



# Newlands CofE School Federation

A partnership of Shere and Clandon Schools



## Fire Safety Policy

### IF YOU DISCOVER A FIRE SOUND THE NEAREST FIRE ALARM AND FOLLOW THE EVACUATION PROCEDURE

#### 1. Strategy for fire prevention

Management strategy for fire prevention may be classified as follows:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire.
- 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.

#### 2. Issue of general fire notice

The issue of general fire notices to staff will take place during induction. It is imperative that this document is issued and explained in detail to an employee in the same way as details of pay, work hours and holidays would be explained. This requirement applies to all staff.

#### 3. Staff training

The Fire Officer is responsible for ensuring that all staff on the premises are trained in accordance with the requirements of the school. Every member of staff will receive instructions on fire precautions during induction.

After the initial instruction, all members of staff will receive at least half an hour of verbal instruction at least once every 12 months.

#### 4. Control of risks: training of staff and instruction of pupils

##### 4.1 Employees

The training of all employed people forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.

Instruction and training for all will include the following points:

- Action to be taken upon discovering a fire.
- Action to be taken upon hearing the fire alarm.

- Method of raising the alarm, including the location of call points, use of internal telephone system and location of external telephone.
- Correct method of calling the fire service.
- Location and use of fire-fighting equipment.
- Knowledge of escape routes
- Evacuation method, location of assembly point and method of accounting for persons.
- Stopping machinery, activities and isolating power and fuel supplies where appropriate.
- Appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm.

#### 4.2 Pupils

Pupils should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm.
- know the action they should take on hearing the alarm.
- know the location of the assembly points.
- know what to do if not in a supervised group, in the event of fire.

These points should be included on the fire notice and reinforced during practice evacuations.

#### 5. Fire drills

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm and the whole premises will be checked as if an emergency has arisen. When a fire drill is held, it will be recorded in the Premises Team. All staff must participate in at least two drills per year.

#### 6. Testing of fire alarm systems

The fire alarm system will be tested weekly by the caretaker. A different call point for each test will be used and recorded in the Premises Team. The fire alarm systems will be serviced yearly.

#### 7. Emergency lighting

The emergency lighting is to be examined weekly by the caretaker. A record will be kept in the Premises Team, indicating any defects, and these will be brought to the attention of the School Business Manager immediately.

## 8. Emergency exits

All emergency exits must always be kept clear and free from obstruction. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

## 9. Fire alarms

Electrical fire alarms are operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

## 10. Fire-fighting equipment

There should be the correct type of fire extinguisher at each fire point, depending upon the location.

## 11. Fire instruction notices

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

## 12. Fire prevention checks

Regular fire prevention checks should be carried out.

Checks are to include the following:

- Unnecessary lights and electrical appliances (computers and screens, microwave ovens etc.) are to be switched off and, where possible, unplugged.
- It is recommended that convector heaters are not used in school. All other electric fires must be regularly tested and maintained.
- A fire prevention check is to be carried out in all areas at the termination of the day's work prior to the premises being vacated. The following precautions are to be observed:
  - Except for essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off by a person nominated for this purpose.
  - Wastepaper bins are to be emptied and the contents removed from the building.
  - All parts of the school are to be inspected by the last person leaving the building at the end of the day. He or she is also to ensure that computers have been closed down and television sets have been disconnected and that all doors are closed.

- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all curtains should be drawn apart, other than when security requirements dictate otherwise.

### 13. Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal. Paint materials are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

### 14. Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

### 15. Refuse and rubbish.

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken at the end of each day.

### 16. Flammable materials

Flammable materials are not to be stored near any form of heating.

### 17. Electrical appliances

When using electrical appliances, the following rules should be observed:

- They are to be switched off when not in use.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring is not to be used.
- Electrical faults are to be reported immediately to the premises manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.

### 18. Paint and solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores. Paint and solvents should be disposed of correctly.

### 19. Grass and undergrowth

Grass and undergrowth are to be kept cut well back from buildings.

## 20. Special Precautions

Special precautions may be required when those with disabilities have access to a building. Where possible they should be located within a building that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level that may need to be crossed.

## 21. Vandalism and damage limitation

Fire caused by vandals or people breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit the spread of smoke damage).

## 22. Curtains, furnishings, art displays and decorations

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

## 23. Storage

Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation. All persons handling such material should be aware of the dangers.

## 24. Electricity

All electrical apparatus should be installed by an approved contractor, using the correctly rated fuse. If a fault occurs, it must be repaired before continuing to use the faulty equipment. Electrical installations should be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed from the socket. All portable electrical equipment is to be checked annually by a suitably qualified contractor.

## 25. Fire doors

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit.
- the contents and/or the structure of a building by limiting the spread of fire.

