestrian gate then on the pavement side of the school or take fob to remain inside the perimeter – if safe to do so</b>
Kitchen staff and bursar/ Finance Manager (with fire grab bag and radio)	<b>Out into kitchen car park and onto Hanover St, benches outside Main Reception</b>
Top Tots Nursery	<b>Have their own evacuation procedures</b>

Specified personnel to sweep the building to ensure all are evacuated.

1. Headteacher, or office member of staff if head not on site, sweep office area, library and downstairs cloakrooms, to fire exits.
2. Member of staff sweep upstairs, checking toilets.
3. Member of staff to sweep KS1 area and toilets.
4. Designated fire officer, TBC Topn Tots to ensure sweep has been carried out.
5. Member of staff from FSU playground to ensure person in charge is aware the sweeps have been carried out.
6. Office staff use radios to ensure communication between muster points.
7. Office staff collect registers & signing-in boards.

**No-one re-enters building until all clear given.**

## **Action of person in charge**

- Check sweep has been carried out - reports are required from FSU/Top Tots, kitchen staff etc.
- Check the nominal role to ensure all staff, pupils and visitors are accounted for.
- Brief the fire brigade officer on arrival.

## **Action to fight the fire**

- Fire blankets in the science room may be used in the early stages of the fire **only if it is safe to do so.**
- Only trained personnel to use fire extinguishers.
- If not safe, close all doors and leave by the nearest available exit.

### **Whenever the Fire Alarm Bell rings**

- Evacuation always takes place from the nearest fire exit to designated assembly point.
- Evacuation from the “Hall 1” to take place out of the exit doors, and children walk beside car park to the playground. Key / fob to car park gates in box by exit.
- Dinner time – all classes evacuate through the nearest exit accompanied by nearest Lunchtime Supervisory Assistant (LSA).

Lunchtime Supervisory Assistants check toilets.

Staff evacuating staff room/upstairs classrooms check children’s toilets.

**Children may not access upstairs classrooms at dinner time unless supervised by Lunchtime Supervisory Assistant or teacher.**

- Children on small playground - Union Street side, line up by fire assembly point. Head count then walk to main playground.
- Before & after school - Everyone in the building must evacuate to the main playground and staff check nearest toilets on the way out.

**No one comes back into school until all clear given by the fire safety officer.**

**If it is suspected that the alarm has been set off by children, evacuation procedures must be followed.**

### **FIRE SAFETY ARRANGEMENTS**

**Fire Risk Reductions** - The prevention of fire is vitally important. Risks are assessed and precautions taken which include:

- an emergency plan devised and all employees made aware of it
- nominated employees to have fire responsibilities
- provision of fire training – generally takes place as part of induction
- fire drills at least termly and analysis of the drills to redress any concerns, recorded in school fire log
- risk assessments for activities which could cause a fire
- health and safety tour and audit by governor and staff rep annually and by the LA biannually
- everyday vigilance by staff to ensure potential hazards are kept under control to prevent the occurrence of fire.
- instruction to pupils what to do in the event of a fire, as well as drills
- no smoking site
- electrical items are annually PAT tested
- sockets are not to be over loaded and extension leads/ multi sockets
- control of hazardous substances and stored safely ie flammable gasses/liquids if used are limited to very small quantities and stored in a secure store when not in use
- radios to be used by dinner staff, office staff and specific staff
- all paper files and large quantities of paper are stored in purpose-built storage areas
- fire retardant materials etc are chosen when thinking of buildings and curtains etc.
- all ceiling voids and service ducts have been effectively fire stopped
- visitors to the office are supervised at all times
- escape routes, fire alarm, emergency lighting and fire fighting equipment are checked and maintained regularly with the results being recorded in a log book.

In the event the school needs to evacuate for any length of time, the children will be taken to St George's Church hall or John Pound Centre. From here parents can be contacted to collect their children.

**Means of escape routes**

- Kept clear of obstructions and any combustible flammable materials (internally and externally).
- Checked by all staff when in use.
- External escape routes checked daily.
- Fire doors checked weekly to ensure effective in operation.
- Check all fire safety signage weekly.

**Fire alarm system**

- Automatic fire detection fitted throughout.
- Checked weekly using a different fire point and recorded in log book.
- Maintained by service engineer annually.

