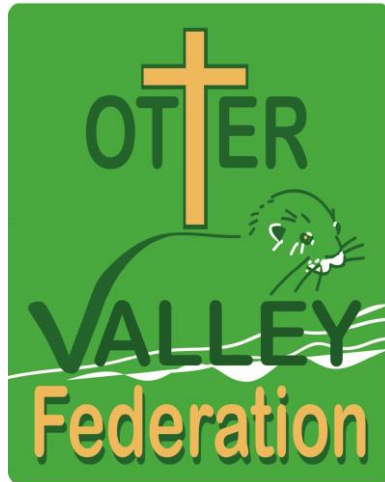


Believing and achieving together



We aim to reflect God's love, "always protects, always trusts, always hopes, always perseveres"

1 Corinthians 13:7

Tipton St John Fire Policy

Policy dated 22nd June 2015

This Policy was adopted by:

The Governing Body of The Otter Valley Federation

at the Resources Committee meeting on 22nd June 2015

Next annual review: Summer 2017

Signed by Chair of Committee: _____



TIPTON ST JOHN
CHURCH OF ENGLAND VA PRIMARY SCHOOL

Tipton St Primary school is committed to ensuring the safety of all its pupils, staff and visitors. We recognise that under the regulation Reform (Fire Safety) Order 2005, we have a legal duty to ensure all children, staff and visitors are aware of the schools evacuation procedure in the event of a fire in varying circumstances.

Training

All staff, children and visitors will be given training and information to ensure that they are aware of the fire evacuation procedure. This will take the form of:

Teachers, Teaching Assistants (TAs), office staff, kitchen staff, and Meal Time Assistants (MTAs) will take part in a yearly fire reminders and regular fire training session, which will involve:

- Fire training power point presentation indicating;
 - Fire ignition points
 - Imagery of the effects of fire
 - How a fire feeds and spreads
 - Fire extinguishers and their uses

An explanation of Tipton St John School's fire procedure will highlight the:

- Duties and responsibilities of all staff:
 - Office staff role,
 - Fire Marshall
 - Management role,
 - Teachers role,
 - TA role,
 - Meal time assistants,
 - Kitchen staff

- What to do on discovering a fire,
- Location of fire fighting equipment
- How to raise the alarm and what happens
- Explanation of emergency fire procedures

Substitute teachers, students and work experience students will be informed of the procedure to be adopted in the event of a fire by reading the 'New to the School' Pack on arrival. Visitors will be advised of the procedure to be adopted in the event of a fire when signing in at the reception desk on arrival and printer reminder is on the back of the visitor badges.

Fire drills

Fire drills will take place at least once per term. These will take the form of at least:

One fire drill to be conducted at lunch time, (procedure underneath)

A further two fire drills will take place at differing times in the school day.

All fire drills to be conducted will take place spontaneously, with the knowledge of the drill and it's time, limited to the Fire Marshall and the Executive Headteacher/Head of School alone.

Any concerns or risks arising from a fire drill shall be addressed by the Fire Marshall / Health and Safety Officer. Procedures will be put into place to reduce the risk, and training will be given to the relevant members of staff. As a result another drill will be conducted in addition to the drills timetabled.

Children

- Shall be informed of details of what to do in the event of the alarm sounding,
- The importance of fire doors and basic fire prevention
- Importance of reporting to the assembly area
- And shown the exit routes and operation of exit devices if applicable.

Fire Evacuation Procedures

1. ACTION WHEN THE FIRE ALARM SOUNDS

(Please ensure at all times teachers have written down on whiteboards the numbers of pupils in the class at any one time – remembering to update where necessary)

- Teachers will escort children out of class, closing doors as they leave.
- Teachers will take fire pack (includes laminated register) to assembly point to check number of children.
- Teachers will also take handsets from Key Stage 2 building.
- Teaching assistants will check toilets.
- Lower site teaching assistants will inform any class in hall.
- Administrator/TA will take handset and signing in book from the office.

DISABLED PERSONS

- Teacher in Charge is responsible for disabled person in classroom.
- Disabled person will gather with the children at the assembly point.
- Register will be called and disabled person will be included.

2. ACTION ON DISCOVERING A FIRE

- Member of staff who discovers fire will set off alarms.

3. SUMMONING THE FIRE & RESCUE SERVICE

- In the event of fire, the Teacher in Charge will contact the Fire and Rescue Service.

4. ROLL-CALL

- Teachers will have collected fire pack (includes laminated register) and handsets on leaving the building.
- Children will walk silently to the assembly point and line up in classes quickly.
- Teacher will take a headcount and check that adults are accounted.
- Teacher will call out the children's name on the register and reply with YES.

- Teachers will inform Teacher in Charge/Administrator if all people are accounted or if there are any missing persons.