Neither of the above functions will be satisfactorily undertaken unless the door is a good fit in the frame, the self-closing device is working efficiently, and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so on evenings and weekends, all doors should be left in the closed position.

## 26. Contractors

Building contractors bring many ignition sources to the school. Ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

At the end of the day, no building materials should be left outside where vandals can use them to damage the premises.

The Federation Business Manager should be made aware when hot cutting work is to take place for both the safety of the pupils and the school.

## 27. School grounds

Access for emergency vehicles must be always kept clear. Combustible buildings must be sited away from the main building to avoid fire spread. Areas beneath raised buildings should be protected against the accumulation of litter and access for intruders.

Combustibles, rubbish containers and equipment, which could be used by vandals, especially those used by outside contractors, must not be left unsecured.

## 28. Forest School

The Federation Forest School at the Wilderness has a site-specific fire risk assessment and procedure. A copy of this can be found in Appendix B.

## 29. Fire routine

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below (see part 2):

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service
- special needs of cleaners, disabled, etc.

## 30. Advice on the procedure in the event of fire

At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialing 9/999.

After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the Headteacher.
- The Fire Officer is to analyse the procedures followed during the fire to determine whether changes are required.

## 31. Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it.

The following fire records are to be maintained:

- persons with special responsibilities
- fire alarm call point locations and checks
- weekly fire alarm tests
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection

- fire-fighting equipment routine monthly checks
- fire drills
- fire-fighting equipment tests and maintenance by contractors
- training records (annually and on induction)
- visits and inspections by the fire service

### 32. Publication of fire instructions

- These instructions are to be held by all staff.
- All new arrivals are to have fire instructions brought to their attention.
- Part 2 of these instructions are to be displayed prominently at all fire points.
- The classroom fire notice is to be displayed in each classroom.

### 33. General Guidance

- All members of staff are aware of the relevant fire controls and procedures for fire and emergency evacuation.
- All staff must be aware of the procedures for evacuating the building, where to assemble and to whom to report.
- All staff to be made familiar with the location of fire extinguishers and their type and position of fire blankets.
- All firefighting equipment and emergency lighting must be maintained in accordance with national guidelines with appropriate records kept in the school office.
- All visitors/contractors on arriving at the school must sign in at the school office. This is to include younger children.
- A risk assessment will identify hazards and controls to reduce the risk of fire.

The Governing Body first adopted this policy in September 2021. It will be reviewed annually as necessary.

The Resources Committee is responsible for the review of this policy.

Date of last review: Summer 2023

Date for next review: Summer 2024



## Appendix A:

### Instructions for fire officer

The fire officer should undergo training in fire duties at the appropriate training establishment before assuming his or her appointment. Where it is not possible to arrange training before the appointment is assumed, he or she is to attend the first practicable course after the appointment.

His or her primary duties are to:

Be responsible to the Headteacher for all matters relating to fire precautions and the school fire organisation, establishing close liaison with the local fire service officer in the area.

Supervise, maintain, and control on behalf of the Headteacher:

- preparation of school fire instructions
- measures for fire prevention and firefighting, including fire practices.
- allocation, maintenance, and testing of all fire-fighting equipment held by the school for its fire protection.
- the instruction of all in the use of fire-fighting equipment
- arrangements for summoning fire-fighting resources, with details displayed in buildings and by the school telephone exchange  
liaison with the appropriate fire service representatives in the area.
- maintain suitable records to show the following: training of personnel and attendance on courses and distribution and appropriate inspection, maintenance and testing of school fire equipment, fire alarms and water supplies.
- take charge of fire-fighting operations until the fire service arrives.
- ensure that adequate arrangements are made for signposting and marking water supplies for firefighting, and that a water supply map is maintained for use by the fire service.
- ensure that authorised fire notices are displayed as necessary.
- ensure that contractors employed within the school perimeter maintain an adequate standard of fire precautions.

## Part 2: Fire procedures

# General fire notice

### On discovering a fire:

- Operate the nearest fire alarm point without delay.
- The school office will call the Fire Service on 999
- evacuate all occupants to the agreed assembly point.
- If the fire is small and children have been evacuated from the premises, staff may attempt to extinguish fire with the nearest suitable fire appliance.
- If the fire has reached such proportions as to endanger life or escape, do not attempt to extinguish, but proceed to the assembly point.
- Teachers will remain with children at all times to calm them and ensure they do not re-enter the premises.

### On hearing the fire alarm:

- close all doors and windows.
- proceed to your assembly point and take the roll call.
- on arrival of the fire service, the fire officer or a senior member of staff should meet the fire service officers and give as much information as possible about the fire.

### Know:

- your means of escape – primary and secondary
- the nearest fire-alarm point
- the nearest fire appliance and how it should be used.
- the assembly points.

