



Our Lady of Good Help

Catholic Primary School

Fire Safety Policy 2023

Chair of Governors	Mrs S. Devereux
Headteacher	Mr M. McQuiston
Date adopted: September 2023	Review Date: September 2024

'Like Our Lady, we live wisely, think deeply and love generously in Christ.'

Fire Safety Policy

What to do

It is the responsibility of the Headteacher and Governing body of the premises to ensure that fire evacuation drills are carried out.

Our fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate. At Our Lady of Good Help (OLGH), a fire drill will take place once per term.

The Purpose of the Fire Drill

- Fire drills are intended to ensure, by means of training and rehearsal, that in the event of fire:
- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- To promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school.

Fire Drill Routine

A fire routine is based on a critical sequence of event:

Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Calling the Fire Brigade

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. This can be done by the school office.

Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner, via their nearest exit point.
- All classrooms have a dedicated fire exit leading to the main playground.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined assembly point.
- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

- Trained fire marshals 'sweep' the building to ensure there is nobody left in the building – one in KS1, one in KS2 and one at the main entrance (if all 3 marshals are present in school).
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the senior person in charge.

Assembly

- An area outside the school premises must be designated as an assembly point.
- It must be clearly marked and easily identified by any person who must be expected to be in the school premises.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.
- At OLGH, the designated assembly point is the main school playground unless anyone has had to exit via the main school office doors.
- In this instance, staff and children assemble in the staff car park, standing as far back from the building as possible.
- Children must be lined up in their classes.

Roll Call

- The Headteacher has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately those classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises. Each class teacher conducts a roll count.
- Any visitors or contractors in the premises at that time must be included.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform them of the number of persons missing.

Meeting the Fire Brigade

- The person in charge of the roll call must identify themselves to the Fire Brigade on their arrival. In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Instruction, Training and Recording

- There are currently 3 trained fire marshals at OLGH: the Caretaker, The Headteacher and the Office & Facilities Manager.
- During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.
- All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.
- All members of staff shall each receive a personal copy of this policy.

- They shall receive two periods of verbal instructions given by a competent person in each 12-month period. Such instruction shall include details of how to call the Fire Brigade. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instruction given and fire drills held shall be entered in the log book and will include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of persons receiving instruction
- Nature of instruction or fire drill

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term. During the year, a fire drill should simulate that one escape route is not available.

Each fire drill should be started by a predetermined signal and the whole premises checked as if any evacuation was in progress.

Supplementary Notes

Notices:

- Each fire alarm point shall, where necessary, be clearly indicated '**Fire Alarm**' in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.
- A notice should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire.
- Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions i.e. staff room.
- Clear signage for emergency exits points are positioned around the school building.

Firefighting:

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.
- Regular fire drills will ensure that the evacuation procedure applying to a premise meets its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.