



Griffin Primary School

Fire Policy

1	Summary	Fire Policy			
2	Responsible person	Andy Kitchen			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Andy Kitchen			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 11.3.24			
8	Version number	3.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

Contents

1. Introduction.....	4
2. Attendance	4
3. Persistent and severe absence	7
4. Attendance legal intervention	7
5. Punctuality.....	8
6. Induction.....	9
7. Family holidays and extended trips overseas	10
8. Attendance registers	10
9. Target setting	10

1. 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 firefighting 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
Miss Louise Pitts Head of School.*

2. Fire alarm procedures

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.

3. Procedure for leaving the school building in the event of a fire/fire alarm

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 black button on the side of 6ZM classroom, once through the gate follow the path to the left all the way around the school until you get to the Assembly Point on the main playground.

Nursery are to exit through the double doors in the Nursery and proceed to the Assembly point near the Griffin Road entrance. If this route is blocked, exit via the Nursery side door, and then assemble on the main playground with the rest of the school.

Fire Wardens (Appendix 1)

- Take their folders and High Viz vests if safe to do so.
- Check the area they are in, close doors and windows if possible, check cloakrooms and toilets are clear before exiting and closing the external door behind them.
- Check off Teachers and Teaching Assistants in their area.

Teachers

- To take the register for their class (found in the plastic wallet on the back of each classroom door), once roll call is complete raise your relevant coloured card in the air so the Fire Warden can see. (GREEN all accounted for, RED someone is missing)

Visitors

- Should evacuate with the teacher and class they are working with and remain with that group for roll call.

Admin Staff

- Take the Registers, visitor books, Emergency Box, map and the absence info to the Assembly Point. They will also take out the spare asthma pump and spacer.
- Check off all other members of staff that are not on area lists.
- Check off all Visitors from the Visitor & Signing in Book.
- Close the pedestrian gate, ensure the Fire & Rescue Service can access the main vehicle gate.

Anyone 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.**

Fire Marshall

- Check Main Hall area, staff room, Leadership office, SBM's office, main entrance toilets, Resource Room and Site managers office before heading to the Assembly Point.
- Ensure communication is maintained with the Nursery as they have a separate assembly point.

Lunchtimes

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

A copy of the fire evacuation procedure is displayed in each area of the school (Appendix 2).

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

DO NOT RE-ENTER THE SCHOOL UNDER ANY CIRCUMSTANCES.

4. Appendix 1 – 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.

Responsible person	Area	Roles	Substitute
A Kitchin	SBM/ Fire Marshall	Alarm Sounding, Fire Warden checklist. Sweep Main Hall area & staff roll call. Meet with Fire & Rescue. Ensure contact kept with Nursery.	L Pitts
H Batty	Senior Administration Assistant	Staff absence, Visitors & staff signing in/out. Await Fire & Rescue.	A Carter
T Scarr	Teaching Assistants Based in Nursery	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.	J Millington D Nurden AM
J Taylor	Foundation Stage - 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.	H Comins
K Watson	Year 1 – 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.	V Barnett S Stewart
C Adams	Year 2 – 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.	CA Morrell
P Gilbey	Year 3/4 - 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.	L Wright
G Wigglesworth	Year 4SS - Fire Warden	Direct staff & children if normal exits not accessible.	F Garmston J O'Neill

		Sweep area and toilets before joining Assembly Point. Oversee Roll Call and signal when full area accounted for.	
L Arthur	Year 5/6 - 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.	A O'Brien
N Dean	Site Manager	Directing out of normal hours staff out of the building.	

RESPONSIBLE PERSONS:

Name of person responsible for Establishment: **Miss L Pitts**
 Position: **Head of School**

Name of nominated person responsible for Fire safety: **Mr A Kitchen**
 Position: **School Business Manager**

Name of person responsible for fire safety in the absence of the above nominated person: **Mrs H Batty**
 Position: **Senior 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 Nic Dean**
 Position: **Site Facility Officer**

5. Appendix 2 – Fire evacuation procedure

- Staff in **Reception, Years 1 & 2, 3 & 4, 5 & 6** to escort and evacuate their class by the nearest cloakroom door or emergency exit and assemble on the main playground at the **Assembly Point**– leave all belongings behind.
- **Nursery** will evacuate via the Nursery double doors to the Assembly Point near Griffin Road entrance. If this route is blocked, exit via the Nursery side door, and then assemble on the main playground with the rest of the school.
- **All Teachers** to take roll-call of class and report any problems immediately to their Fire Wardens or Fire Marshall using the green/red cards.
- **Fire Wardens** to check the toilets and close doors and windows behind them if safe to do so.
- Registers, Visitor Books and signing out books will be taken out to the Assembly Point by **Admin staff**.
- **Visitors and volunteers** working in the school to vacate and assemble with teacher and children in which they are working. If you are working alone with a child you must exit by the nearest exit and accompany the child to their class before liaising with the office staff for roll-call.
- Children, teachers, and visitors in the **Main Hall, Library, staffroom or offices** to vacate by main entrance and line-up at the Assembly Point.
- **Admin** staff check main entrance toilets.
- **DO NOT RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCES UNTIL THE ALL CLEAR IS GIVEN BY THE FIRE MARSHALL/ FIRE SERVICE.**

SUGGESTED EXIT POINTS

Year Group/Class	First Exit Route
Nursery	Nursery exit door
Reception	Red cloakroom door
Year 1	Green cloakroom door
Year 2	Through quad
Year 3	Yellow door
Year 4 - TH	Through quad
Year 4 - SS	White door
Year 5 - DC	Through quad
Year 5 – JL	Blue door
Year 6 – AD	Blue door
Year 6 – BA	Through 6ZM
Year 6 – ZM	6ZM fire exit

This policy will be reviewed as required.