### In the event of fire:

- maintain silence.
- do not stop to collect your personal belongings.
- do not rush.

**Remember to dial 9/999, ask for the fire service  
and give the precise location of the fire.**

# Fire and emergency procedures

- All liaison in respect of fire precautions in Shere Infant School and Clandon CE Primary School will be through the Headteacher, Fire Officer or School Business Manager.
- At a fixed time, each week, the caretaker is to ensure that the alarm is tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the procedure for evacuation.
- On sounding the alarm, the fire service must be summoned, and all staff, students and visitors must leave the building immediately, closing doors and windows behind them if possible.
- An assembly point should be designated at a safe distance from the building to prevent possible injury from falling debris.
- If there is no risk of personal injury, attempts may be made to tackle the fire using a suitable type of extinguisher and to switch off power sources from the mains.
- At all times, fire exit routes must be unobstructed. All exit doors must be unlocked whilst there are people in the building. Smoke doors must not be hooked or wedged open, other than to allow temporary movement within the area.
- Exit routes must be clearly identified and marked.
- The use of display material must be controlled on fire exit routes.

## Extinguishers

The location of all fire extinguishers must be clearly marked. No materials may be placed near these in such a way that their location is hidden or that their use is hindered.

If possible, training in the use of fire extinguishers should be arranged with the local fire officer.

## Storage of flammable materials

Flammable materials, such as paper, floor-cleaning materials and petroleum products, must not be stored in boiler houses or other high-risk locations.

# Year One Classroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the main door and onto the playground.

### 2. Secondary:

Through the fire escape in the little library, turn left onto the path and onto the playground.

## Roles

A teaching assistant must check the children's toilets as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**

# Year Two Classroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Down the stairs and through the protected corridor to the door.

### 2. Secondary:

Down the stairs and through the protected corridor, through the door in the kitchen.

## Roles

A teaching assistant must check the children's toilets as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**

# The Quiet Room Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Year R door leading onto the playground.

### 2. Secondary:

Through the Busy Room and onto the playground.

## Roles

A teaching assistant must check the children's toilets as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**

# Busy Room Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Busy Room door and onto the playground.

### 2. Secondary:

Through the Quiet Room door and onto the playground.

## Roles

A teaching assistant must check the children's toilets as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**

# Office Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Quiet Room door and onto the playground.

### 2. Secondary:

Through the front door leading onto the playground.

## Roles

**Office staff telephone 999 to alert the Fire Service.**

Office staff will collect registers, visitor book and grab bag.

Office staff will check the staffroom, children's and adult toilets in the main building as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**



# Staffroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the front door onto the playground.

### 2. Secondary:

Through the Quiet Room door and onto the playground.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.**

# Hall Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the lobby door onto the playground.

### 2. Secondary:

Through the kitchen fire exit onto the playground.

## Roles

A teaching assistant or midday supervisor must check the toilets. At lunchtime or during assembly an adult must check the upstairs classroom.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.**

# Kitchen Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the fire escape onto the playground.

### 2. Secondary:

Through the lobby door onto the playground.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James' Church.**

# Foundation Unit Office

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Busy Room door onto the playground.

### 2. Secondary:

Through Reception Class door onto the playground.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.**

# Headteacher's Office Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Busy Room door onto the playground.

### 2. Secondary:

Through the front door and onto the playground.

## Roles

The Headteacher must check the children's and adult toilets as they exit.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St James' Church.**

# The Nook Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the Quiet Room door onto the playground.

### 2. Secondary:

Through the Busy Room door onto the playground.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.**

# Procedure in the Event of Fire

## Fire in the main school building:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from mobile phone (or in the case of limited signal Year Two phone).
- Office staff to alert residents of School House.
- Nursery Class leave through the designated exits.
- Year R leave through the designated exits.
- Year R TA, Headteacher and office staff to check toilets.
- Registers taken.
- Office check visitors.

## Fire in Year One:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Year One leave through the designated exits.
- Year One TA to check the toilets.
- Year One registers taken.
- Office check visitors.

## Fire in Year Two:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Year Two leave through the designated exits.
- Year Two TA to check the toilets.
- Year Two registers taken.
- Office check visitors.

## Fire in the Hall:

- Whoever finds the fire sets off the nearest alarm.

- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Office staff to alert residents of School House.
- Children and adults leave through designated exits.
- Year Two evacuate as above.
- Registers taken.
- Office check visitors.

**If it is necessary for children to leave the playground all will proceed through the church yard to St. James Church.**



# Rabbits Classroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the door to the outside area and onto the playground.

### 2. Secondary:

Through the cloakroom and main door of Home Lodge.

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Badgers Classroom Fire Notice

## Raise the alarm

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the fire exit onto the playground.

### 2. Secondary:

Through the cloakroom and out of the main door of Home Lodge.

