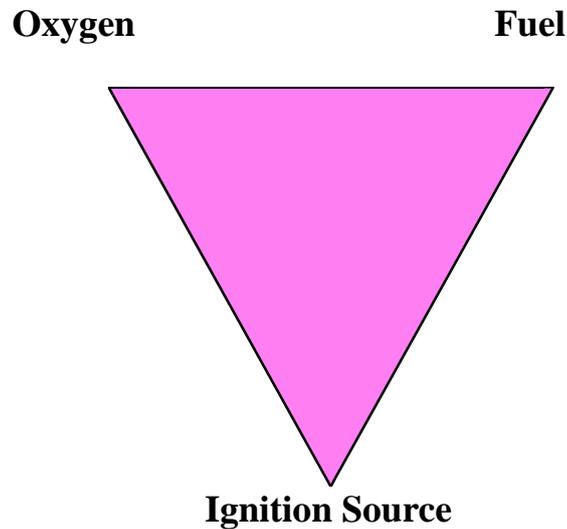


## **The Potential for Fire in the School**

For a fire to start, three components are necessary. If one of the components is missing a fire cannot start



Sources of ignition in school could include:

- Matches & lighters
- Cooking
- Lighting
- Faulty electrical equipment
- Hot processes of contractors
- Deliberate fire raising

The most common fuels in a school are:

Paper  
Textiles  
Clothing  
Seasonal or religious occasion decorations  
Flammable liquids, spirit based pens or aerosols  
Heating fuels

### **Sources of Oxygen**

A free supply of air moving around the school can fuel the fire and help it spread especially through corridors and stairwells. This would seriously affect escape routes

**Health & Safety Procedures in school are designed as far as possible to ensure that the three components do not coincide**

## **Prevention of Fire & Related Accidents**

**It is the statutory responsibility** of every member of all staff to adhere to safety procedures and to help prevent the conditions that might lead to a dangerous occurrence or fire. In the event of an emergency evacuation of the building pupils and staff may trip or fall. Children may be in another part of the building or absent from school. All staff must therefore ensure that:

- Classrooms are tidy and 'trip hazards' are avoided, e.g. bags and coats on the floor.
- Fire escape routes and doors are not obstructed in any way.
- Corridors are kept clear of clutter and furniture (wide corridors can tolerate some furniture)\*
- Door wedges are removed when leaving the classrooms.\*\*
- If the fire alarm rings then **all wedges must be removed** as staff leave the building.
- Computers, monitors and printers are switched off at the end of each day
- Registers are completed first thing each **morning and afternoon** and the office notified of any absences before 9.30am.
- Registers should be carried when out of class.
- Specialist teachers must carry their register at all times.
- Any flammable substances, aerosols, lighters and matches must be kept in a locked cupboard that is not accessed by children.

\*Due to a lack of cloakroom space pupils in F5 use the top landing of the stairwell for coats and bags. **Pupils must hang all coats up neatly and store bags in the boxes provided.**

\*\*While it is accepted that fire doors must not be wedged open, it is also the case that small children cannot open heavy doors and can trap fingers. Infant pupils in particular have been 'trapped' and unable to return to the classroom. In some classrooms the ventilation is unsatisfactory. It is necessary therefore to wedge some classroom and corridor doors open when in use **with the proviso that staff remove the wedges on every occasion when leaving the classrooms unattended.**

## **In The Event of a Fire**

### **Fire Alarm**

The person who discovers the fire or suspected fire is responsible for raising the alarm. The alarm is activated by breaking the glass front of the red alarm boxes (call points) situated in the corridors at each stairwell.

The alarm is a continuous high pitched siren.

On hearing the alarm everyone must exit the building by the designated Fire Exit indicated in each room and indicated by the green fire arrows and emergency lighting. **Do not stop to pick up personal items and never return to the building till the 'All Clear' is given.**

**Staff in the kitchen, ITC Suite or Home Economics room must switch off all electrical equipment using the master switch beside the door.**

Staff will lead the pupils to the designated Assembly Points and **immediately take a role call.**

**If anyone is unaccounted for staff must notify the SMT or Janitor who will confirm with Office Staff who will have a list of pupils notified as absent.**

**Designated assembly Points:**

- Nursery pupils and staff assemble in the nursery garden on the grass as far away from the building as possible.
- Infant pupils assemble in class lines in the infant playground at the back as far away from the building as possible
- Senior pupils assemble in class lines in the senior playground at the shelter as far away from the building as possible
- Classes using the gym assemble in the senior playground and do not pass close to the building to access the infant or nursery areas.

