



# **Poppyfield**

Primary Academy

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**Fire and Evacuation Policy**

## INTRODUCTION

It is the overall aim of Poppyfield Primary Academy is to minimise the risks to staff and children, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring, by having a fire risk assessment and observing good fire safety practises.

This policy should be read alongside the Health and Safety policy. A suitable and sufficient fire risk assessment is carried out and recorded.

## FIRE SAFETY MANAGEMENT

Main duties are:

- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills at start of each term
- To check adequacy of firefighting apparatus and its maintenance annually
- To implement recommendations from the Fire Risk Assessment
- To consult with the fire risk assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure the Fire Safety Log Book is kept up to date and accessible

## PERSONS RESPONSIBLE FOR FIRE SAFETY

Overall fire safety	Site Team / Head of School
Fire safety training, induction and revision	Head of School
Fire risk assessments	Appointed fire risk assessor/staff
Fire drills	Head of School
Updating of log book / recording	Head of School, Site Team
Checks on call points	Site Team
Checks on emergency lighting	Site Team
Fire escapes unobstructed	Site Team / All Staff
Check all fire detection and protection systems are maintained	Site Team

## EVACUATION DRILLS

The main alarm indicator panel is situated in the in the entrance hall.

Fire evacuation drills should be carried out during each term.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice, ensuring all staff are aware of the procedures e.g. to show the new reception class so that the children know what the alarm sounds like and what to do to evacuate the building safely.

## STAFF ROLES AND RESPONSIBILITY IN THE EVENT OF AN EVACUATION ALARM

Action	Person responsible	In case of absence
Evacuation of all staff and children.	Teacher/group section leader	Most senior person in section
Collection of registers and staff/ visitor signing in book/ sheets	Administration Staff	Head of School
Checking of toilets (all areas)	TA in each class	Class teacher
Calling the fire brigade	Administration Staff	Head of School
Meeting the fire brigade	Head of School	Executive Head Teacher

In general, all staff will assemble at the assembly point (Play Ground), unless the source of the fire makes this impossible.

Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the Head warden/nominated person. The officer in charge of the first fire engine should be informed of any person not accounted for and their last know location.

Business Support Officer will take the staff sign in, registers, visitor's book and school phone to the Marshall point.

The Head of School will meet the fire brigade at the front of the school

The Head of School will be responsible for liaising communicating with the fire brigade and emergency services as directed.

### OFF SITE EVACUATION

If an evacuation to an offsite location is required then staff will supervise pupils to walk to the Cannock District Food Bank, 521 Pye Green Road. Here, all further procedures will be followed and the Head of School will liaise with emergency services.

### FIRE DOORS AND EXITS

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.

All fire exit routes are signed clearly with directional arrows.

The Head of School/ Site Manager will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice. All escape doors must be checked weekly as part of the risk assessments.

### FOLLOW UP TO EVACUATION DRILLS

Drills must be recorded in the Fire safety logbook located in the main office. The timing of each evacuation must be recorded accurately (guidelines state 2 minutes per storey of a normal risk building). All persons will receive immediate feedback on the success of the evacuation at their assembly point and any actions recorded

### EVACUATION PROCEDURE

#### INSTRUCTIONS FOR PUPILS (See Appendix 1)

On hearing the Fire Alarm: (a continual alarm)

- Listen to the following instructions from your teacher.
- Leave the room in an orderly manner via the nearest exit.

- An adult is asked to check the toilets.
- Gate keys, first aid boxes and class lists are to be taken
- Follow the fire exit route shown on the evacuation map.
- Do not run, push or panic. Walk quickly and silently to the assembly point at the rear of the playground at the back of the school
- Line up in silence and wait for a register to be taken
- The class teacher (or person in charge) has to report to the Fire Marshall that all children are present.
- Any children in the hall who are likely to have a change of footwear are escorted from the building and the teacher or assigned TA taken out the children's school shoes which are distributed when all children are accounted for.

**NO MEMBER OF STAFF OR CHILD SHOULD RE ENTER THE SCHOOL BUILDING**

**CONTRACTORS AND SCHOOL PARTNERSHIPS** (See Appendix 2)

All Contractors/hirers and external agencies working within and out of school hours will be informed of the Fire Evacuation procedure. Notices are displayed in all key areas of the school In particular; partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

**MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE EQUIPMENT AND SYSTEMS**

Professional consultants maintain fire extinguishers

Staff will also carry out the routine tests on the systems and precautions as follows and logs of actions recorded:

**A plan of where fire extinguishers are located and their specific use can be found on the fire plan.**

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications
All external and internal doors	Daily	Confirmation that doors open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and leave for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered

Records for these tests are kept in the Fire safety logbook located in the Maintenance officer's room.

**PAT TESTING**

The Site Manager will ensure that all PAT testing is conducted regularly and certificates are recorded in the “**School Log Book**” Folder.

**STORAGE OF FLAMMABLES AND CHEMICALS**

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to.

**PEEPs**

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

**FIRE PLAN**

In accordance with the fire procedure, a fire plan has been devised.

**The plan is displayed under the fire alarm system and in the maintenance officer's room.**

## Appendix 1

### **FIRE PROCEDURES Poppyfield Primary Academy**

#### **DURING SCHOOL HOURS**

##### **WHAT TO DO IF YOU DETECT A FIRE**

- Nearest person to sound alarm in red boxes by the exits or on the control panel in the front entrance.
- Call the Fire Brigade
- Staff to take class lists/Head counts.

##### **EVACUATION PROCEDURES**

- Leave the building as quickly and calmly by the nearest escape route (do not take any possessions)
- A named person with responsibility will attend to anyone who has physical disabilities/needs and give assistance leaving the school building.
- Assembly point is the rear of the school playground

**DESIGNATED STAFF TO CHECK TOILETS  
LINE UP IN SILENCE  
STAFF TAKE IMMEDIATE HEAD COUNT and  
INFORM HEAD OF SCHOOL  
OF ANY MISSING PERSONS**

##### **PROCEDURES FOR STAFF WITH SPECIAL RESPONSIBILITIES**

- Designated staff to check toilets
- Office staff to take out class registers/Pupil Data File and Gate Key.

**DO NOT RE-ENTER THE BUILDING UNTIL  
THE ALL-CLEAR IS GIVEN**

**DO NOT ENTER THE BUILDING IF YOU HEAR A CONTINUAL ALARM**

## Appendix 2

### FIRE PROCEDURES POPPYFIELD PRIMARY ACADEMY

#### **HOLIDAYS AND AFTER SCHOOL USE**

#### **WHAT TO DO IF YOU DETECT A FIRE**

- Nearest person to sound alarm in red boxes by the exits.
- Call the Fire Brigade

#### **EVACUATION PROCEDURES**

- Before every event, fire procedures are highlighted and fire exits identified
- If in the hall, an adult identifies 'fire zone' before evacuation through 'safe' exits
- Assembly point at rear of the school playground
- Head count taken

#### **PROCEDURES FOR STAFF/HIRERS**

- Member of school teaching/support staff/organiser to raise the alarm (if not available, the nearest person available).
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#### **DESIGNATED STAFF TO CHECK TOILETS**

#### **ASSEMBLE AT THE REAR OF THE PLAYGROUND**

#### **STAFF/COORDINATOR TAKE IMMEDIATE HEAD COUNT and INFORM HEADTEACHER/COORDINATOR OF ANY MISSING PERSONS**

#### **DO NOT RE-ENTER THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN**