

Griffin Primary School



Fire Policy

2018



DATA PROTECTION

Information received by the school will be placed on our database, which is confidential.

This information is shared with the local authority, government departments and some with school health.

Occasionally some information is shared with the police but only following a criminal offence.

Griffin Primary School

Fire Policy Statement

Management and staff at Griffin Primary School will take all measures reasonably practicable to prevent or minimise the likelihood of fire within the establishment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. Management will therefore put in place systems to deal with the consequences of any outbreak of fire.

These systems will be regularly monitored to ensure they are adequate, e.g. fire evacuation drills, inspections of the means of escape, maintenance of fire warning systems and fire fighting equipment.

We will ensure that all employees are given suitable instruction on basic fire prevention measures.

Any employees involved in activities that give rise to an increased fire risk shall be given appropriate training in fire prevention.

All employees will be expected to report all concerns regarding fire hazards to the Fire Marshall at the office so that appropriate action can be taken to eliminate the problem.

In the event of a fire, the safety of life shall override all other considerations.

If a fire is discovered the alarm shall be raised immediately. Fire and Rescue Service will be automatically notified.

No employee will be required to attempt to extinguish a fire unless they are trained to do so and this is only the case if you are a School Fire Warden. All persons must evacuate the building once the alarm has been raised and congregate at the designated assembly point.

No person shall re-enter the building until the Fire and Rescue Service or the School Fire Marshall in Charge of the establishment declares it safe to do so.

*The person responsible for the implementation of this policy is
Mrs Juliette Garmston Head of School.*

FIRE ALARM PROCEDURES

Principles

1. **Anyone discovering a fire should raise the alarm by activating the Fire Call Point.**
2. **Evacuation of a building should be immediate without collecting any belongings such as bags, coats, etc.**
3. **Every alarm should be treated as a real fire.**
4. **Only tackle the fire if you are a trained Fire Warden and only if it is safe to do so.**
5. **No person should take any unnecessary risks and any building searches should be done by the Fire Wardens or Fire & Rescue Service.**
6. **Re-entry to the building is forbidden until safety is assured by the Fire Marshall or the Fire & Rescue Service.**

Procedure for the main School Building

On hearing the alarm all teachers are to organise the evacuation of their class, staff, visitors and students to form an orderly line in silence and evacuate the school building via their own cloakroom door if safe to do so. The children are to line up in class groups on the main playground at the Assembly Point.

If the exit to the cloakroom is inaccessible the fire exits into the central garden must be used. The gate can be opened by pressing the big green button on the side of S4 classroom and follow the path to the left all the way around the school until you get to the Assembly Point.

Fire Wardens must check the area they are in, closing doors and windows if possible and make sure cloakrooms and toilets are clear before exiting and closing the external door behind them.

Teachers will take the register for their class and report any problems immediately to their Fire Warden. When your roll call is complete raise your register in the air so that your Fire Warden can check off each class.

Fire Wardens must check off all the classes in their area and when complete raise their arm to alert the Fire Marshall.

Fire Wardens are responsible for checking off Teachers and Teaching Assistants in their area.

Admin Staff are responsible for checking off all other members of staff that are not on area lists.

Visitors working in the school should evacuate with the teacher and class they are working in. Once on the playground all visitors, students and volunteers must form a line nearest to the pedestrian path.

Admin staff will check off all Visitors from the Visitor & Signing In Book. This is why you must sign in on entering the building and even more importantly sign out when you exit!

Children, staff and visitors in the Main Hall, Library, staffroom or office areas should evacuate by the main entrance and line up at the Assembly Point.

If you are in this area **DO NOT GO BACK INTO THE SCHOOL TO JOIN YOUR CLASS.**

Be aware of anyone around you who may need your help to evacuate.

Admin Staff will take out the Registers, visitor books, Emergency Box, map and the absence board to the Assembly Point. They will also take out the spare asthma pump and spacer.

Admin Staff to close the pedestrian and block open the vehicle gate awaiting the Fire & Rescue Service.

Place the cloth bag over the vehicle gate sensor so it remains open.

Fire Marshall to check Main Hall area, staff room, Leaderships' office, SBM's office, main entrance toilets, Resource Room and Grahams office before heading to the Assembly Point.

