



Fire Safety Plans

Fire Drill Checking Procedures

The school must meet a formal requirement of one Fire Alarm test per term, and if convenient, this is scheduled during the school day so that a full-scale fire drill evacuation can be held.

If staff discover smoke or flames indicating a fire they should immediately activate the nearest glass call point and ring 999 or contact designated warden.

A copy of the Fire Drill Procedure, should be on prominent display in all classrooms. Staff are asked to check that notices are in good order and report any notices that need replacing to the office.

In the event of fire:

- 1. THE PRIORITY IS TO EVACUATE THE BUILDING**
- 2. THE USE OF FIRE EXTINGUISHERS SHOULD BE STOPPED RAPIDLY IF THE SAFETY OF INDIVIDUALS IS THREATENED**

Response to the fire alarm (continuously sounding bell)

Upon the sounding of the Fire Alarm, each class should follow instructions to:

1. Walk quickly and quietly to the nearest available exit
2. Switch off lights and close windows if it is safe to do so
3. Close the classroom door
4. Walk quietly, under supervision, and without rushing or pushing to the appropriate fire drill assembly point.

Staff who are not actually teaching when the fire sirens sounds should help to ensure that all appropriate areas are cleared of pupils.

When groups arrive at the Fire Drill assembly point on the playground by the car park, they should quietly line up in class and year group order, in single file. Teachers are asked to ensure pupils remain in a straight line and behave in a quiet, restrained and orderly manner.

Register lists should be taken out for the teacher to check that pupils marked present are not missing.

If pupils are unaccounted for without a satisfactory explanation, there is a presumption that they are still in the building. This must be reported immediately to the Rendezvous warden who will contact the Fire Marshall who should be contacted via the mobile device. This information will then be passed to the emergency services on their arrival.

After checking of pupils is complete, teachers should report the actual number present to their Warden, who will liaise with the Fire Marshall.

Sounding of the Fire Alarm during lunchtime

In the event of the fire alarm sounding during lunchtime, evacuation procedures will continue as normal, **unless staff are noticed in advance**, with these additions.

The lunchtime supervisors will have responsibility for evacuating parts of the building.

All staff should cooperate to the maximum extent with the lunchtime staff to ensure that all registers lists are checked, in the possible absence of some staff who may be off-site at lunchtime.

Every member of staff/visitors are given an information leaflet containing;

- The layout of the school
- Escape routes
- Location of Fire Call Points

This is also located in every classroom.

FIRE INSTRUCTIONS

On hearing the alarm:

- Line up all the children
- Tell the children to leave the building immediately by the nearest re the nearest fire exit
- The children must walk and be in-line
- Do not take anything with you
- Walk to the assembly point on the playground
- Line up in class groups and call the register
- Return the register to the Fire Warden

On discovering a fire:

- Break the glass to sound the nearest fire alarm
- Leave the building immediately

DO NOT RE-ENTER THE BUILDING

List of Fire staff

Evacuation Controller	Kath Lee or Ray Bratley	
Fire Marshall	Zena Thorpe or Linda Cliff	
Fire Wardens	Debbie Shelton or Emma Bentley	Rendezvous 1
	Lisa Mitchell or Ann Beaty	Rendezvous 2
	Helen Richards or Robyn McDermott	Rendezvous 3

Fire Risk Assessment

Risks Identified

Electrical appliances
Overloaded sockets
Appliances not turned after use
Arson – wheelie bin storage
Security of site
Heating system maintenance
Naked flame/smoking
School kitchen
Cooking appliances
Escape routes obstructed / reduced
Fire fighting equipment
Speed to evacuate children with physical needs

Who could be harmed and how?

Staff, children, members of the public, visitors
Fire, smoke inhalation

Control measures

Electrical appliances testing carried out annually
Staff make visual check of all equipment before use
Sockets are not overloaded
Computers are shut down and switched off at the end of the day
Security lights situated around the building
Any flammables are stored in a locked cupboard
All cleaning equipment is kept in a locked cupboard
Portable electrical appliances are switched off and unplugged at the end of the day
This is a non smoking site
Cooking in school does not include deep fat frying
All fire exits have clear signage and are kept clear at all times
Class teachers are responsible for keeping exits and escape routes clear
Children and staff are well practised in termly drills
Drills take place at different times of the day to ensure all FS1 part-time children experience them
Fire drills are documented and evaluated for speed and efficiency
Children line up in their classrooms in single file before they leave the classroom
They stay with the teacher at all times
Running and talking is not permitted
Corridors are wide, accessible and uncluttered and contain displays that are stapled to the display boards
Children know how to exit the building and where to assemble
Fire points are checked regularly by the site supervisor
Regular alarm testing is carried out by contractor

Outside Organisations and After School Clubs

IF YOU DISCOVER A FIRE

Immediately operate the nearest fire alarm call point

Give assistance, if necessary, to less ambulant persons and escort visitors/guests to the assembly point.

The Fire Escape Route plan shows where all assembly points are

DO NOT stop to collect personal belongings

ON HEARING THE FIRE ALARM SOUND

Immediately evacuate the building via the nearest escape route and report to the nearest assembly point

Give assistance, if necessary, to less ambulant persons and escort visitors/guests to the assembly point.

If it is safe to do so, close doors and windows whilst evacuating the premises

DO NOT stop to collect personal belongings

ROLL CALL

The responsible person present must ensure a roll call is carried out and then establish whether there are any persons missing and if so where they were last seen.

DO NOT enter the premises until a competent person advises you that it is safe to do so.

CALLING THE FIRE BRIGADE

The responsible person shall call the fire brigade by:

Telephone: **999**

Stating the location: **Brinsworth Whitehill Primary
Howlett Drive
Brinsworth
Rotherham
S60 5HT**

Then contact the Site Supervisor (Ray Bratley) on: **07576163719**

The responsible person should wait the arrival of the fire brigade and inform the officer of any persons missing and where last seen, location and extent of the fire, and any special risks etc.