

ST JAMES' FIRE SAFETY POLICY

This policy has the School's Motto at its heart.

**Faith in action,
Growing together,
Walking in the footsteps of Christ**

At St. James' we believe that it is the responsibility of every member of our school community to ensure that fire risks are managed effectively. The primary purpose of risk management is to protect life and all fire procedures are designed to ensure that both children and adults on the premises of St. James' are kept as safe as possible.

In the event of a fire it is important that adults raise the alarm when a fire is noticed, using the fire alarms that are placed around the school. Adults should familiarise themselves with these alarms, where they are situated and the nearest fire exit. All are clearly marked. Once an alarm is raised, it is the duty of all adults to ensure that pupils are evacuated via the nearest exit; no person should return into a burning building, this is undertaken by the fire service.

In the event of a small localised fire, only people who are trained and feel confident in using the fire extinguishers and blankets should do so. Do not fight a fire unless your exit is blocked and you need to do so in order to get out. The main focus should be upon evacuating the building in order to avoid risk to life.

Fire Safety Duties:-

The following persons have fire safety responsibility within the school:-

Head Teacher – will ensure that there is a Fire Safety Risk assessment undertaken annually, or sooner if necessary, and that preventive and protective measures are in place. They will also ensure that staff training takes place annually, the policy is kept up to date and that regular fire drills are carried out and are reported to the governing board. They will ensure that procedures are amended should it be necessary.

Caretaker – will during the course of their duties ensure that fire safety measures are in place. They will also liaise with the external risk assessment provider and book the fire check.

Class Teachers – will take charge of pupils to ensure that their class and any pupils within the vicinity of the classroom evacuate the building silently in an emergency. They will actively ensure that the means of escape in their classroom is never obstructed or blocked. They must have a copy of the fire drill procedures and an exit map clearly displayed in their classrooms.

St. James' RC Primary School – Fire Safety Policy – Updated Autumn term 2018 – Review Autumn 2019 – Lisa Weeks

Admin Staff – will ring the fire service, ensure that the front and back gates are open, and take class lists, the visitors' book, any medication, spare asthma pumps and any Epi pens to the assembly point.

Kitchen staff – turn off cooking appliances before leaving the kitchen.

Breakfast and After-School Club Staff – will ensure that pupils go out of the nearest fire exit, taking the register, asthma pumps, Epi pens and any medication. They will check toilets on the way out. They will turn off kitchen appliances that are in use.

All other staff – will cooperate with the emergency procedures in the event of a fire and scan areas such as toilets on their way out.

All staff will shut doors behind them. Staff are provided with clear and relevant information on the risks to them that are identified by the fire risk assessment. They are informed about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

Pupils

Pupils are trained in fire safety and the effects of fire. They know that they must evacuate the building from the nearest fire exit.

Non-Employees

The school informs non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provides them with information about the fire safety procedures for the premises. The information includes any part they will be expected to play in the evacuation of pupils from the premises.

Pupils with physical disabilities will be assisted appropriately according to their need; they should be seated near the fire exit.

Fire drill procedures

FIRE DRILL ST. JAMES' RC PRIMARY SCHOOL

DURING THE COURSE OF THE DAY- (BRACKETS APPLY IF A REAL FIRE)

1. THE BELL RINGS.
2. PUPIL LISTS, THE VISITORS' BOOK , ANY MEDICATION AND A SPARE ASTHMA PUMP AND ANY EPIPENS ARE COLLECTED BY THE ADMIN STAFF WHO TAKE THEM TO KS2 PLAYGROUND. (THEY CALL 999 AND OPEN THE BACK AND FRONT GATES)
3. THE CHILDREN LEAVE SILENTLY BY THE NEAREST FIRE EXIT IF WITHOUT AN ADULT.
4. ADULTS TAKE CHILDREN SILENTLY OUT OF NEAREST FIRE DOOR CHECKING THE AREAS AND TOILETS ON THE WAY OUT. DOORS ARE SHUT BY ADULTS AS THEY LEAVE.
5. IF THERE ARE TWO ADULTS ONE GOES IN FRONT AND ONE BEHIND THE CHILDREN.
6. PUPILS AND ADULTS IN THE KS1 AREA LEAVE BY THE KS1 DOORS, CROSS THE KS1 PLAYGROUND, EXIT VIA KS1 GATE AND WALK AROUND THE EDGE OF THE FIELD AWAY FROM THE BUILDING TO MUSTER IN THE KS2 PLAYGROUND.
7. CHILDREN ARE COUNTED AND MATCHED TO REGISTERS.
8. WHEN ALL IS CORRECT WAIT FOR THE HT/DHT OR AN LMT MEMBER TO SEND BACK TO CLASS.