**Emergency lighting**

- Installed throughout the building.
- Checked monthly and any faults rectified.
- Recorded in log book.
- Full function and battery test completed six monthly and recorded in log.

**Fire fighting equipment within the premises.**

- Extinguishers are placed in main corridors.
- Checked monthly to ensure in place and available for use.
- Maintained by service engineer.

**Fire safety log book**

- Kept in reception.
- Caretaker responsible for all tests of fire equipment and for recording test findings in log book.
- All staff training recorded in the log book.
- Staff Meeting –to discuss policy and procedures, fire risk assessment and training.

DFO for YMCA - must ensure fire training is up to date for their staff.

**Fire practice termly** – Fire Drill is recorded and kept with fire log in alarm area.

The record sheet contains an assessment of the drill and remedial actions necessary.

Reviewed: Sep 22

Next Review: Sep 25

**This risk assessment will be re-assessed where significant changes in work practice or work environment are made.**

Signed: \_\_\_\_\_ Fire Safety Officer.

Date: \_\_\_\_\_

## **EMERGENCY EVACUATION PROCEDURES**

Under Regulation 7 of the Management of Health and Safety at Work Regulations 1992, every employer must establish appropriate procedures to be followed in the event of serious and imminent danger to its employees. Regulation 7 also sets out the minimum requirements for emergency procedures. Emergency procedures should allow for:

- Evacuation when necessary and a competent person should be appointed to supervise any evacuation.
- The restriction of access to danger areas.
- The provision of warnings and instructions to employees who are exposed to danger.
- The cessation of work.
- Danger areas to be made safe before work recommences.

The emergency procedures will be tested by way of regular emergency drills and the aim of this guidance and control sheet is to assist schools in monitoring their emergency evacuation procedures.

Emergency drills allow teachers, non-teaching staff, parent helpers, contractors, other visitors and pupils to become familiar with exit routes and doors which are not used during normal occupancy.

They also allow them to become familiar with the method of operation of specifically designed door catches.

Emergency drills serve not only to familiarise teachers, non-teaching staff, parent helpers, contractors, other visitors and pupils with the action to be taken in the event of an emergency, but also to test the exit routes and doors.

This enables faults, such as seized hinges or stiff catches, to be identified.

If such faults are discovered, they should be reported to the school's fire safety officer, who should record them on the Maintenance of Exits and Exit Routes control form and arrange for the appropriate action to be taken.

An emergency drill should be carried out at least once a term and, in particular, at the beginning of the academic year, so that all new teachers, non-teaching staff, parent helpers and pupils are aware of the procedures.

When new staff arrive at the school or when temporary or supply teachers and non-teaching staff are appointed they should be instructed in the emergency procedure. Visitors and supply teachers collect a fire plan from the reception which is situated by the signing in book.

When planning an evacuation procedure, the following should be considered: -

- Teachers should be made aware of the procedures which are necessary to ensure that all class members are escorted to a predetermined assembly area, which should be clear of any vehicular access;
- While differing age ranges determine the way in which this will be done, it is suggested that, irrespective of the age of the pupils, teachers should remain with their classes until all pupils have reached the assembly point
- A member of staff should be nominated to call the relevant emergency services (Administrative Officer).
- Class registers (via evacuation reports) will be available at the assembly area.
- All visitors to school are required to sign in at the school office on arrival and to sign out before departure. Evacuation reports of visitors will also be available at the assembly area.
- The most senior member of staff present will be responsible for collating this information, which should be communicated to the emergency services on arrival.
- The person responsible for delivering evacuation reports to the assembly point should be the person in whose keeping it is when the alarm is sounded. This is a member of the office staff.

Practice emergency drills will be called by the school fire safety officer who may or may not inform other members of staff of the intended action. However, the person who is responsible for calling the emergency services will always be aware when an emergency drill is to take place. This is so that the emergency services are not alerted unnecessarily.

Emergency drills will be carried out at different times of the day so that pupils are aware of the different exit routes from the different parts of the school.

Emergency evacuation instructions will be provided and sited throughout the premises.

