



Bryony School - Fire and Evacuation Policy and Procedure

Introduction:

Fire Prevention is vital. In meeting our legal obligations under the Regulatory Reform (Fire Safety) Order 2005, our strategy is twofold:

1. Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire.
2. Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

Responsibilities

Mr Edmunds, the Proprietor is the person responsible for the fire safety of all employees, pupils, visitors, volunteers and contractors and Infant and Junior premises. Mr Edmunds has delegated day to day fire safety responsibility to Business Manager, Mrs Notley and Head of KS2, Mrs Atkins in the Junior site.

Fire Prevention:

It is the responsibility of all staff to be familiar with this fire policy and evacuation procedure. Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

All employees are responsible in supporting the Proprietor and Headteacher in the day to day observation of fire safety and taking action as appropriate:-

- Buildings to be kept clear of rubbish especially around escape routes and fire exits
- Tops and fronts of radiators must be kept clear
- Displays must be securely fixed to the wall.
- Combustible materials (paper, fabrics, card) should not be stored near to sockets or lights.
- Unnecessary lights or electrical appliances (computers, printers, TV, DVD players, CD players, fans, laminators etc.) must be switched off and where possible unplugged.
- No electrical appliances can be brought in without being PAT tested. This is organised by the School Principal.

PAT Testing

All electrical items, plugs and cables are checked every other year –this is organised by the School Business Manager. Staff should not bring any electrical items into school without the knowledge of the Business Manager or Head of KS2 who may agree for the item to be used once it has been PAT tested.

Fire Evacuation Procedure

All staff should be aware of the Fire Evacuation Instructions which are displayed in all areas of the school and the detailed procedure annexed to this policy (Annex A). The Fire Warden's will call the Fire Brigade. Details for contacting the Emergency Services are located in the school office or Junior Staff Room (Annex B).

Pupil Fire Register

The class teachers are responsible for ensuring that the registers are completed accurately in the morning and afternoon and returned promptly to the register cupboard (Infants) rack (Juniors). Any pupils arriving late are required to sign the late register. Staff taking children to the After School Club are required to ensure that each child is signed into the After School register.

Staff Fire Register

All staff are to record themselves in and out using the staff boards. If a member of staff leaves the school throughout the day, they must also indicate this on the staff board. This information will be used in the event of the building being evacuated.

Visitor Register

All visitors to sign in at the School Office (Infant site) and next to the registers (Junior site) and to sign out when leaving. It is the responsibility of the member of staff accompanying the visitor to ensure that this procedure is followed and the visitor is aware of the fire procedure and where we are expecting a Fire drill that day.

Personal Emergency Evacuation Plan (PEEP)

Staff who have temporary or permanent mobility issues or who whose hearing or vision impairment may jeopardise the evacuation procedures should complete a PEEP and discuss the completed plan with the School Principal.

Class teachers should identify pupils who have mobility issues or whose hearing or vision impairments could jeopardise the evacuation procedure and request a PEEP is actioned. A PEEP template is at Annex C.

Fire Equipment

The school shall have suitable and sufficient fire-fighting equipment maintained by service contractors and checked annually or according to the fire officer's recommendations and the date of those checks will be recorded.

Fire Alarm Testing

Both sites are fitted with a suitable fire alarm. The caretaker will test the alarms weekly from a different call point. The alarm will sound for a very short period of time.

Fire Drills

Fire drills will be carried out every half term as part of staff and pupil training. Each drill will be recorded in a log and be reviewed and evaluated.

Risk Assessments

Fire Safety is part of the health and safety risk assessment carried out on an annual basis. Daily, weekly and monthly checks are carried out by the Caretaker or a person delegated that responsibility by the School Principal.

Staff Training

Every member of staff will receive instructions in fire precaution during induction. All staff have access to on-line Educare Fire Safety training to complement their briefing.

Pupil training

Children are briefed by their teachers on Fire Safety at the start of term, on arrival to Bryony School and following a Fire Drill.

Smoking

Smoking is prohibited on the school premises including the school grounds.

Fire Wardens:

Infants: Mrs Notley

Juniors: Mrs Atkins

Policy adopted by the Headteacher	September 2019
Policy adopted by the Proprietor	September 2019
Review Date	September 2022