TIMES WHEN CHILDREN ARE NOT TIMETABLED EG. LUNCHTIME

1. THE BELL RINGS
2. PUPIL LISTS, THE VISITORS' BOOK, ANY MEDICATION AND A SPARE ASTMA PUMP AND ANY EPIPENS ARE COLLECTED BY THE ADMIN STAFF AND ARE TAKEN TO THE KS2 PLAYGROUND. (THEY CALL 999 AND OPEN THE BACK AND FRONT GATES)
3. PUPILS LEAVE THE BUILDING SILENTLY VIA THE NEAREST EXIT; AVAILABLE ADULTS CHECK THE TOILETS AS THEY GO
4. ALL ADULTS GO OUT OF NEAREST FIRE DOOR CHECKING ANY AREAS FOR CHILDREN ON THE WAY OUT. DOORS ARE CLOSED BEHIND ADULTS AS THEY LEAVE.
5. PUPILS AND ADULTS IN THE KS1 AREA LEAVE BY THE KS1 DOORS, CROSS THE KS1 PLAYGROUND SILENTLY AND WALK AROUND THE EDGE OF THE KS2 FIELD TO MUSTER IN THE KS2 PLAYGROUND
6. CHILDREN ARE COUNTED IN THE KS2 PLAYGROUND
7. WHEN ALL IS CORRECT WAIT FOR HT/DHT OR AN LMT MEMBER TO SEND BACK TO CLASS

ALL STAFF TRAINED IN USING THE FIRE BLANKETS AND THE EXTINGUISHERS CAN USE THEM IF APPROPRIATE.

MDS SHOULD PATROL INSIDE EVERY SO OFTEN TO CHECK IF THERE ARE ANY CHILDREN INSIDE DURING LUNCHTIME.

THE AFTER SCHOOL AND BREAKFAST CLUB STAFF MANAGERS WILL TAKE CHARGE OF ANY OUT OF SCHOOL HOURS FIRE DRILL. THEY WILL ENSURE THAT PUPILS ARE EVACUATED AND THAT REGISTERS, ANY MEDICATION, EPIPENS AND SPARE ASTMA PUMPS ARE TAKEN OUT TO THE ASSEMBLY POINT. THEY WILL RETURN THE CHILDREN TO THE MAIN BUILDING ONLY WHEN THEY HAVE CHECKED THAT THEY ARE ALL PRESENT AND ARE SATISFIED THAT THERE IS NO FIRE.

Fire Extinguishers

Type	Use
Water	Combustible materials such as wood, paper, cardboard. Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide CO2	Electrical fires and small fires involving flammable liquids.
Foam	Flammable liquids and combustible materials.
Fire blanket	Deep fat fryers and frying pans. Only wrap around a person on fire if they are <u>laying down</u>; the fire will burn more fiercely if the person is upright.

Remember:-

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape. If there is a small contained fire e.g. a waste paper basket, then use an extinguisher but only if you have been trained. Never hold the nozzle of a fire extinguisher during use as it will damage your hand.

Arrangements for evacuation of people especially at risk:

Children with severe mobility difficulties will be assisted by the adult assigned to them.

Adults will ensure that if evacuation happens at lunch time any meal that diabetic children are eating or at about to eat is taken outside if safe and appropriate to do so.

Any appliances or power supplies that have to be isolated if there is a fire:

- Kitchen equipment

Specific arrangements for high risk areas:

- Kitchens – cooking appliances will be isolated
- Boiler House – keep flammable materials to a minimum

Contingency Plans for when safety systems are out of order

In the event of the fire detection system being out of order, a hand bell will be rung (located by KS1 and KS2 doors onto the playgrounds)

How rescue services will be called and who is responsible for this

- Admin staff will call the fire service using their mobile phones.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

The Head Teacher or Deputy Head Teacher will liaise with the emergency services upon their arrival.

What training do staff receive?

The Fire Safety Policy is shared with staff.

Fire drills are held at least every term.

The emergency procedure is shared with staff.

Fire fighting equipment training for staff each year includes which extinguisher to use, information on how to operate the extinguishers and information on risk management.

Plans for dealing with people who have left the premises

- Adults must inform the office staff if they leave the premises during the school day.

If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils.

If the school cannot be re-occupied then the Bromley Emergency Planning Officer will be contacted. 02083134388 (9am-5pm) or 02084644848 (out of hours)

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

This policy will be renewed annually.

It was last reviewed in: September 2018

It will next be reviewed in: September 2019

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)