Office staff will take the pupil and staff registers and collect School Evacuation Emergency Bag from the DHT office.

The HT will collect charged 'Walkie-Talkies'.

If present the janitor will confirm with the HT that the building is empty and proceed to the front of the school to await the Fire Service. If the janitor is not on site the HT will do this. In the event of neither the HT nor the janitor being present responsibility will go to DHT then PT.

**Escape routes and lighting**

Escape routes are clearly marked by green fire exit signs. The arrow indicates the most immediate and safest exit. In the event of the school lighting being compromised, emergency lighting will remain on to indicate the fire escapes.

In the event of an escape route being compromised the class teacher will guide the pupils to the closest viable exit.

**Pupils with mobility/visual/hearing/language/learning difficulties**

Pupils who have compromised mobility will be allocated a Pupil Support Assistant who is trained in the use of the 'Evac-Chair' and who will proceed to the classroom to escort the pupil out of the building. The 'Evac-Chair' will be stored in close proximity to the pupil.

Pupils who have learning difficulties will be escorted by their allocated Pupil Support Assistant. Pupils with English as an additional language will have the fire procedures explained to them in their own language as part of the induction process.

## **Signs and notices**

Fire escape routes are indicated by the green and white Fire Exit signs that are clearly visible at the door to each classroom. This is the best escape route, however it may be compromised therefore there will be an alternative fire drill each term to practise for this eventuality. The janitor will indicate which route is blocked during the fire drill. Staff must familiarise themselves with an alternative escape route.

In the event of more than one exit being compromised staff should use the fire extinguishers if necessary to reach the fire exit closest to them.

## **Maintenance**

The janitor arranges and records any maintenance contracts regarding safety equipment. All staff must be aware and report any broken or damaged equipment. Staff must also ensure that pupils do not tamper with safety equipment and that displays and furniture do not interfere with access to equipment.

In particular the gym equipment must be stored away at the end of each lesson and **MUST not block the escape corridor.**

## **Effective Management**

The Head Teacher is responsible for developing a Fire Safety Policy and for ensuring all staff are trained and familiar with procedures. **However once informed of procedures, staff become legally responsible for their effective execution.**

If the alarm is sounded when a practice has not been arranged, the office staff will call the fire service. If the office staff are not present then the Head Teacher will call.

The Bishop's House must be notified if there is to be a practice alarm. In the event of a real emergency responsible staff should make contact with the Bishop's staff to ensure they are aware of the emergency.

**If it becomes immediately apparent, i.e witnessed by a member of staff, that the alarm has been activated either accidentally or mischievously please inform the office staff immediately so that they do not call the Fire-Service and will notify the Bishop.**

There will be a current list of personnel and pupils in the building in the office. In the event of the Management Team being out of the building the line of responsibility for calling the fire service and greeting them at the front of the building will be:

1. Office staff
2. Head Teacher
3. Depute Head
4. Janitor
5. Principal Teacher
6. Mrs Henry
7. All Staff

The person assigned to greeting the Fire service must also inform and record staff working in the Bishop's House. If the staff member is class committed he/she must pass responsibility of the class to another available staff member.

## Evacuation of School Site

**If there is a significant fire and flames can be seen and an evacuation of the playground becomes necessary, the senior pupils will leave by the St Swithin's Street gate and Nursery and Infant pupils will leave by the nursery gate. Staff will escort the pupils to Albyn School as set out in the School Evacuation Plan.**

## Use by other agencies

Other groups using the building will be given a copy of the procedures and a copy will be posted at the front entrance and in areas used by the public.

## Visitors

All visitors are asked to read the advice at the entrance before signing in. Office staff will check that they are aware of the procedures before allowing them to move about the building.

Signed –

Copied to:

All staff  
Parent Council  
All lets  
School office  
Entrance hall  
Bishop's residence  
ACC Health & Safety dept.