



For every child to reach their potential and live life in all its fullness. (John 10:10)

Name of Policy: Fire Evacuation Policy

Policy Written: September 2019

Policy Renewed:

September 2020	**Covid-19 Information added. **
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Next Renew Date: September 2021

Intent:

Hindsford CE Primary School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is to ensure that the school has prevention strategies and clear safety procedures in the unlikely event of a fire.

Implementation:

To prevent a fire from occurring or to ensure that if a fire does occur the school is fully prepared, the following procedures & systems are in place.

- The school has a no smoking policy, which prevents smoking anywhere on site.
- The school is fully fitted with smoke alarms and fire doors.
- The school's site manager tests the fire alarm system each week.
- All staff & pupils participate in one fire practice every term.
- The children are taught about fire safety as part of the PSHE Scheme of Work.
- The school is kept clean and tidy and free from debris.
- All fire exits are kept free.
- At the start of each year, staff are trained on procedures to follow in the event of the fire alarm being sounded.
- At the beginning of any event – i.e. school play, workshops, parent/carer mornings etc. fire exits are pointed out and an explanation is given of what to do in the event of a fire is.
- A fire safety poster is visible in each classroom.
- The school receives an external fire safety inspection once a year.
- Within the school, there are at least two members of staff trained as a Fire Marshals.
- Visitors are informed of fire procedures in their guidance leaflet when entering the building.
- Staff sign in and out when entering and exiting the building. The children participate in registration each morning and afternoon.
- PAT testing of electrical equipment is carried out every 5 years.

Action on Discovering a Fire:

- Shout FIRE, FIRE, FIRE.
- Locate the nearest fire alarm point.
- Sound the alarm.
- Attack the fire (if it is safe to do so) using the appliances provided.

Action on Hearing the Alarm:

- Close windows as you head towards the nearest exit (only do this if it is safe to do so).
- Leave the building by the quickest route. (Do not collect any belongings/coats).
- Close all doors behind you.
- The following staff will carry out a check of the toilets: Reception - P Wells, Y1 - E Wolstenholme, Juniors – M Wigman
- The following staff will check the communal areas: IT, Ark & Immersion Room – E Holden
- Quietly and sensibly report to the designated Fire Assembly Point which is situated on the playground.
- 1. Rec – Y6: These assembly points are signposted on the fence along the side of the playground. Children must be lined up in silence and be reassured by staff at all times. All staff must stay with their classes.

****Due to Covid-19, children are to be encouraged to stand at least 1 metre apart and teachers are to use their discretion with regard to where they line up. If this is too close to the next class to choose a different place on the playground. ****

2. Visitors to assemble on the playground near to the Fire Warden/School Business Manager.
3. Kitchen staff to assemble on the staff car park at the front of school.
4. Deputy Headteacher to go to the front of school and await Emergency Services.
- Nobody should re-enter the building until the Headteacher or Fire Warden/School Business Manager has deemed this safe.

Assembly Point Procedure:

- Fire Warden/School Business Manager to give out registers to class teachers.
- Fire Warden/School Business Manager to complete staff register and visitors register.
- Class teachers to carry out class role call and then hand registers back to the Fire Warden/School Business Manager, informing them of any missing children.
- Fire Warden/School Business Manager will inform Headteacher once she has all the registers.
- All staff and children will await further instruction.
- Deputy Headteacher will liaise with Emergency Services on arrival.

Secondary Evacuation Point:

Should the school site need complete evacuation then this will be done so through the gates leading to Sacred Heart Primary School.