



Yarrells School & Nursery

FIRE SAFETY POLICY

Policy Lead (Position (and Initials)): **Director of Operations (JR)**

Date of Last Review: **May 2022**

Date of Next Review: **May 2023**

At Yarrells, Leaders and Managers need to ensure that all staff, children and visitors to the school are aware of fire safety in our environment. Those with responsibility for Leadership and Management are to take the necessary steps to ensure the prevention of fire where possible, and to ensure the safe and calm evacuation of the premises in the unfortunate event of a fire.

The Estates Manager, supported by the Estates team has delegated responsibility for Fire Safety at Yarrells and is required to ensure that:

- ✓ the fire alarm is maintained in good working order, that call points are tested weekly and the entire system is tested each half term;
- ✓ the whole school has a fire drill each term where the fire evacuation procedure is practised and that the evacuation point is well away from the building;
- ✓ during their induction, new staff members are given Fire Safety training;
- ✓ staff members are reminded about Fire Safety and the evacuation procedure on a regular basis;
- ✓ the evacuation procedure is addressed in the key staff meeting at the beginning of the year;
- ✓ copies of the emergency plan are placed on the walls in strategic places in the school and are displayed in each classroom;
- ✓ all doors specified by the Fire Department that should be fire doors have the correct signs on them;
- ✓ the school has fire extinguishers placed at key areas in the school and that these are tested regularly and the checks on them are current;
- ✓ hallways and exits are kept clear to ensure easy access in the event of an emergency;
- ✓ there are smoke detectors throughout the school;
- ✓ we communicate with the local Fire Department in order to promote Fire Safety awareness within the school and that all recommendations are acted upon;
- ✓ all electrical appliances are given regular safety checks;
- ✓ staff members understand their responsibility to notify the Estates team immediately about any concerns pertaining to Fire Safety;
- ✓ the Estates team meets to review Fire Safety on a regular basis and as required.

All staff should note the following:

- ✓ *all* staff members are to be aware of the Fire Drill Procedure. Each class teacher is to ensure that the Fire Drill Procedure (*Fire Action!*) is displayed prominently in the classroom. In addition, *Fire Action* notices are also displayed in other prominent areas around the school and staff should make children aware of these too, where appropriate;
- ✓ staff members are to inform the Estates Manager in writing, of any concerns regarding fire safety that may arise;
- ✓ staff members should deliver lessons about fire safety as part of our ongoing commitment to teach children about keeping safe and should help to accommodate regular visits from the Fire Department or to venues such as Streetwise to educate the children;

- ✓ all staff will be provided with Fire Safety INSET training at an appropriate interval. This training will also be provided as part of the induction programme for new staff;
- ✓ Each area of the school will have staff who have been trained as fire marshals to ensure that procedure for safe evacuation are followed correctly.

Action to be taken in the event of a fire or fire drill

A fire drill takes place once every term. Staff will not always be informed in advance of the drill. When the alarm sounds, children should be escorted by the member of staff in charge at the time to the main field, using the fire escape routes set out. These recommended escape routes are displayed in each classroom and should be followed unless this is impossible. Occasionally routes will be blocked by the Estates team to ensure that staff are able to use their initiative and lead the children out of the building safely by an alternative route should the need arise in an emergency situation.

EVACUATION PROCEDURE

Main School

When the alarm sounds, the member of staff in charge should escort children to the main field, which is the main school's ASSEMBLY POINT. They should use the recommended fire escape routes, which every class should have on display on the wall.

Greenwood

When the alarm sounds, the member of staff in charge should escort children to the main field, which is the Greenwood buildings ASSEMBLY POINT. They should use the recommended fire escape routes, which every class should have on display on the wall. A member of staff from Greenwood should telephone the main house to inform them the alarm has sounded (Fire Marshal or Head of Pre-Prep). Should the phone lines be down, once all individuals have been evacuated, a message should be sent to the main house.

During a Fire Drill, as in a real emergency, *all staff* should assemble at the assembly point with the pupils.

Form tutors must register their form. As soon as a staff member has assembled their class at the assembly point, a paper register should be taken. These will be provided by the Fire Marshal. Copies must be returned to the school office staff at the end of the event and these will be kept on file.

Administrators in the main school will take the staff and visitor registers. The lead Fire Marshal in the Greenwood building will take the staff and visitor registers and hand them to an Administrator from the main school. An Administrator from the main school will take responsibility for ensuring all staff and visitors that have signed in are accounted for.

To ensure that all staff (full and part time) are accounted for, anyone leaving the premises (for example during lunchtime or for an appointment) *must sign in and out using the sign in sheet in either the Main School or the Greenwood building*. This will help us ensure that time is not wasted searching for anyone who has not been accounted for and to ensure that in the event of an accident or emergency, no one is left inside the building.

If there is a fire in the dining hall while lunch is taking place, all available staff should assist in escorting the children to the field through the nearest exit.

Where possible, doors and windows should be closed behind classes. However, the priority is to get everybody out as safely and quickly as possible.

In the event of a fire, the Head (or the deputised member of the SLT if the Head is off-site), and/or Estates Manager will ensure that the Emergency Services will be called.

This sign is displayed around the school:

FIRE ACTION!

- Sound the alarm
- Leave the building at your nearest Fire Exit
- Close the doors behind you
- Go to the Assembly Point on the main field
- Do not return to the building until you are given permission to do so