

Crosslee Community Primary School



Fire Safety and Emergency Plan
May 2021
Review Date: Spring 2 2023

Fire Safety Duties

The following persons have fire safety responsibility within the school –

- Headteacher: will ensure there is a Fire Safety Risk assessment and that preventative and protective measures are in place.
- Site Manager: will during the course of his/her duties ensure that fire safety measures are in place and produce the risk assessment alongside the Headteacher.
- Teaching Staff: 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 and will complete class risk assessments.
- be aware and understand the primary and secondary exits of the room they work in and others as appropriate.
- Fire Wardens: will ensure appropriate checks are made daily in an emergency.
- All other staff: will co-operate with the emergency procedures in the event of a fire.

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.

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 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.

Shared Premises

In premises that are shared with other organisations 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 schools emergency procedures and will be expected to co-operate with the preventative measure put in place by the school.

Details of the Schools Emergency Plan

How people will be warned if there is a fire

- The siren will sound as a continuous ringing bell throughout the schools. This is tested every Monday at 9.45am so all staff and pupils know the sound well.

What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Headteacher/Deputy Headteacher/Person in charge as soon as possible after ensuring pupils in their care have evacuated to the top football pitch area. (Assembly Point).
- 999 must be called to report the fire. The call will be made by the office/SBM/HT/Person in Charge.
- Staff should not attempt to tackle a fire unless absolutely necessary and it is completely safe to do so and they are confident they have received sufficient instruction to use fire fighting equipment safely. (see arrangements for fighting fires).
- 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 Headteacher/Deputy Headteacher/Person in charge.

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, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the premises should be carried out

- All occupiers of the premises should exit by the nearest available fire exit. Exits are identified on the plan displayed in each room.
- 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.
- All rooms have evacuation plans on the wall identifying the primary and secondary exits used for each room. (please make yourself aware of them).

- The school Administrative staff will take the class registers (paper copies) to the assembly point.
- All pupils, staff and visitors will go immediately to the assembly point. If the emergency evacuation occurs at the end of the school day or lunchtime, everyone will still report to the assembly points.
- Leave by the nearest exit, do not stop to collect belongings, move quickly and quietly but do not run, make your way to the assembly point.

Procedure for checking the premises have been evacuated

- Roll calls will be made by the class teachers against the registers. The children line up in two separate lines and be asked to raise their hands as they answer their name.
- Staff members have allocated roles during an evacuation. Key staff are aware of their roles and a list is displayed in the staff room.

Where people should assemble after leaving the premises

All children line up on the school football pitches facing the school building. KS2 line up at the back and EYFS and KS1 at the front.

Identification of key escape routes and how they are accessed to escape to a place of safety

All classes exit through their class doors and follow their individual fire drill identified in each class. Children in the hall exit via the hall door that leads to the playground outside. Office staff should exit via the side door into the playground. Kitchen staff exit from the back kitchen doors.

Arrangements for fighting fire

Staff should not fight a fire themselves unless it is highly necessary. Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to do so. If staff are unsure they should leave the fire fighting to the Fire Service.

Fire Extinguishers

Type	Use
Water	Combustible material such as wood, paper and cardboard. Do not use fires involving electrical equipment. Short circuits are caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.
Dry Powder	Flammable liquids. Electrical fires
Carbon Dioxide (Co2)	Electrical Fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning materials in a

waste bin, use of a fire blanket for a cooking or clothing fire. If unsure always leave to the Fire Service.

The duties and identification of staff who have specific responsibilities if there is a fire

- Admin staff – exit the building taking paper registers and contact details to the assembly point.
- Kitchen staff – turn off cooking appliances before leaving the kitchen.
- Caretakers – shut off any machinery in use when alarm sounds.
- Designated staff check toilets and general shared areas for evacuation.

Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching Assistant assigned to them. Evacuation plans will be put in place individually as required.

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

- Lift not to be used.
- Kitchen equipment.

Specific arrangements for high risk areas

- Kitchen – cooking appliances to be isolated.
- Boiler House – keep flammable materials to the minimum. Nothing to be stored in this area.

Contingency Plans for when safety systems are out of order

- In the event of the fire detection system being out of order a hand bell will be rung.(located in the Headteacher's office)

How rescue services will be called and who is responsible for this

- 999 must be called to report the fire. The call will be made by the office/SBM/HT/Person in Charge.
- If there is no alarm sounded then admin staff will call the fire service from a mobile phone or office/class phone as appropriate.

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

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

Depending on the site of the fire the Headteacher, Deputy Headteacher or Business Manager will meet the fire service at the main entrance to the main building.

Training for employees and arrangements for ensuring that this training is given

- Fire drills will be held at least every term.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Fire Marshal training will be provided to staff with key roles. This will be renewed every 3 years.
- All staff will complete online Fire Safety Awareness training annually.
- Fire fighting equipment training will comprise of –
 - which extinguisher to use
 - the location of the nearest appliance relevant to workplace
 - information on how to operate the extinguishers
 - preventative measures and risk assessments

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 to collect pupils.
- Contact details will be available in the event that the building cannot be re-occupied via the School Business Continuity plan.

Liaison between building owners, employers, residents and rescue service

In the event of a fire, Manchester City Council – HR to Schools will be notified on 0844 9671112.