

Fire Safety Policy and Procedure

Statement of Intent

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

FIRE DRILL

- Notices are displayed prominently in every room. Staff are responsible for notifying the Site Supervisor if the notice in their classroom or any other room that they may use has for whatever reason been removed and keep notifying the Site Supervisor until the notice is replaced. Staff are also expected to check from time to time that the information is understood by their pupils. Besides knowing the procedure for a class to leave a room under the charge of a teacher/member of staff, pupils should be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves independent of an adult when the alarm sounds.
- It is the responsibility of the Site Supervisor to check that Fire Drill notices are prominently displayed in every room.
- Fire Fighting Equipment is inspected annually by a contractor appointed by the school.
- FIRE EXIT doors must never be locked, bolted or obstructed while the room is in use.
- Exit doors and door furniture must be kept in good repair and tested for smooth operation regularly. Faults should be reported in the usual way. All doors must be kept free of obstruction as must the approaches to them.
- Internal FIRE DOORS should be labelled as such, and where possible, be kept closed. They must under no circumstances be hooked or wedged open.
- Rubbish and combustible waste should not be allowed to accumulate. Staff are responsible for checking their own classrooms and store rooms.

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FIRE PRACTICE

- Will be held once each term. Arrangements for practices will be made by the Site Supervisor in consultation with the Headteacher. Notice will be given prior to the first practice of each new academic year but not for subsequent practices. At least one practice during the year will be during a play time or during the midday break. The drill will be timed, recorded and reported to the governors and pre-school committee at every termly meeting.
- FIRE ALARMS will be tested each week on a Friday morning at approximately 8.00 am.
- The FIRE BRIGADE will be called automatically by the alarm receiving company.
- A staff member's first and overriding duty in case of fire is to look after the children near to them at the time and to raise the alarm. No attempt should be made to fight the fire.
- The duty of Support Staff in the event of a fire is to support the evacuation of children from toilet and communal areas.
- Registers of children and adults in school at the time are kept in the School Office. It is the responsibility of the office staff to bring the following to the assembly point if safe:
 - Class registers
 - Arrival book
 - Visitors book
 - Staff signing in book
 - Children collected book
 - Asbestos File
- Early Birds Staff will bring their own register to the assembly point.
- Evacuation of the building should in most instances be via the nearest designated Fire Exit. The designated assembly points are on the main playground or front lawn when evacuating from the hall or corridor by the Headteacher's office.

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- A roll call will be taken by teachers and pre-school staff as soon as they arrive at the assembly point and any pupils not accounted for reported to the most senior member of staff present. Staff must raise their registers to signal that all pupils are accounted for. In the situation where staff and pupils have gone to the designated assembly area at the front of the school, the senior person present will communicate via walkie-talkie with the staff at the rear of the school to confirm who is at the front of the school to ensure all staff and pupils are accounted for.
- The all clear will be signalled to staff before anyone can return to the building in an orderly manner.

Legislation

- It is the duty of the School to have in place and to test regularly a procedure to evacuate the school in the event of fire , explosion or other serious events.
- The school shall ensure that appropriate procedures are established and that all staff understand their roles and responsibilities.

Responsibilities for the Procedure

- The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and routine checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- The named persons are detailed in Appendix 1 of the procedure.

Arrangements for this Procedure

a. Organisation for Fire Safety

- The school shall establish and maintain a plan of the school, which details the safe means of escape from each room in the building.
- Fire Drill Notices shall be displayed prominently in each room. These notices shall detail:
 1. All the means of escape from that room,
 2. The actions to be taken by Staff to evacuate the children,

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3. The requirement to raise the alarm for others in the building,
 4. The actions to contain the fire, as far as possible,
 5. The overall need to preserve life first.
- Staff shall advise the Site Supervisor if the Fire Drill Notice is missing from any room that they use and shall continue to advise until that notice has been replaced.
 - The Site Supervisor shall carry out an inspection at the beginning of each half-term to ensure that:
 6. The Fire Drill Notices are in place in each room,
 7. The means of escape (Fire Exit doors) are unlocked, unobstructed, clearly identified and the doors open easily,
 8. The pathway to the Fire Exit doors is clear of obstructions,
 9. Fire doors, designed to contain a fire, are kept closed and not hooked or wedged open,
 10. The fire extinguishers are in their correct places and in good condition,
 11. There are no obvious fire risks in each room (e.g. piles of combustible materials, accumulated rubbish, trailing electrical leads, etc.)
 12. A Check List shall be completed and records retained (see Appendix 2)

Staff shall ensure regularly that the children understand Fire Drill Notice and what action to take if a fire is discovered, particularly if no adult is present in the room at that moment.

Fire Drills and System Tests

A Fire Drill Practice shall be held once every term in each school.