5. FIRE MARSHAL PERSONNEL

- Mr Tuckett will evacuate class and adults to rear upper playground (Teacher in Charge when headteacher is not in school).
- Ruth Ingrouille will evacuate class and adults to front upper playground.
- Mrs Penney and Mrs Garrick will evacuate class to large wooden gate on lower site playground.
- Teaching assistants to check toilets and join the class they are working in at the assembly point.
- Administrator/TA to collect handset and registers from school office.
- Headteacher to phone Fire and Rescue Service.

In the event of a fire happening during lunchtime the following actions will be taken:

Dry Day

- All teachers will evacuate school building and remove all children from school building.
- Teachers will direct children to their assembly points and count number of children in class until register arrives.
- Teacher in Charge will contact Fire and Rescue Service.
- Administrator/TA to collect registers, signing in book and handset.
- Children will line up in classes:
- Maple, Willow and Oak Classes – School path by gate to cross the road
- Teaching Assistants will join assigned classroom
 - Mrs Burgess – Oak Class
 - Mrs Lilley or Mrs Grover – Willow class
 - Mrs Feeney - Maple class
- Meal Time Assistants will direct children to their assembly points.
- Meal Time Assistants will join their assigned classes:
 - Mrs Wood - Maple Class
 - Mrs Grover – Willow Class
 - Teacher on Duty – Oak Class

Wet Day

- If children have eaten and are in their classes due to wet weather:
- Meal Time Assistant will check number of children written on board and remove all children from the building.
- Meal Time Assistant will take handset and fire pack (includes laminated register).
- Meal Time Assistant will line up children and count them.
- Meal Time assistant will call out names if teacher is not present.
- Meal Time Assistant/Teacher will inform Teacher in Charge/Administrator if all people are accounted or if there are any missing persons.

Lunches in Hall

- Teacher in Charge will contact Fire and Rescue Service.
- Administrator to collect registers and handset.
- Administrator will inform Catering Assistants and Meal Time Assistants in the hall. The Catering Assistant will check toilets and the MTA will remove children to a safe place and then do a head count.

- Children will be instructed to join their classes on the lower playground if they are not put in any danger. If the children are unable to join their class the head count number will be given to the TIC by a staff member in the hall using a safe route.

In Case of a Fire in the Lunch Hall

- A Catering Assistant will stand by the door in which the children will exit and blow a whistle.
- The other Catering Assistant will check the toilets.
- The MTA will lead the children to the assemble point in the lower playground.
- The Catering Assistant will collect the school bell and inform the TIC to contact Fire and Rescue Service.
- All teachers will evacuate school building and remove all children from school building.
- Teachers will direct children to their assembly points and count number of children in class until register arrives.
- Children will line up in classes:
- Maple Class, Willow and Oak Classes – School path by large gate to cross the road.
- Teaching Assistants will join assigned classroom:
- Meal Time Assistants will direct children to their assembly points.
 - Mrs Burgess – Oak Class
 - Mrs Lilley – Willow class
 - Mrs Feeney - Maple class
- Meal Time Assistants will direct children to their assembly points.
- Meal Time Assistants will join their assigned classes:
 - Mrs Wood - Maple Class
 - Mrs Grover – Willow Class
 - Teacher on Duty – Oak Class

6. STAFF ABSENCES

- If the Executive Headteacher is absent, Michael Tuckett will be responsible for phoning Fire and Rescue Service.
- If the administrator is absent, the teaching assistant on the lower site will collect handset and registers and signing in book and take to teachers on both sites.
- If any teachers are absent, supply teachers will follow the routines and take on the role of the class teacher as stated in the procedures.

7. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

If a fire should occur when using the village hall next door to the school, other users in other rooms will be informed of a fire.

The village hall committee is responsible for maintaining fire equipment.

The Executive Headteacher will inform John Belton (Village Hall Committee Member) if a fire has occurred.

8. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

This document should be brought to the attention of staff and any temporary workers at Tipton St John C of E Primary School premises.

Fire checks

Weekly fire checks will be undertaken by the classroom teachers this shall include:

Daily checks:

- Conducting a sweep of the building to ensure that exits are clear and free from obstacles.
- Ensuring all fire extinguishers are intact and easily assessable
- Checking that the fire alarm panel is active and fully operating and that all signage is up for emergency exits and clearly legible.

Weekly checks to be completed by fire marshal in addition to daily checks:

- All fire points will be checked following manufacturers, installer's instructions on a rolling programme.

Check that fire extinguishers are correctly located and seals not broken/in working order.

Monthly checks to be completed by the fire marshal on top of daily and weekly checks;

Check that all fire doors are in a good state of repair closing correctly and that frames and seals are intact.

Six monthly checks:

The fire detection and warning system, including the emergency lighting shall be tested and maintained by a competent external engineer.

Yearly checks:

A risk assessment shall be conducted on a yearly basis highlighting any areas of concern to be dealt with.

Visitors and Contractors

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of fire fighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.