

Fire Safety and Emergency Evacuation Policy

*The Lord says, "Whoever loves me, I will save.
I will protect those who know me.*

¹⁵ They will call to me, and I will answer them.

*I will be with them in trouble;
I will rescue them and honour them.*

*¹⁶ I will give them a long, full life,
and they will see how I can save."*

Psalm 91

Policy

We ensure our premises minimise the risk of fire by ensuring the highest possible standard of fire precautions. The staff are familiar with the current procedures of evacuation and fire safety.

Procedures:

- A risk assessment is carried out annually to identify any potential hazards.
- Fire exits are clearly marked, easily opened from the inside and kept free of obstruction.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate areas of the building and are serviced at least annually by Central Fire Services.
- Our emergency evacuation procedures are:
 1. Clearly displayed in the premises;
 2. Explained to new members of staff and volunteers at the induction meeting;
 3. Practised regularly at least once every term.
- A record is kept of the fire drill and servicing of fire safety equipment.

Our emergency evacuation procedures can be found:

- On the parents notice board in the main hallway
- In each classroom by the light switch
- In the health and safety file in the office

When we practise an emergency evacuation we record

- The date and time of the drill
- How long it took
- Whether there were any problems that delayed the evacuation
- Any further action needed to improve the drill procedure

Staff roles in a fire are:

Top Floor

- The teaching assistant should lead the class down the back stairs and out of the side door to the playground where they line up to be checked against the register.

- The class teacher is to do a sweep of the top floor to ensure no children, staff or visitors remain.

Middle floor

- Year 1 / 2 teacher to lead children down the stairs and out the main door.

The Year 5/6 Teacher is to do a sweep of the floor to ensure no children, staff or visitors are left.

Ground Floor

- An EYU Teacher will lead EYU out of the back fire exit door and round to the assembly point on the playground.
- Nursery assistant to sweep the EYU rooms, the hall and the cloakrooms/toilets and then to follow and assist children to keep calm.
- Year 3 and 4 teacher will check music room as they exit out of the front door.
- The School Secretary will collect the registers, visitor book and the phone from the school office and exit the building from the front.

Any children with SEND will be supported to exit the building safely by the teachers and, where applicable, Teaching Assistants/Learning Support Assistants will be responsible for supporting designated children to exit the building quickly and safely.

ALL staff to close doors as they leave the building as far as possible, to prevent the fire spreading

The Head teacher will call 999 as soon as possible after the alarm has sounded.

Class teachers to check children alongside registers once at the assembly point. The School Secretary or Headteacher should confirm all staff and visitors are present by checking the visitors book.

No one is to go back into the building unless safe to do so.

Playtimes

To ensure fire safety at break time children can only go inside if they have a lanyard from the teacher. There will be two toilet passes and two first aid passes in the bag for playtime. EYU children will be sent in one at a time.

End of school

Children are taken onto the playground by their teacher. They do not return into the school unless they have permission from a teacher who will ensure they leave the building before clearing the playground.