Fire Wardens should take their folders with check lists and High Viz vests out if safe to do so.

Training Room When the alarm is activated you must evacuate immediately.

Evacuate through the nearest exit and follow the path to the left until you reach the Assembly Point at the front of the school.

DO NOT RE-ENTER THE SCHOOL UNDER ANY CIRCUMSTANCES.

Nursery

Nursery exit through their main entrance and proceed to the Assembly point near Griffin Road entrance.

As Nursery and the main school have different Assembly Points they will communicate via walkie talkie.

Lunchtimes

Lunchtime Supervisors will evacuate the children in their care to the Assembly Point and into their class lines where the teacher will then take over to do a roll call, as described above.

The Senior Lunchtime leader will liaise with the Fire Marshall and up date any changes.

Disabled/vulnerable students

Please refer to separate personal evacuation sheet for procedures (PEEP).

The "all clear" will be indicated by a double blow of the whistle by the Fire Marshall or Fire & Rescue Service.

Procedures for Evacuation off School Site

In the event of a full site evacuation The Emergency/Incident Response Plan will be triggered.

The following people can activate the Emergency/ Incident Response Plan:

- Mrs Juliette Garmston – Head of School
- Mrs Rebecca Platten - Assistant Head Teacher
- Miss S Carr - Assistant Head Teacher
- Mrs Lisa Bell – School Business Manager
- Mrs Dawn O’Donoghue – Phase Leader
- Mr Graham Owston – Site Facility Officer

The aim of this Emergency Plan is to mitigate the effects of any emergency on the school, staff and pupils, and the contributing objectives are to: -

- Prevent / minimise the loss of life and injury to pupils and staff.
- Alert relevant parties e.g. emergency services, the Council, parents, school Governors and Trust board.
- Take control at the scene until the emergency services arrive.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of an incident.

If this plan is triggered follow all procedures as described in the
Emergency/Incident Response Plan.

FIRE REGULATIONS

RESPONSIBLE PERSONS

Listed below are the names of the responsible persons and the nominated substitute in their absence to undertake the inspection/checks identified in the Fire Safety Log Book.

Name	Position	Responsibility	Substitute
C Fummo	Admin Manager/ Fire Marshall	Alarm Sounding, Walkie Talkies, Fire Warden checklist. Sweep Main Hall area & staff roll call. Meet with Fire & Rescue	E Gelder
E Gelder/B Bovill	Admin Assistant/IT Assistant	Staff absence board, bag & walkie talkie.	C Fummo
E Gelder/B Bovill	Admin Assistant/IT Assistant	Place bag on vehicle gate and await Fire & Rescue Service.	C Fummo
V Smith	Admin Assistant	Registers & spare Asthma pump	H Batty
H Batty	Receptionist	Visitor & Signing in folders	E Gelder/B Bovill
J Oades S Stewart (E) J Hallett	Rubies/ Fire Wardens	Direct staff & children if normal exits not accessible. Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal when full area accounted for.	Any other fire warden
S Fairweather	Emeralds/ Fire Warden	Direct staff & children if normal exits not accessible. Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal when full area accounted for.	S Stewart/K Walsh
J Pilson V Barnett (S)	Diamonds	Direct staff & children if normal exits not accessible. Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal when full area accounted for.	A O'Brien
G Wigglesworth	Sapphires/ Fire Warden	Direct staff & children if normal exits not accessible. Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal	V Barnett

		when full area accounted for.	
S Carr S Scott V Kelly	Assistant Headteacher/ Fire Warden	Direct staff & children if normal exits not accessible. Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal when full area accounted for.	Any other fire warden + J Millington

RESPONSIBLE PERSONS:

Name of person responsible for Establishment:
Position:

Mrs J Garmston
Head of School

Name of nominated person responsible for Fire safety:
Position:

Mrs C Fummo
Admin Manager

Name of person responsible for fire safety in the absence of the above nominated person:

Position: **Miss E Gelder**
Admin Assistant

Name of other person responsible for implementing the establishment's fire management procedures (e.g. Alarm tests, Fire Wardens, alerting the Fire and Rescue Service in an emergency):

Mr Graham Owston
Site Facility Officer

