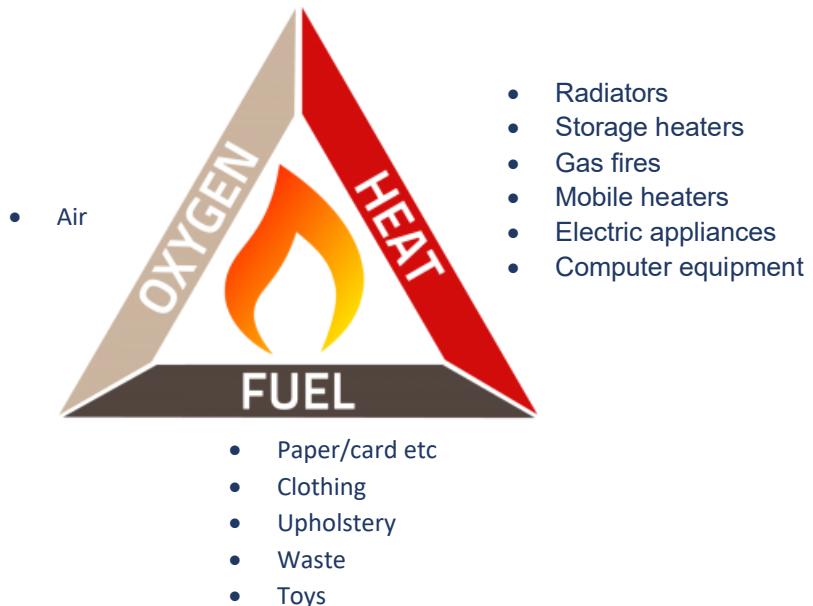


Fire Safety Manual

Staff Responsibilities

- Safe practices to reduce the risk of fire breaking out or spreading.
- Awareness of control measures in the fire risk assessment.
- Assessing the risk in daily activities, recording significant risks and any control measures needed to reduce the risk.
- Treating all alarms as an indication of a real fire.
- Practising fire evacuation procedures and ensuring that the procedures are followed by all.
- Ensuring as far as is possible all the children/adults are evacuated
- Giving clear and precise instructions to the children, insisting on silence and order so that all know what they are expected to do.
- Taking charge of the evacuation if needed to.

The Fire Triangle



Common causes of fires in schools

- Arson – The predominant cause of fires in schools according to government data.
- Accidental fires
- Electrical fires

What you can do to help reduce fire risk

Discuss these safety points with the children too, encourage them to take responsibility for their own and other's safety.

- Ensure all gates are locked after you have used them so no intruders can enter the site.
- Make sure all rubbish is carefully placed in the bins and the bin area is tidy.
- Keep rooms tidy and never leave combustibles (paper/clothes etc) /near or on heaters/radiators. Ensure displays do not hang down over heaters.
- Do not prop open fire doors and shut doors as you leave. Check door handles and closers work properly and report any that don't.
- Report any damage to fire prevention measures/equipment -door seals, extinguishers etc
- Make sure any heaters have a ventilation space around them and are safely located- not under desks etc.
- Check your smoke sensor regularly and inform the site manager if you notice it has become blocked or has cobwebs around it.
- Do not leave any flammable liquids/aerosols near to a source of heat or on a windowsill in the sun.
- Keep fire routes, fire escapes and pathways clear.
- Know your escape routes and the fire evacuation procedures.
- Know which children/adults may need assistance including visitors accompanying you.
- Identify any potential hazards/sources of ignition in the room.
- Unplug electrical items before leaving.
- Make sure any electrical equipment is checked visually before use and that it has been PAT tested at required intervals and stickered.
- Do not use extension leads plugged into extension leads. If the extension lead is a coiled-up extension lead, make sure the lead is uncoiled before use or it can overheat.
- Turn off the IWB when not in use.

Fire Evacuation Procedure Advice sheet

All alarms should be treated as a real fire. The procedures we practise should be followed by all. Staff should follow the Fire Safety Risk Assessment at all times.

All staff should be able to take charge if needed to ensure that:

1. All the children/adults are evacuated
2. The Fob sweep is undertaken. Primarily this process is to ensure no-one is left in the building, but in addition, the fire control panel should be checked first as this can help identify the source of the

fire. If a real fire/false alarm, most boxes indicate the zone where a sensor has been activated. This area should be checked carefully, remembering to look through any glass panel in the doors or feeling for heat through the doors with the back of your hand. Do not enter a room if a fire is suspected from these checks. If a sensor has activated the fire alarm, the sensor will have a red light illuminated. To help achieve this, there is a map of the floor plan and the fire panel zones marked on located next to the fire control panel. Please familiarise yourself with where the fire control panels are located in the buildings you use.

