**FIRE PROCEDURES**

In the event of fire, ……………… School recognises that the safety of individuals is a priority and shall over-ride considerations such as the salvaging of property.

If a fire is discovered, the alarm must be raised immediately. This applies to any fire however small. All employees should be familiar with the system of raising the alarm. They should not have to approach a senior member of staff for authorisation.

The Fire Service must be called immediately (specific procedures will be identified for the building concerned).

Training and Instruction

Details of nominated Fire Officers shall be displayed within the workplace and kept up to date. The School should provide suitable and sufficient training for appointed persons to ensure that they are fully aware of their roles and responsibilities.

All employees will receive instruction in emergency fire procedures upon induction into the workplace. In addition, employees should also receive annual training in relation to fire procedures for those buildings which they may visit as part of their work. Information should include the following:

1. Fire detection/prevention systems – how they operate and what action to take;
* Automatic smoke/heat detectors. In the event of a fire, the detectors are activated. These are linked to the Fire Alarm which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building
* Function and protection provided by internal and external fire doors
1. Location of Fire Alarm Call Points;
* Identify at least two fire alarm call points in the workplace
* Employees must familiarise themselves with location of fire alarm call points as they move around the building e.g. toilets, canteen, meeting rooms
* Give details of when fire alarm is tested, day, time, sound etc.
1. Emergency evacuation routes
* Identify at least two means of escape from the workplace
* Employees must familiarise themselves with location means of escape as they move around the building e.g. toilets, canteen, meeting rooms
* Staff to be instructed on how to operate all doors fitted with an over-ride system (break glass green coloured boxes located at the side of door and/or fire alarm call point)
1. Identifying and Reporting Defects;
* All staff have a responsibility to report any defects which pose a risk to the health, safety and welfare of themselves and others
1. Identify fire risks in the workplace;
* No smoking policy
* Electrical Equipment including use of extension lead
* Use of personal electrical equipment is prohibited
* Housekeeping – don not store combustible materials near potential sources of ignition
1. Employees Responsibilities
* Housekeeping – safe storage of equipment and materials
* Visual inspections of equipment
* Report defective equipment
* Correct and safe use of equipment
* Ensuring all means of escape routes, fire doors, fire alarm call points and emergency lighting are kept free from obstruction at all times. If it is within the capability of the individual to do something about it they should take ‘immediate corrective action’
1. Location of Assembly Point
2. Identification of Fire Marshals for their area

Fire Drills

The school will also ensure that full fire drills are performed at least twice yearly. Reports of any problems arising during the drills shall be reported to the Head teacher and the appropriate remedial action taken.

Disabled Persons

Personal Emergency Evacuation Plans (PEEPs) will be compiled to ensure the safe evacuation of disabled persons.

Reporting of Fires

All fires, no matter how small and regardless of the amount of damage will be reported to the Health & Safety Team (0151 511 8563/7967) immediately.

**FIRE EVACUATION PLAN**

Overview

This Fire Evacuation Plan sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in safe places.

Objectives

1. To keep the learners and staff safe from danger
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

**PERSONNEL**

|  |  |
| --- | --- |
| **Nominated Personnel** | **Personnel to undertake in the absence of nominated personnel** |
| **Fire Officer** |  |  | Deputy Head Teacher |
| **Deputy Fire Officer** |  |  | Assistant Head Teacher |
| **Fire Warden** |  |  |  |
|  |

**ASSEMBLY POINT**

The assembly point is the ………………... Classes are to assemble against their class lining up points displayed as markings.

**ROLES AND RESPONSIBILITIES**

|  |  |
| --- | --- |
| **Fire Officer** | * Ensure that the Fire Brigade has been notified
* Gain reports from the Deputy Fire Officer and the Fire Warden
* Note any problems that arose during the fire evacuation process
* Inform the Fire Commander about the location of the fire
* Give the Fire Commander a map of the School
* Inform the Fire Commander of any unaccounted for persons
 |
| **Deputy Fire Officer** | * Assist the Fire officer in confirming the safety of all children and personnel
* Carry out a role call
* Advise Fire Officer of missing persons
* Time the evacuation process and inform all the children and staff
 |
| **Fire Warden** | * Check the zone display board for the zone of the fire
* Ascertain if there is in fact a fire. At no time should the individual put themselves at risk
* Take a map of the school
* Ensure Fire Service have been contacted
 |
| **Each Class Teacher** | * Has the responsibility for their own class (and any visitors to that class) and their safety in evacuation of the building
* Must take the register
* Must evacuate the persons in their care out of the designated fire exit, shutting fire doors (and windows if possible)
* Must report to the Deputy Fire Officer confirming accountability of all children and personnel in their care
 |
| **Other Nominated Persons****School Cook** | * Staff who do not provide 1:1 support will be required to sweep designated areas on the way out. This includes toilets, and other rooms
* Where possible they should close windows and doors
* All Kitchen Staff must evacuate the building and the School Cook report to the Fire Officer for the accountability of the Staff.
 |
| **Lunch Time Supervisors** | * Lunchtime supervisors in the playground will assemble children at the fire assembly point
 |

**EVACUATION PLAN FOR SCHOOL EVENTS**

Events in Classrooms

Parents’ Evenings

* Class Teacher to keep an appointments list and mark down those parents who have been seen
* Evacuation procedures from the classroom are through the designated fire exits

Events in the Hall

* The limit for persons in the hall attending productions is 2 persons per child
* Only those with tickets can attend the production
* Evacuation procedures should be given before the start of the production

Lunch Time Procedures

* Mid Day Assistants to take the children outside through the designated fire exits
* Mid Day Assistants to check the toilets
* Roles and responsibilities to be undertaken by school staff and, if required, will report to the dining hall to supervise safe evacuation of pupils

**EVACUATION PLAN FOR DISABLED STAFF OR CHILDREN**

PEEP (Personal Emergency Evacuation Plan) must be in place and practiced for pupils requiring assisted evacuation.

Wheel chair access must take place via one of the main doors nearest to the child.

Each Class Teacher has the responsibility to ensure disabled pupils are safely escorted from the building.

**Review and Evaluation**

In order to ensure that these Guidelines continue to be effective and applicable to the Council, the program will be reviewed biennially by the Health & Safety Team and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

* Changes to legislation;
* Trends from injury data;
* Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

# Version Control and Change History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Control** | **Date Released** | **Date Effective** | **Amendment** |
| 1 | Jan 2010 | Jan 2010 | Document created - TD |
| 2 | July 2012 | July 2012 | Document reviewed with slight amendments and version control added – LPR |
| 3 | December 2012 | December 2012 | Document reviewed and updated - LPR |
| 4 | Sept 2014 | Sept 2014 | Additional training information included – TD |
| 5 | August 2020 | August 2020 | Document reviewed, H & S Team telephone numbers updated – LPR |