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Kestrels Classroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the cloakroom and out of the main door of Culmer Lodge.

### 2. Secondary:

Through the fire exit and onto the playground.

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Squirrels Classroom Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the fire exit onto the playground.

### 2. Secondary:

Through the cloakroom and out of the main door of Culmer Lodge.

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# The Ark Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the school hall and library to the playground.

### 2. Secondary:

Through the fire exit to the car park.

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Hall Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the library and onto the playground.

### 2. Secondary:

Through the school office to the playground/carpark

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Admin Office Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 2. Primary:

Through the front door and onto the playground.

### 2. Secondary:

Through the entrance hall/staff kitchen onto the playground.

## Assembly

Staff and pupils will assemble by classes by the trim trail in the playground.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path and to the Bull's Head.**

# Meeting Room Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### 1. Primary:

Through the front door and onto the playground.

### 2. Secondary:

Through the entrance hall or staff kitchen onto the playground.

## Assembly

Staff and pupils will assemble by classes on the playground facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**



# School Office Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### Primary:

Through the front door and onto the playground.

### Secondary:

Through the staff kitchen and onto the playground.

## Roles

**Office staff telephone 999 to alert the Fire Service.**

Office staff will collect registers, visitor book and grab bag.

Office staff will check the staffroom, children's and adult toilets in the main building as they exit.

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# The Library Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### Primary:

Through the library door onto the playground

### Secondary:

Through the children's toilets onto the playground (the key can be found at height by the door).

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Staff Room Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### Primary:

Through the staff kitchen door and onto the playground.

### Secondary:

Through the front door and onto the playground.

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call.

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Staff Kitchen Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### Primary:

Through the kitchen door and onto the playground.

### Secondary:

Through the front door and onto the playground.

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Little Kitchen (Servery) Fire Notice

## Raise the alarm.

It is the duty of anyone discovering a fire to operate the nearest fire alarm/panic alarm point by breaking the glass cover. The nearest member of staff must be immediately informed.

## Evacuation route

Evacuate the building in an orderly manner.

The evacuation route from this room is:

### Primary:

Through the Library door onto the playground.

### Secondary:

Through the fire exit and onto the playground.

## Assembly

Staff and pupils will assemble by classes on the playground, facing Home Lodge.

## Roll call

Teachers must ascertain, **by roll call**, the whereabouts of all pupils and staff and report the results of the roll call to the senior member of staff.

Office staff must ascertain, by roll call and head count, the whereabouts of all staff and visitors.

**If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.**

# Procedure in the Event of Fire

## Fire in the main school building:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff call 999 from mobile phone (or in the case of limited signal from the phone in Culmer Lodge).
- The Ark leave through the designated exits.
- Headteacher and office staff to check toilets.
- Registers taken.
- Office check visitors.

## Fire in Home Lodge:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Rabbits Class leave through the designated exits.
- Rabbits TA checks all toilets.
- Badgers Class to leave through the designated exits.
- Registers taken.
- Office check visitors.

## Fire in Year Culmer Lodge:

- Whoever finds the fire presses the panic alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 from the main building.
- Squirrels leave through the designated exits.
- Kestrels leave through the designated exits.
- Squirrels TA to check the toilets.
- Registers taken.
- Office check visitors.

## Fire in the Hall:

- Whoever finds the fire sets off the nearest alarm.
- Office staff collect registers, visitors and late book and grab bag and leave through the designated exits.
- Office staff to call 999 a mobile phone (in the event of low signal, from the phone in Culmer Lodge)

- Children and adults leave through designated exits.
- Registers taken.
- Office check visitors.

If it is necessary for children to leave the playground all will proceed along the woodland path to the Bull's Head.



Fire drills take place for a whole week at each session, every half-term.

Every staff member takes turn to lead an evacuation.

The Forest School Leader calls the fire drill.

The Forest School Leader decides where the fictitious fire is and decides on the best evacuation route.

When a fire drill or actual evacuation is called, the following actions should be taken:

Blow whistle (done by Forest School Leader).

1<sup>st</sup> blow: freeze

2<sup>nd</sup> blow: return to designated safety point.

The Forest School Leader leads line out of woodland (staff nearest to the chosen exit route when whistle is blown).

Other Forest School staff to take mobile phone, black folder and First Aid Kit.

Upon exiting the Forest School site:

- Conduct head count.
- Children to follow Forest School Leader. Other Leader to stay at rear of group to ensure pack stays together.
- Proceed to muster area adjacent to cabin in main car park.

Contact emergency services using Emergency Services Contact Form (laminated copy in red safety bag and also in Forest School handbook).

Contact school once safely away from Forest School site.

This procedure was adopted by	Newlands Federation
On	<hr/>
Date to be reviewed	<hr/>
Name of signatory	<hr/>
Role of signatory	Forest School Leader