3. Until either of the fire officers (SM/DP/DSA) arrive at the playground, one member of staff should assume responsibility as a fire Marshall for the evacuation process. They should check that other staff have:

- a. registered their class/group of children
- b. carried out a FOB sweep as above
- c. Inform the office, so the emergency services/ fire officers (SM/DP/DSA)/ senior management are summoned without delay
- d. been assigned to watch the entrances to the evacuated building (from a safe distance), to ensure no one enters - suggested vantage points are as follows:
 - No. 43 by grass next to Nursery watching side and conservatory entrances
 - No. 45 by corner of memorial hut watching Nursery and path to front door
 - No. 47 by pastoral room watching main door and other classroom entrances
 - Hall by bell watching paths to side doors/art room/ music room
 - No. 49 by climbing wall watching paths to front/side doors and to orangery
 - Year 5 building by corner of dining room

If staff feel the situation warrants it, they should ask any other buildings in the close proximity to evacuate in a calm and ordered way, not by using the fire alarm.

4. Children should be given clear and precise instructions and we should insist on silence and order so that all know what they are expected to do.

5. Office Procedure - Office will have a call from the call center who will check if there is a real fire and summon fire brigade. If the office do not hear from the call center soon after the alarm has activated, they will summon the emergency services, unless they have been previously told it is a drill and contact the school fire officers (SM/DP/DSA)/ and senior management who will take over co-ordinating the evacuation (including investigating, if appropriate, to see if it is a false alarm), until the emergency services arrive. Once the calls have been made, a member of staff from the office should go out to the roadside to guide the emergency services to the correct building, taking the building plans with them. (If only one person is in the office, then another member of the admin staff should be called to meet emergency services).

6. The fire officers/ senior management/ emergency services are responsible for giving all clear.

FIRE FOB PROCEDURE

If you are the only member of staff with a class and there is no-one else nearby to escort them, your priority is to evacuate the children

1. Check the fire panel to see which detector has been activated in which Zone. (Zones are marked on the building plan nearby). Knowing which zone alerts you as to where the fire may be located.
2. Carry out a sweep of the building, starting at the top and working downwards:
 - Look through the glass panel/Feel the door with the back of your hand-DO NOT ENTER IF FLAMES/SMOKE SEEN OR DOOR IS HOT.
 - Fire detectors have a small lit light if they have set off the alarm.
 - Check all rooms, especially toilets, for children present.

Bring the fob out to the fire officer/person in charge of the evacuation.

FIRE EVACUATION ROUTES/PROCEDURE (REV.9.22 AP)

Building	Room	Primary route	Alternative route
No.43	Nursery baby room Baby sleep room 1st floor office Bathroom room 2 nd floor offices	main stairs and side door	Main stairs and front door, along road to 47 gate and playground.
	6RC Staff Room Head teacher's office Photocopy room	Conservatory door Side door	Side door Main stairs and front door, along road to 47 gate and playground.
MEMORIAL HALL	5HM	Fire exit door	Annex door
No.45	Nursery -Oaks, Mini Maples - Maples Acorns	Doors to play area and back of building Blue front door Main stairs, front door	Blue front door Kitchen Fire exit Library
	Baby sleep room 1 ST floor – archive room and nursery storage	Main stairs, front door Fire exit	Fire exit Library main stairs/ front door
No 47	4BH	Playground exit	Classroom door to corridor/ fire exit
	2GV 2AC Library Y2 TA Site Manager's office	Fire exit	Front door
	1 st floor rooms ICT suite 3MSq 3MSh 4KL	Main stairs, front door	Main stairs/ fire exit (Up 1 floor, fire escape)
	2 nd floor room Music Suite	Main stairs, front door	Fire exits / metal
No 49	Pandas/Koalas 1RC	Orangery Front door	Side door Cloaks, side door

	1 st floor rooms 1LH 2 nd floor rooms Drama room Storage	Back stairs, side door	Main stairs, cloaks, side door or reception, orangery.
Year 5 building	Pastoral/SEN room 5SW	Main door	Windows
	5SR Y5 TA room	Main stairs, main door	
Hall building	Hall	Main doors	Exit under screen, Dining room, dining room door, side exit
	Dining room	Dining room door, side exit	Hall, main doors Concertina doors can be opened as well as doors next to cloakroom
	6WS	Exterior stairs	
	STEAM room	Exterior stairs	

Fire routes: UPON LEAVING THE BUILDINGS, MAKE YOUR WAY TO THE MAIN PLAYGROUND (ASSEMBLY POINT)

Reminders:

- If playground needs to be evacuated, the gate at the bottom of the playground should be used. The code will be given to you in the training meeting. Please do not disclose this to the pupils.
- The office must be informed of the evacuation, stating which building has evacuated.
- We must ensure no child re-enters an evacuated building before all clear is given.
- Unless there are 2 adults present, the teacher should follow class out to ensure all children evacuate safely,
- The fob sweep should be done.
- Children should line up parallel to the road at the road end- alphabetical order really helps check all pupils are present.
- Registers should be taken. Staff should also have a list of pupils at extra lessons elsewhere. Staff should raise their hand when they have checked all are accounted for.
- Children should evacuate in silence, walking and not with hands over ears, so they can hear instructions.
- the 2nd floor no 43 in the Administration office.