The emergency routine notices will contain instructions for all doors and windows to be closed and for the power to appliances and machines to be turned off where it is possible to do so without endangering life.

**‘Total evacuation time’** is the time from the sounding of the alarm to the time when all teachers, non-teaching staff, parent helpers, contractors, other visitors and pupils have left the building. It is suggested that the time taken to evacuate a normal school building should be in the region of **two to three minutes**.

If it is greater than this, the reasons why the evacuation took so long should be identified and measures should be taken to address the reasons for the delay. Once this has been done the emergency drill should be repeated.

**‘Action taken or required’** column should be used in conjunction with the control sheets for Maintenance of Exits and Exit Routes and Fire Warning Systems to record those faults which are discovered during the emergency drill, e.g. an individual bell not ringing or not being heard at full volume.

## HEALTH AND SAFETY CONTROL SHEET HS-FP1

### RESPONSIBLE PERSONS AND CONTACTS

Headteacher:	<b><i>Mrs. Natasha Griggs</i></b>
School Fire Safety Officer:	<b><i>Mrs. Natasha Griggs</i></b>
School Deputy Fire Safety Officer:	<b><i>Mrs. Linsay Smith</i></b>
Top Tops Fire Safety Officer	<b><i>TBC</i></b>

### LOCAL FIRE STATION OFFICER

Contact name: <b><i>Technical Fire Safety Officer</i></b>	Telephone number: <b><i>023 8064 4000</i></b>
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### FIRE ALARM COMPANY

Contact name: <b><i>Solent Sound and Fire</i></b>	Telephone number: <b><i>023 8045 6700</i></b> Out of hours: <b><i>023 9226 5113</i></b>
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### FIRE EXTINGUISHER COMPANY

Contact name: <b><i>Churches</i></b>	Telephone number: <b><i>0870 6084350</i></b>
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### PCC CONTACT

Contact name: <b><i>Theresa Sully</i></b>	Telephone number: <b><i>023 92841590</i></b>
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Date of Policy: Sep 22  
Date of Review: Sep 25  
Monitored by SMT and Governors

### **FIRE Plan for visitors and supply staff**

Loose-leaf plans must be given to all visitors and staff new to the school.

The fire alarm sound is a continuous bell.

When this is heard accompany your children from the nearest fire exit to the

#### **Fire Assembly Point - MAIN SCHOOL PLAYGROUND, Southampton Row side.**

- Always evacuate school when fire alarm rings.
- Do not re-enter until fire safety officer gives all clear in main playground.
- Close doors and windows if time, but do not delay getting children out.
- Supply staff to be aware of children in the class who have a Personal Emergency Evacuation Plan (PEEP), these will be displayed in the class.

#### **Procedure**

1 On hearing the fire alarm, use the nearest exit.

- **Foundation Stage Unit - FSU - Seahorse** exits to FS playground and out onto Southampton Row, proceed to main playground.
- **Children in FSU Playground** – exit out onto Southampton Row, proceed to main playground.
- **FSU - Starfish** exits through fire doors and garden straight to the playground.

#### **The following classes have a different fire muster point – Union Street**

Each classroom has a radio to be taken when evacuating - pre-set on fire channel 3

- **Year 1 Turtles and Penguins** – exit from garden door out onto Union Street
  - o **Science Room** exit through fire door into garden and through gate onto Union Street.
  - o (Take gate key by fire exit door)
- **Lodge** – exit through fire door and gate onto Union Street
  - o (Take radio - pre-set on fire channel 3 (kept on top of microwave + take gate key with you)
- **Year 2** - exit through fire door and out onto playground.
- **Years 5, 6 & ICT Suite** in upper school, evacuate from doors at the bottom of stairs and out onto playground.
- **Years 3 & 4** – exit through fire door and out onto playground.
- **Library** – exit through fire door, in the atrium, and out onto playground
- **Hall 2** – exit door in corridor and then onto Union street.
- **Hall 1** – fire doors either side at the back of the hall. Walk via gravel path to pedestrian gate and then onto the playground. (take fob/key with you)

The gate key is kept in box inside the hall entrance by the fire alarm.

2 Line up with the children in their class and keep them quiet.

3 Head count and raise your arm if all present. Followed by a roll call if numbers are irregular to identify the missing child/ren

4 Report to the fire safety officer, i.e. Headteacher or senior teacher present. Give information about any missing children.

