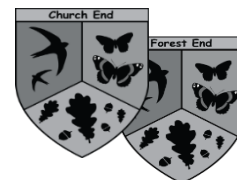


# Marston Moreteyne VC School

## Fire Safety Policy



The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance and can be prevented. It is the intention of the Governing Body to ensure the safety of all relevant persons including pupils, staff and visitors to the school. As such, all reasonable measures are taken to ensure compliance with current legislation. This policy sets out the procedures at Marston Moreteyne VC School for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

All at the school are responsible for their own and others' safety. During the induction process all new staff, whether employed or working at the school in a voluntary capacity, are made aware of our Fire Safety procedures. All visitors to the school are asked to read the fire evacuation procedures and confirm in the visitor book that they have done so.

### Fire Tests and Checks

Fire Drill notices are displayed prominently in every room. It is the responsibility of the Head of Administration to ensure notices are correctly displayed and up to date.

Fire exits and routes are kept unlocked and free from obstruction. It is the responsibility of the Site Agent to ensure that fire exit doors are unlocked upon arrival and all doors and windows are closed and locked upon leaving. All staff should ensure that internal fire doors are closed when a room is not occupied.

Electrical equipment not in use should be switched off at the end of the school day.

Rubbish and combustible waste is not allowed to accumulate and is stored securely in metal bins in the outside bin storage area.

Fire alarm systems are tested weekly, emergency lighting and fire extinguishers are checked monthly by the Site Agent and all results are recorded in the Fire Log Book which is kept in the school office. It is the responsibility of the Site Agent to record any faults and report them to the Head of Administration.

Fire fighting equipment is inspected annually by a contractor appointed by the school.

Fire drills will be carried out termly with at least one drill per year taking place during playtime or lunchtime. Drills will be timed and recorded in the Fire Log Book in the school office.

## **Staff and Pupil Training**

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Attached to this policy is a plan of the school showing where the fire exits are located.

Fire warden training is provided for designated staff across both school sites. A list of fire wardens is displayed in the office and staffroom at both school sites.

## **Evacuation Procedures**

All Fire Alarm activations will be treated as real until the all clear has been given by the Headteacher or the Fire Brigade. Unless the alarm is known to be a drill, the Head of Administration will contact the emergency services.

When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit in accordance with the evacuation procedures displayed on the wall of the room. All fire exits are clearly signed.

Staff in each area will check all toilets and cloakrooms whilst children are led to their registration groups outside. The last person to leave an area must make sure that the door is closed behind them.

The Headteacher/Deputy will perform a sweep of the building as they evacuate before proceeding to the assembly points to check that pupils, staff and visitors are accounted for. The all clear will be signalled to staff and everyone will return to the building in an orderly manner.

In the case of alarm activation when the Headteacher or Deputy are off site; nominated deputies i.e. Head of School, will undertake the above duties.

The designated assembly points for all children and adults are on the playground or field. Teachers will count the children to ensure they are all present. The Head of Administration will take the visitor and children in and out book to the assembly points and check that all visitors are present. Any missing persons will be reported to the Headteacher/Deputy.

In the event of a lunchtime alarm, the Senior Lunchtime Supervisor is responsible for contacting the emergency services. Lunchtime Supervisors are responsible for counting the children to check all are present and in the absence of the Headteacher/Deputy, any missing persons should be reported to the Senior Lunchtime Supervisor.

**Policy Reviewed January 2024**