



Fire Safety  
Emergency  
Plan

September

2019

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## 1. Fire safety roles and responsibilities

The following persons have fire safety responsibility within the school –

Acting Headteacher and Acting Deputy Headteacher

– will ensure there is a Fire Safety Risk assessment in place and that preventive and protective measures are agreed.

Site Manager

– will during the course of his duties ensure that fire safety measures are in place.

Teachers

– will take charge of pupils to ensure their class evacuates the building in an emergency.  
- will actively ensure that the means of escape in their classroom is never obstructed or blocked.

All other staff

– will cooperate in the emergency procedures in event of a fire.

### 1.1 Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

### 1.2 Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

### 1.3 Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Non-employees will always sign into the electronic 'InVentry System' (Visitors Section) and this will be checked in the event of a fire to ensure all visitors have been evacuated safely.

Both the Acting Headteacher and the Acting Deputy Headteacher have the electronic 'InVentry' application downloaded onto their mobile phones so they have an additional checking tool to make sure that all visitors have been evacuated safely.

### 1.4 Shared Premises

In premises that are shared with another organisation, the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the school's emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.



## 2. Details of the school's Emergency Plan

### 2.1 How people will be warned if there is a fire?

The Fire Alarm will sound as a continuous ring bell throughout the school.

### 2.2 What staff should do if they discover a fire?

- Staff should activate the nearest alarm point on their way out of the building and report the location of the fire to the Acting Headteacher, Acting Deputy Headteacher or Site Manager (if on site).

AND

- Staff should not attempt to tackle a fire unless it is safe to do so and that they are confident they have received sufficient instruction to use fire-fighting equipment safely.
- Staff should evacuate the building by the nearest available fire exit.
- Staff should not stop to collect personal belongings on their way out.
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

### 2.3 What pupils or visitors should do if they discover a fire?

- Pupils should inform the nearest adult of the location of the fire and leave the building by the nearest exit.
- Visitors should exit the building by the nearest exit and activate the nearest alarm point as they leave the premises. They should inform a member of staff of the location of the fire and pass on any information that they might have that could be of assistance to the emergency services.

### 2.4 How the evacuation of the premises should be carried out?

- All occupiers of the premises should exit by the nearest available fire exit.
- Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves.  
(i.e. the last person out of an area should be an adult.)
- Staff should close the door behind them on leaving the room.
- Staff and pupils should move quickly and quietly but do not run.
- The Office Manager will take the class registers to the assembly points.
- All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, people will still report to the assembly points.

### 2.4 Procedure for checking the premises have been evacuated

- Roll calls will be made by class teachers against the register.



- Visitors and contractors will be checked against the electronic 'InVentry' checklist and where necessary, the Acting Headteacher and Acting Deputy Headteacher will use the mobile phone 'InVentry Application' to carry out additional checks.

## 2.6 Where people should assemble after leaving the premises?

- Assembly Point- All pupils and adults should assemble on the playground in class order.

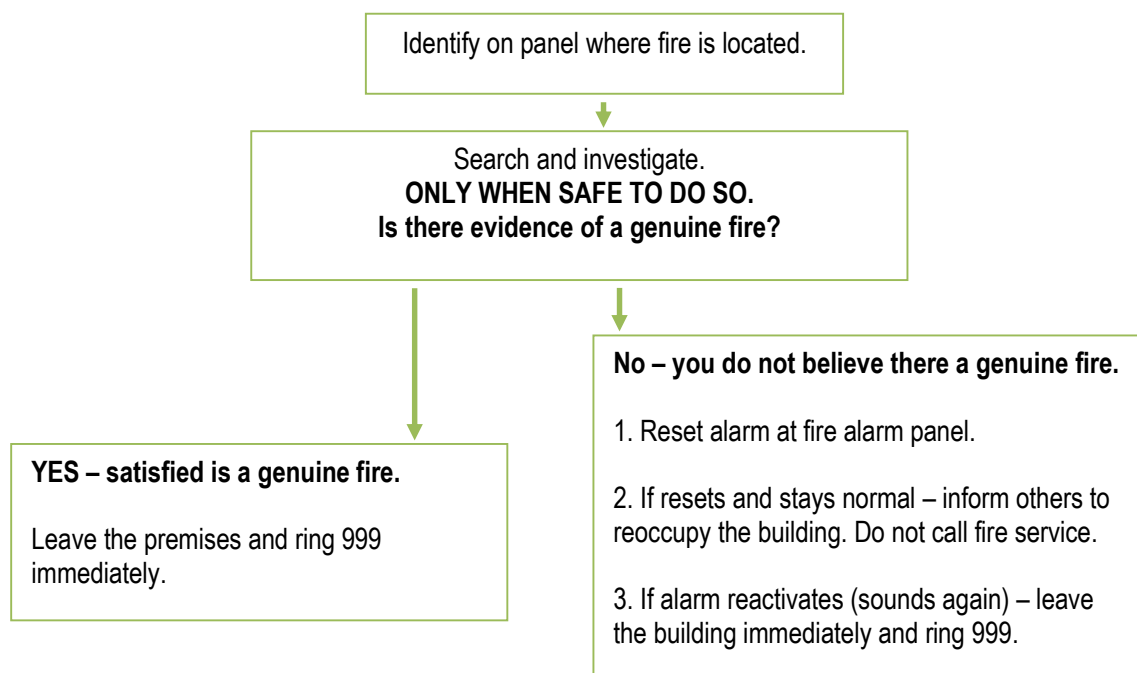
## 2.7 Identification of key escape routes & how they are accessed to escape to a place of safety

