

St Laurence C E Primary School

Fire Protection Policy

April 2014

The "responsible person" for fire protection is the headteacher assisted by the school's deputy Headteacher, the Health & Safety Coordinator, the school's Caretaker, the school's "safe school" committee and the governors with responsibility for health and safety.

Fire Risk Assessments will be reviewed annually (January).

Fire Prevention.

- Areas will be kept clear of rubbish and waste.
- There will be an annual check of all electrical equipment.
- At the end of each school day the Caretaker will inspect the building for security, possible causes of fire and ensure that doors are closed.
- Fire extinguishers will be available throughout the school.

Fire Equipment Maintenance / Fire Drills

- Fire extinguishers will be maintained annually.
- The caretaker will maintain a regular programme to check the fire alarm system.
- All fire escape route will be kept free of obstruction and clearly labeled.
- All emergency doors will be unlocked during the school day.
- Emergency routes will be well signed.
- Each class room will have fire instructions clearly displayed.
- Fire drills will take place each half term at different times during the day and a record kept.

Training

- All personnel will be trained in evacuation procedures.
- All personnel will be informed of the situation of break glass fire alarms, fire extinguishers, fire blankets and emergency exits.
- An ongoing programme of using fire fighting equipment will be maintained.

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Fire Emergency Plan

- Action to be taken by person discovering fire: break glass in alarms. Child discovering fire to tell an adult who will break glass.
- Office staff to dial 999 before taking registers out to assembly point.
- Fire warning system: bells around school in classrooms, corridors and outside staffroom.
- On hearing bell whole school evacuates through fire doors to designated safe area on the school playground, as rehearsed in fire drills.
- Support staff are last to leave the building as they must check the toilet areas and close doors behind them. Support staff in year 6 and year 4 to check junior toilets.
- A member of staff will open the gate in preparation for the fire brigade. (Headteacher, office staff).
- Key escape routes are clearly marked and known to all staff and children.
- The class teacher will take the register out. The signing in register will also be taken out and checked by the office staff. The school cook will ensure that all kitchen staff are out of the building.
- During PPA time, the class teacher will meet their class on the playground.
- Staff will check their registers and inform the person in charge.
- In the event of a missing child the brigade officer will be informed immediately. The person in charge and teaching assistant staff will search the outside of the building.

Lunchtime

- If fire breaks out at lunchtime children in the hall will leave by the fire doors and assemble on the playground in class groups as practised.
- All staff in the staffroom, if safe to do so, will assist in the evacuation from the hall.
- Any staff in classrooms will check toilets and close internal doors before leaving building by closest exit.
- The senior lunchtime supervisor will check the toilets.

Fire extinguishers

- There are fire extinguishers strategically placed throughout the school. Staff may use these if they discover a small, localised fire. If such a fire is put out, the office must be informed and the fire brigade called to make sure everything is safe. Replacement fire extinguishers must be ordered.
- When the building is declared safe, staff will re-enter and arrange for children to be collected.
- If the fire is too widespread for that, parents will be contacted to take children home.
- The most senior member of staff present will contact Shirehall to inform them of the event.

School main entrance	foam	GP room	CO2
Nursery wet area	foam	GP room	blanket x2
Nursery computer	CO2	Computer exit	foam/CO2
Kitchen (2)	foam and CO2	KS2 toilets	foam
Kitchen	blanket	KS2 P area	CO2
KS1 entrance	foam	Y3/4 bin area	foam
KS1 girls toilets	CO2	Y6 Exit	foam
Boiler house	powder		