

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Fire Safety Policy & Procedures for *Ridgeway Primary School*

***(including Rainbow Tots,
Sunbeams Nursery & Sunny
Days Nursery)***

Fire Emergency Plan – Ridgeway Primary School August 2020

The fire alarm system at Ridgeway Primary School has both smoke and heat detectors for fire detection.

ACTION ON DISCOVERING A FIRE

If a fire is discovered it is possible to raise the alarm manually by **FIRMLY** pressing one of the manual call points located at all exits.

Fire extinguishers are only to be used if, the escape route is blocked and the fire is small enough to be tackled safely and the operator feels confident to do so.

Then the fire alarm procedure outlined below should be followed:

ACTION WHEN THE FIRE ALARM SOUNDS

The signal for a fire is a **continuous sounder**.

Leave the building through the nearest **accessible** exit.

COVID Revision

Although in an emergency social distancing does not apply. In order for bubbles of children to maintain social distancing on arrival at the assembly point, we will implement a different assembly point for each bubble:

The following locations will form the assembly points from September 2020:

Top Playground: EYFS including Reception, Nursery, Rainbow Tots and EYFS; (LJG)

The Cage: KS1 (EB)

The MUGA: Lower KS2 (GM)

The Bottom Playground: Upper KS2 (GM)

JJ will be free to liaise with RJ and the fire services

Any visitors will assemble on the Top Playground

To minimise the touching of door handles and the spreading of infection; doors in school will be propped open. In the event of a fire, please ensure that all classroom doors, fire doors and external doors are closed behind you on exit.

VULNERABLE/ DISABLED PERSON: If there is a vulnerable or disabled person within the class, the nominated member of staff will support that person leaving the building in the event of a fire as outlined in their PEEP.

In such instances, the stair walker should not be used.

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SUMMONING THE FIRE & RESCUE SERVICE

If the Fire Alarm sounds, the Site Supervisor will call the Emergency services on **999** using his mobile phone. He will remain on the phone to them whilst he sweeps the building. On discovery of a fire, the fire service can then dispatch a fire engine to attend site.

In the event of a fire outside of normal school hours, the most senior member of staff will call 999 and follow the above procedure. The address of the school is:

Ridgeway Primary School

Grange Road

Chasetown

Staffordshire

WS7 4TU

ROLL CALL

Each class will have a Fire Register accessible in their classrooms. Staff will take the Fire Register from their classroom outside when they vacate their rooms. The Office Manager will bring the staff/ visitor sign in onto the playground. After School Clubs will bring their own registers with them.

When each class has gathered at their assembly point, the teacher will call out the register to confirm that all children are present.

The Office Manager will check that all teaching and non-teaching personnel and visitors are present. The Emergency Services will be informed of any missing persons as soon as they arrive.

Permission to re-enter the building will be given by the HEADTEACHER or their representative once the Site Supervisor has confirmed that the area is safe.

FIRE MARSHAL PERSONNEL

Our Lead Fire Marshall is **Mr Robert Jelves** (Site Supervisor). On the sounding of the fire alarm, Mr Jelves will make his way to the fire panel in the main office foyer to locate the location of the fire. He will then approach the location to see if there are signs of a fire.

The other Fire Marshalls in school will check any shared areas including toilets within their year group or phase before accompanying their class to the assembly point. Any children they find in these areas will be taken to the nearest exit.

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Fire Marshall for:

Rainbow Tots: Mrs Sarah Schuck

Sunbeams Nursery: Mrs Mandy Crouch

Sunny Days Nursery: Miss Jess Hipkiss; Miss Laura Wem; Mrs Beth Sedgley

Reception: Miss Laura Harrell

Year 1: Miss Molly Hossack

Year 2: Mrs Sam Allan Smith

Year 3/4: Miss Jen Davies

Year 5/6: Mrs Becca Kempson

FIRE DRILLS

The School will carry out a whole building evacuation practice once per term by undertaking regular fire drills at least every 3 months.

All information regarding the Fire Drill is recorded. This will include the date and time of drill and any concerns. If any concerns are raised from the fire drill then corrective measures will be put in place.

STAFF ABSENCES

All staff **must** sign into/ out of the building using the Entry Sign system located outside the main office, outside the downstairs staffroom at the front entrance to Sunny Days. Any Staff absences must be reported to the school office so that in the event of a fire, numbers on site are accurate.