- Lower School, Early Years exit to Early Years Playground.
- Lower School, Rest of Key Stage 1 exit to Key Stage 1 Playground.
- Upper School, Key Stage 2 exit to Key Stage 2 Playground.
- Hall, depending on location of fire, exit to door near Class 7 to KS2 yard, doors near Class 6 to KS1 yard or exit into main car park.
- Reception/Admin Area- staff will leave by main exit to car park, except the 2 Secretaries, who will leave by a Key Stage exit, depending on which class registers that they have taken.

## 2.8 Procedure for calling emergency services

On hearing the alarm, **the building will be evaluated as described above.** At the same time the designated person (Acting Headteacher/ Acting Deputy Head / Office Manager/Site Manager) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO.** If in any doubt get out of the building and ring the Fire Service on 999.





### 3. Arrangements for fighting fire

- Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel that they are competent to do so. If staff are unsure, they should leave fire fighting to the Fire Service.
- Details of which fire extinguisher to use is detailed in the staff health and safety handbook

Type	Use
Water	Combustible materials such as wood, paper and cardboard. <b>Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.</b> <b>Do not use on flammable liquids</b>
Dry Powder	Flammable liquids, Electrical fires
Carbon Dioxide (CO <sub>2</sub> )	Electrical Fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

#### 3.1 The duties and identity of staff who have specific responsibilities if there is a fire

- Admin Staff - telephone the fire service and take registers to the assembly points.
- Kitchen Staff - turn off cooking appliances before leaving the kitchen.
- Site Manager - shut off any machinery in use when alarm sounds.

#### 3.2 Arrangements for evacuation of people especially at risk

- N/A at this time, but theoretical plans will be reviewed annually, if and when the need arises.
- Visitors invited to the school will be requested to inform the school of any special requirements before they arrive.

#### 3.3 Any appliances or power supplies that have to be isolated if there is a fire

- Kitchen equipment if safe to do so.
- Contractors will be informed that they should isolate any equipment if safe to do so.

#### 3.4 Specific arrangements for high risk areas

- If open when the alarm sounds, the flammable material storage cupboards will be shut by the member of staff using the materials.
- Kitchens- cooking appliances will be isolated.
- DT/Cooking Area- the area, if safe to do so will be made safe by staff before leaving the room and shutting the door.

#### 3.5 Contingency Plans for when fire safety systems (e.g. alarms) are out of order



- In the event of the fire detection system being out of order, staff will be informed of the need to shout or use whistles/bells to alert neighbouring classrooms in the event of a fire.
- Activities to take place will be reviewed and any that could cause a fire will be postponed until the fire safety system is operating again.
- Some rooms will not be used without fire detection in place. For example, those neighbouring classes could not alert them, or 'rooms within rooms' where people would be trapped by fire in the 'outer room'.
- In the event of the place of assembly being unavailable the school will use the school field on the south side of the building.

### 3.6 Procedure for meeting rescue services on their arrival and notifying them of any special risks

- The Acting Headteacher, Acting Deputy Headteacher or Office Manager will liaise with the emergency services on their arrival.

### 3.7 What training employees need and the arrangements for ensuring that this training is given

- Fire Drills will be held every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Staff will be given information on the type of fire extinguisher to use in different circumstances and instruction on how to use the fire- fighting equipment.
- Fire- fighting equipment training will consist of:
  1. Which extinguisher to use
  2. The location of the nearest appliance to relevant workplace
  3. Verbal information on how to operate the extinguishers
  4. Instruction to keep themselves between the fire and the exit

### 3.8 Plans for dealing with people once they have left the premises

- If the premises cannot be re-occupied within a reasonable time, the school will alert parents and carers to collect pupils.
- Alternative accommodation, if required, will be arranged through Stanley Learning Partnership (Multi-Academy Trust).

### 3.9 Liaison between building owners, employers, residents and rescue services

- Emergency premises assistance can be obtained from –

Property Helpdesk – 03000 267 890

Health & Safety Team --03000 265 781

Emergency Plan drawn up by – Acting Headteacher and Site Manager



#### 4. Monitoring and Review

Reviewed - September 2019

Next review – September 2020



Greenland Community Primary School is proud to be part of Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)

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