



Ghyll Royd School and Pre-School
A foundation for life

Fire Safety Policy

Policy Leader: Mr David Martin

Policy review completed by the Headteacher on

Autumn 2017

Name of Headteacher

David Martin

Date to be reviewed

Autumn 2019



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Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment.

Senior Staff in Charge Diagram in the Event of an Emergency:

Term Time/During School Hours	School Holidays/Out of School Hours
Head - David Martin	Sarah Langan
Deputy Head (if Head absent) – Sue Beeson	Caretaker – Keith Holland
Allocated Fire Marshall	A Designated Key Holder (If Caretaker absent)

Trained Fire Marshalls.

The staff named below have completed a Fire Marshals Course. The course consists of the role of the Fire Marshal, Building Protection / Fire Protection Facilities, Fire Routine and Drills, Building Risk Assessment, Nature and Development of Fire, First Aid Fire Fighting Equipment, Fire Safety Signage on the safe use of Fire Equipment and a Live Fire Demonstration. The course is designed for key members of staff who will be responsible for the safe evacuation of their team in the event of a fire breaking out.

The staff who have completed a Fire Marshals course and area they are responsible for are:

Cath Downes - First Floor Manor House

Emma Greaves - Kitchen / Dining Room / Ground Floor Manor House

Rachael Coulton – Great Explorers Room and Reception Classroom

Richard Laycock - First Floor Coach House

Sue Marshall - Ground Floor Coach House:

General Statement

We are a responsible school and pre-school and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended).

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors. Reporting of persistent problems or hazardous findings should be brought to the attention of the Headteacher within staff meeting time. All staff will sign the Fire Safety Policy to say that they have read and understood it.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes. Additionally, fire evacuation drills and procedures will be written into the parents' handbook in the event that an incident occurs whilst they are on the premises.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- Every Wednesday at 11.00am the fire alarm collection points will be tested by the nominated Fire Safety Marshal.
- The fire evacuation procedures will be practised at least termly, we aim to achieve 4 throughout the year starting with a:
 - 1) Staff informed evacuation.
 - 2) No warning given evacuation.
 - 3) No warning with blocked exits evacuation.
 - 4) Evacuation to be carried out in any one of the holidays.

- Trained fire marshals will be made aware of the panel system located within school.
- Training will be provided as necessary to any staff given extra fire safety responsibilities such as fire marshals.
- It is our policy that most staff will be trained in the use of fire extinguishers. It is important that each area of the school has at least one member of staff trained in the use of basic fire fighting equipment.
- It is the responsibility of fire marshals to let the coordinator (Headteacher) know if they have not been able to check their designated area whilst following the evacuation procedure.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes. A record of this will be kept.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- A personal plan will be put in place for any children requiring additional needs in consultation with the SEN coordinator.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the Headteacher.
- Alarm systems will be tested regularly. COL points will be tested weekly and a register completed to record details. Staff will be told when a test is scheduled. This is not included in the evacuation practices.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, eg. emergency lighting.
- In the event of an emergency a member of staff, designated by the person in charge of the evacuation, will call the fire brigade if this has not already been done. If dialled from the school land line please press Line 1 and dial 999. A member of staff will be appointed to meet the fire brigade at the gate.
- In the event of an evacuation alarm, we will evacuate to the front field until we can return to the building but only when told to do so either by the Headteacher, senior staff in charge or emergency services.
- Computers located in the ICT suite, office(s) and staffroom will be switched off at the end of each day.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.
- A list of senior staff is available to view in the fire folder and also at the top of this document. With this information we also keep records of fire marshal training.

Procedure clarification:

- Register to be taken both morning and afternoon of pupils then sent to the office.
- The “Missings” slip to be filled in with any names of children unaccounted for at that register. Attention to be drawn to it when it is sent down if anyone is unaccounted for, and the office to investigate and report back to the teacher (note in book) of any reason given by parents or an inability to get a reason.
- It would be useful (is important) for the teacher to make at least a mental note of the number of children present to allow a quick count in the event of an emergency before the register arrives from the office, or in case the office is the site of the fire and the register is not coming!
- Outside school hours clubs to keep and bring out their own register of pupil attendees.

People on site and registers:

- All visitors will have signed in so the School Secretary will know numbers, names and location. The School Secretary is to collect the registers and visitors’ book on the way out if an alarm goes off and confirm all those signed in are present in the front field. In the event that the School Secretary or Secretary is absent, the Headteacher or Deputy in their absence shall be responsible for collecting the registers and visitors’ book.
- It is the responsibility of all school and pre-school staff to ensure that if they are going off site during the day (break/lunch etc) the school office or a colleague are aware, sign out and back in again on returning to school, this will allow others to account for, in the absence of a teacher, their class to be counted in an emergency and they themselves will not be looked for. It is equally important that they alert the office and colleagues to their return too.
- The Headteacher or member of staff responsible is to check all staff are accounted for and out of the building. Though all members of staff should also ensure their colleagues are present and tell the Head/Senior member of staff in charge of anyone they think is missing. If in doubt ask ‘where are they’ is the rule!
- Once out of the building teachers are to collect the register from the School Secretary and report back that the class is all present or who is missing as soon as possible to the School Secretary/Headteacher .
- The Head (member of staff responsible) is the only person with the authority to send/go into the school to find recover any missing child or adult. On such occasions the Head must always be accompanied by another member of staff and will possess a mobile phone device. In most circumstances it will be better to wait for the Fire brigade.