**Do not re-enter school until 'all clear' given.**

## Fire wardens and their deputies

Area of responsibility	Name	Deputy
Office	Mandy Hollingsworth	Sharron Betteridge (pm) Lynda Bell (am)
Front of school for Fire Brigade	Claire Jeftha	Office admin person
Staff toilet	Sharron Betteridge (pm) Lynda Bell (am)	Mandy Hollingsworth
Photocopier room	Sharron Betteridge (pm) Lynda Bell (am)	Mandy Hollingsworth
Library	Linsay Smith	Natasha Griggs
Conference Room	Linsay Smith	Natasha Griggs
Corridor and Lower junior toilet	Natasha Griggs	Linsay Smith
Staffroom	Natasha Griggs	Linsay Smith
Upstairs toilets	Tracy Richards	Louise Morrow
IT suite	Tracy Richards	Louise Morrow
FSU sweep STarfish and Seahorses	FSU class teams sweep own areas	
Modular	Vicky Eyres	Michelle Frost
Science / toilet	Pauline John	
Hall 1	Pauline John	
Hall 2	Pauline John	
KS1 corridor	Lisa Bracher	
Kitchen	Shellie Blake	



## **Lunchtime Supervisors Fire Plan**

Due to lunches being split into 3 sessions the following plan is designed by timings:

EYFS - 3 lunchtime supervisors Hall 2 11:45 – 12:45

### **Fire evacuation - (Gate key required)**

**Hall 2** - exit by Rainbow Fish classroom, through gate to YMCA and exit onto Union Street.

EYFS playground – exit through Southampton Row and re-enter main playground.

Line up in classes on main playground by Starfish class.

Toilet – Use toilet by Rainbow Fish during period in hall – check if alarm goes whilst in the hall

Use Seahorse toilets during playground period.

Head count, raise hand if all accounted.

### **KS1 – 2 lunchtime supervisors**

Hot lunches eat in hall 1 and packed lunches eat in hall 2 12:00- 12:45

Y2 go to the playground for the first 15mins whilst Y1 collect their lunches

### **Fire evacuation - (Gate key / fob required)**

**Hall 1** – exit through fire doors – if a lot of children in the hall direct KS1 to fire door on to area by entrance and older children through small carpark. Children should be led if possible but one adult must ensure hall is clear and close doors.

Open gate and lead onto playground to line up in classes.

**Hall 2** - exit by Rainbow Fish classroom, through gate to YMCA and exit onto Union Street.

Toilet – Use toilet by Rainbow Fish during period in hall – check if alarm goes whilst in the hall.

Head count, raise hand if all accounted.

### **KS2 - 2 lunchtime supervisors rota so each phase has dinners first or second**

RO2 - 2 lunchtime supervisors tota so each phase has dinners first or second			
	First Dinners	Second dinners	Packed Lunch
	Hall 1	Hall 1	Hall 2
12:30 – 12:40	Lead to dinner hall	Lead to playground	As per sittings for hot dinners but using Hall 2
12:40 – 12:55	Take those who have finished lunch to playground	Lead second sitting dinners into the dinner hall	
1:00- 1:15	All LASs on playground (or field in fine weather)		

### **Fire evacuation - (gate key / fob required)**

**Hall 1** – exit through fire doors – if a lot of children in the hall, direct Y3/4 to fire door on to area by entrance and older children through small carpark. Children should be led if possible but one adult must ensure hall is clear and close doors.

Open gate and lead onto playground to line up in classes.

**Hall 2** - exit by Rainbow Fish classroom, through gate to YMCA and exit onto Union Street.

Toilet - Hall 1/ 2 – use lower school toilets.

Head count, raise hand if all accounted.

### **LSAs 2023-24**

Sharron Betteridge – senior supervisor

Lynda Bell, Victoria Silver, Eva Yuen EYFS

Kerry Allen KS1- Y1

Michelle Cunningham KS1– Y2

Eva Yuen Lianne Charles KS2- Y3

Claire Jefftha KS2-Y4

Vicky Boyton, Sharron Betteridge KS2-Y5/6