- The practice shall be arranged by the Site Supervisor in consultation with the Head of School.
- Notice shall be given to the Staff for the first practice of each academic year, but not for the subsequent practices.
- At least one practice shall take place during play time or midday break.
- The most senior member of staff on site shall be Incident Co-ordinator and shall take charge of the evacuation and roll call.
- When the practice and roll call has been completed, the Incident Co-ordinator shall signal that the drill is ended and staff and children may return to school.
- The practice shall be timed, recorded and reported to the Governing Body at their termly meeting.

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- The school Fire Alarm shall be tested by the Site Supervisor or Administration Staff at approximately 0800 hrs each Friday morning.

Actions in the event of Fire.

- The Fire Brigade will be called by the Fire Alarm receiving company automatically.
- In the event of a fire being suspected, the Administration staff shall call the Fire Brigade as soon as the alarm is raised.
- The first and overriding duty of all Staff shall be to look after the children near to them at the time, to raise the alarm and to evacuate those children to the Assembly Point.
- No attempt shall be made to fight the fire until all children are safely out and it is safe to do so.
- The duty of Support Staff shall be to support the evacuation of children from toilet and communal areas to the Assembly Point.
- Evacuation of the building shall be through the nearest available Emergency exit from the room in which people are located. Staff and children shall not use the main internal corridors, whenever possible.
- The duty of Administration Staff shall be to bring the required documents to the Assembly Point, if safe to do so:
 - All Class Registers
 - Late arrival signing-in book
 - Visitors' book
 - Staff signing-in book
 - Children collected book
 - Asbestos Register
 - Early Birds Staff will bring their daily register
- The Admin Staff shall bring the office walkie-talkie to the Assembly Point.
- The main Assembly Point is on the hard surface playground at the rear of the school. A secondary Assembly Point is the area at the front of the school when it is impossible to reach the main Assembly Point.
- A headcount shall be taken by each class teacher once their class has reached the Assembly Point, followed by a full roll call of each class, all staff and visitors to ensure that everyone is safe.
- In the event that both Assembly points are used, the roll call shall identify which staff, visitors and children are at the secondary Assembly Point to ensure that all are accounted for.
- If there are any persons unaccounted for, the Incident Co-ordinator shall be advised rapidly and shall report to the Fire Brigade upon arrival.
- No staff, children or visitors shall re-enter school until the Fire Brigade have given the all clear.

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Record Keeping

- The following records shall be kept in the school office:
 - All Class Registers
 - Late arrival signing-in book
 - Visitors' book
 - Staff signing-in book
 - Children collected book
 - Asbestos Register

Early Birds Per-School Bunbury following records are kept in their classroom:

Class Register

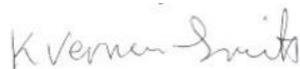
- b. These documents shall be readily available to be taken to the Assembly Point.
- c. The results of all Fire Drill Practices shall be recorded.
- d. The routine checks by the Site Supervisor shall be held in the school office.

The Early Birds Pre-School Committee approved this policy on

Date 13th June 2019

Signed on behalf of the Management Committee

Karen Vernon-Smith.



Role of Signatory

Chair

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Appendix 1

RESPONSIBILITIES

Area of Responsibility	Responsible Person's Title	Name
Overall responsibility	Executive Headteacher	Mrs Fiona Todd
Co-ordinator in School	Head of School - Bunbury	Mrs Nicola Badger
Co-ordinator in School	Head of School – St Oswald's	Mr Alex Goodwin
Incident Co-ordinator	Senior Staff on site	
Governor	Federation Governor	Mr Piers Bostock
Routine Fire Safety checks	Site Supervisor	Mr Robert Huntbach
Daily checks	All Staff	
Co-ordinator for Early Birds Pre-School	Manager	Mrs Gillian Cadman
Co-ordinator for Early Birds Pre-School	Deputy	Mrs Jessica Hitchmough

APPENDIX 2

ST. OSWALD'S WORLESTON AND BUNBURY ALDERSEY CE PRIMARY SCHOOLS'
FEDERATION
FIRE SAFETY INSPECTION REPORT

SCHOOL:

DATE:

INSPECTED BY:

Please tick each box if OK or write comment and add details at the bottom

Area	Fire notice correct	Exits unlocked	Exits clear	Fire extinguishers	Fire risks observed
Entrance					
Main hall					
Main Kitchens					
Store room					
Small kitchen					
Common area					
Main passages					
Early Birds Pre-School					
Reception					
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					
Library					
IT room					
Staff room					
Child Toilets					
Staff Toilets					
Administrati on					
Head's office					
Mobile					

Comments:

Relevant extract from Procedure

The Site Supervisor shall carry out an inspection at the beginning of each half-term to ensure that:

- The Fire Drill Notices are in place in each room,
- The means of escape (Fire Exit doors) are unlocked, unobstructed, clearly identified and the doors open easily,
- The pathway to the Fire Exit doors is clear of obstructions,
- Fire doors, designed to contain a fire, are kept closed and not hooked or wedged open,
- The fire extinguishers are in their correct places and in good condition,
- There are no obvious fire risks in each room (e.g. piles of combustible materials, accumulated rubbish, trailing electrical leads, etc.)
- A Check List shall be completed and records retained (see Appendix 2)