VISITORS AND CONTRACTORS

All visitors and contractors must report to the School office on arrival and sign in using the Entry Sign System. Visitors and contractors will wear an appropriate badge to identify who they are and to confirm that they have signed in. The Fire Evacuation Procedure will be shared with visitors.

In the event of a fire evacuation the person whom the visitor is visiting, is responsible for escorting him/her to the fire assembly point. If the visitor is working with children, they will exit with the class they are working with. If the visitor is unsupervised on site, they will exit via the nearest available exit and assemble on the top playground.

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Contractors working on school premises shall be informed of the fire and emergency procedures by the Site Supervisor.

The risk of fire arising out of the work of any contractor at the premises must be assessed (using the Contractor Hazard Exchange Checklist) and appropriate precautionary measures put in place.

Any hot work activities shall be closely monitored using the Hot Permit to Work system.

CO-ORDINATION WITH OTHER PREMISE OCCUPANTS

Persons who organise evening events must be informed in the event of discovering a fire or on hearing the fire alarm sounded to follow the fire action notices displayed at all call points and in all rooms;

FIRE ALARM TEST

The Fire Alarm is tested on a MONDAY MORNING at 10am.

Fire Alarms are tested six monthly as per SCC contract with Lantern.

Fire Extinguishers are checked annually basis as per SCC contract with Chubb Fire & Security.

Emergency Lighting is tested monthly by the Site Supervisor and six monthly as per SCC contract with Marlowe

This document should be communicated to premises occupants including visitors, any temporary staff and contractors as appropriate.

REVIEW

This plan will be reviewed in August 2021

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Appendix 1 Premises Plan showing marked fire exit points & the location of firefighting equipment and the routes to be followed in an evacuation.

Appendix 2 Fire Procedures

Fire Procedures

On discovering a fire, sound the fire alarm immediately.

On hearing the alarm:

- Collect the fire register from the classroom
- Evacuate the class from the building by the nearest exit (do not collect any belongings) and head to the Fire Assembly point for the class
- Line up the children at the assembly point and take the register
- Report any unaccounted for children to the Fire Marshall via Mrs Jelves

If the class is outside when the alarm sounds:

- Progress immediately to the class Fire Assembly point
- Line up the children at the assembly point and take the register
- Report any unaccounted for children to the Fire Marshall via Mrs Jelves

If any child is in the toilet when the fire alarm sounds they will be collected by the Fire Marshall as they sweep the building and taken to the nearest fire exit. The name of the child will be called through to the HT who will notify the class teacher.

Visitors, please exit the building by the nearest exit (do not collect any belongings) and head to the Fire Assembly point on the top playground

Under no circumstances, should anyone re-enter the building until the fire marshal / fire officer has told them that it is safe to do so.

SPOT FRILL DRILLS WILL BE CARRIED OUT EACH TERM AND WILL BE RECORDED!

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Appendix 3: Location of Fire Fighting Equipment

Type of Equipment	Number of Items	Exact Location of Each Item (or include Fire Equipment Contractor register)
Water Extinguisher	14	<u>Block 1/1</u> : Main Foyer; Outside HT Office; Tots; Sunbeams Cloakroom; Reception Cloakroom; Y1 Cloakroom; Bridge door; <u>Block 1/2</u> : Outside Y3; Middle stairwell; Bottom of far Stairwell; Outside staffroom <u>Block 2/1</u> : Baby room; Outside Staffroom Other: Forest School Cabin
CO2 Extinguisher	7	<u>Block 1/1</u> : Outside HT Office; Sunbeams kitchen; Bridge door; <u>Block 1/2</u> : Outside Y3; Outside Y6; Outside electrical cupboard; <u>Block 2/1</u> : Outside staff room
Powder Extinguisher	3	One in each boiler house
Fry Fighter	1	School kitchen
Foam Extinguisher	1	<u>Block 2/1</u> : Outside toilets
Fire Blanket	7	<u>Block 1/1</u> : School kitchen; Meeting Room; Tots Kitchen; Sunbeams kitchen <u>Block 2/1</u> : SD Kitchen; Other: Forest School cabin x 2