

## **St Anne's RC Primary and Nursery School Audenshaw Fire Safety Policy**

### **Our Mission Statement**

*'To help every person to achieve his or her best in work and in play. To celebrate whatever is good and to follow in the footsteps of Jesus by supporting each other for the honour and glory of God'*

### **Rationale**

Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

1. FIRE DRILL notices are displayed in every room. Teachers are responsible for notifying the Site Supervisor if the notices have been displaced. The Site Supervisor will replace the notice. Teachers are also expected to check from time to time that the information is understood by their pupils. Besides knowing the procedure for a class to leave a room under the charge of a teacher pupils should be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves alone or unsupervised when the alarm sounds.
2. It is the responsibility of the Site Supervisor and the Governors to check that Fire Drill notices are displayed in every room.
3. Fire Fighting Equipment is inspected annually by a contractor appointed by the school.
4. FIRE EXIT doors must never be locked, bolted or obstructed while the room is in use.
5. Exit doors and door furniture must be kept in good repair and tested for smooth operation regularly. Faults should be reported in the usual way. All doors must be kept free of obstruction as must the approaches to them.
6. Internal FIRE DOORS should, where possible, be kept closed. They must under no circumstances be hooked or wedged open.
7. Rubbish and combustible waste should not be allowed to accumulate. Teachers are responsible for checking their own classrooms and store rooms.
8. FIRE PRACTICE will be held once every half term. Arrangements for practices will be made by the Site Supervisor and the Headteacher. Notice will be given prior to the practice. At least one practice during the year will be during a play time or during the midday break.
9. FIRE ALARMS will be tested each week.

10. The FIRE BRIGADE are automatically called to any fire, however small. The alarm will be raised and the call will be made by the person who witnesses a fire.

11. A teacher's first and overriding duty in case of fire is to evacuate the children. No attempt should be made to fight the fire.

12. Designated support staff in the event of a fire support the evacuation of children from toilet and communal areas.

13. Registers of children and adults in school at the time are kept in the School Office. It is the responsibility of the office staff to take the following to the assembly point if safe:

- Staff register
- Visitors/staff signing in book
- Children signing in/out file

Mrs Mary Derbyshire will take responsibility for Foundation Stage and Key Stage Two registers. Mrs Colette Heath will take responsibility for Key Stage One registers.

14. Evacuation of the building should in most instances be via the nearest designated Fire Exit. The designated assembly points are on the main playgrounds.

15. A Head Count is taken first. A role call of their designated class should be taken by teachers immediately they arrive at the assembly point and any pupils not accounted for reported to the most senior member of staff present.

16. The Headteacher and Site Supervisor inspect the buildings before a signal to staff and then everyone will return to the building in an orderly manner.

17 The drill will be timed, recorded and reported to the governors at every termly Premises meeting.

***Reviewed December 2016***

***The Policy will be reviewed in December 2017***