Alarms going off during lesson times:

- It will be the responsibility of the ‘teacher’ in charge of the lesson or activity in an Early Years room to escort the class out of the nearest/safest exit to the front field and then to line them up and count them/call a roll to ensure the persons they are responsible for are present and report this to the

Headteacher (or senior member of staff). Any TA or Classroom Assistants present should assist in the process.

- The office staff will bring registers out to the front field for staff to call a role if necessary. Also they will collect the visitor's book and ensure all visitors are accounted for.
- It will be the responsibility of the Headteacher (or senior member of staff) to make a count of and account for all school staff who were in the building.

Lessons outside of normal class rooms:

- Should any staff be working outside their normal working area then they should (if not already) make themselves aware of the evacuation procedure for that area (instructions are located in all areas, should you find any mistakes or if any instructions missing this should be reported immediately to the Headteacher.)

Play times: morning or afternoon break:

- Outside play: It is quite possible the Teacher on duty may not hear the alarm especially in the playground but emerging staff can alert them to the alarm and the bell will be rung. If however no staff emerge from the building passing the play ground on route then a person will be sent from the evacuation meeting point to safely inform the playground duty staff of the situation.
- Children who are in the playground need to be put into lines by the teacher by simply ringing the bell / blowing the whistle and they will line up as at the end of play.
- Any staff in the school at playtime should sweep any rooms they pass through the school (avoiding any smoke filled areas or areas of danger) and check no children are in the toilets or have returned to class, on the way to the front field.
- Teachers to marshal their own classes (assisted by any TA etc) and count them as soon as possible.
- Children playing on the Pre-School playground will be lined up, escorted to the front field and then counted.
- As soon as a count is made of each class, report it to the Headteacher (or senior member of staff).

Wet play:

- This will depend on the location of 'wet play' but the teacher on duty should be aware of the nearest exits and evacuation route (every room and area in the school should be supplied with an evacuation route plan for that particular room/area. This will include information on nearest break glass points, nearest final exit point and number to call in an emergency). All children should line up and leave in silence via the appropriate route to the evacuation meeting point and be accounted for.
- Staff should check on all toilets and rooms as safely as possible as they sweep through the school to the front of field. This should be done with

caution and if in doubt do not go in, a suggested method would be to shout first.

- All staff to marshal their own classes (assisted by any TA etc) and quickly count them as soon as possible.
- As soon as an accurate count is made of each class, report it to the Headteacher (or senior staff) in their absence.

Before or after school clubs :

- Before 8.40am no children should be in the school except Breakfast club. Staff should exit the building and meet on the front field gathering any early children before them.
- Breakfast club staff will be responsible for getting their children and staff out and counting them.
- Breakfast club staff will report all numbers to the Headteacher and staff need to ensure all colleagues are out.
- After school: Children should not be on site unless at an organised club/activity or at After School Club. The staff for each of these is responsible for gathering and getting their children out of the building and lined up in the front of the school, counted and accounted for.
- Any staff need to exit the building immediately and report to the front field gathering all visitors, colleagues, children, others before them as they go.
- Numbers and the safe exit of all children and staff must be announced to the Headteacher or member of staff in charge as quickly as it can be done. Any concerns, doubts or uncertainties also mentioned quickly and only the member of staff in charge may make the decision to investigate or leave it to the Fire brigade.

Outside lettings (including those running in the holidays):

- Each and every event will have a designated responsible person who is to take the role of the Headteacher in the event of an emergency. Their job to collate and gather details of all clubs and/or groups on site and the confirmation that all are present.
- The designated responsible person will know of the location of extinguishers, fire blanket, etc and be aware of the procedure, alarm sound and meeting place in the event of an emergency before any event begins.
- The designated responsible person will have phone numbers of the Headteacher in an emergency, know other emergency contact numbers and have access to phones (mobile and or landline).
- The designated and responsible person will have register of people present, if that is appropriate.

Summary:

- It is the responsibility of all school and pre-school staff to get out quickly and sweep all (children and adults) before them on hearing the alarm.
- At the front field all staff should marshal, line up, count and report the number of their own and any other unattended class as quickly as possible.
- This number to be reported to the member of staff responsible very quickly.
- Member of staff responsible to check number with register if necessary.
- Office staff to bring visitors book and register to the front field.
- Office staff to ensure all visitors are accounted for.
- All school staff to be aware and vigilant of and for colleagues and announce clearly if any seem missing.
- All staff leaving the premises to ensure office and colleagues know of their leaving and return.
- Before and after School clubs are the responsibility of those running them.
- All staff running an after school club or activity are responsible for those at it.
- Out of school lettings to have a designated responsible person in charge in the event of an emergency familiar with rules and procedures and have a copy of this policy.