

Ashgrove Primary School

Fire Safety
&
Emergency Evacuation
Policy

1 September 2009
Version 1:3

Fire Safety Policy

Preservation of life and protection from danger are fundamental to any working environment. It is essential, therefore, that daily routines are underpinned by an ongoing programme of risk assessment, monitoring and maintenance, and by emergency procedures that are appropriate to the variety of activities, people and circumstances that take place during any school day. It is the duty of each member of staff to contribute to school safety.

Prevention

The following measures will be taken in order to minimise the risks associated with fire:

- children will be made aware of the dangers of fire;
- a summary of the emergency evacuation procedure will be displayed in each room;
- fire drills will be practised once per term, one of which will be from assembly;
- teachers will keep an updated class list ready for use during a fire drill;
- fire doors will be kept closed at all times;
- exits will be kept free from obstruction;
- nothing will be placed over, or hung from, electrical appliances;
- all electrical appliances, including computers (not the server), will be shut down properly at the end of each day;
- all electrical appliances will be tested regularly by a qualified electrician;
- all alarm switches will be tested annually;
- red-labelled (water) fire extinguishers will be available in the event of a small non-electrical fire;
- black-labelled (carbon dioxide) fire extinguishers will be available in the event of a small electrical fire; and
- all fire extinguishers will be maintained regularly.

Emergency Procedure

Whenever the alarm sounds the following evacuation procedures will be conducted in a manner appropriate to a genuine emergency.

- If fire is confirmed and beyond immediate control by extinguisher the fire brigade will be summoned.
- An uninterrupted bell will be used to initiate an emergency evacuation (including fire drill).
- All staff and pupils are required to leave the school even if the reason for a continuous bell is known to be a drill.
- Children and members of staff will leave their belongings, shut classroom doors after them and move quickly and quietly to the Ashgrove Road where teachers will call the roll.
- Rooms 1, 2 and staffroom will evacuate by the INFANT DOOR (outside door beside the staffroom) to the footpath above the gates.
- Learning Support will evacuate by the INFANT DOOR (outside door beside the staffroom) and wait inside the gates until told to join their classes.
- Rooms 4 and 5 will evacuate by the FRONT DOOR to the footpath; Room 4 below and Room 5 above the gates.
- Rooms 6 and 7 will evacuate by the JUNIOR DOOR (outside door beside Room 6); to the footpath, above the gates.

- Rooms 8, 9, 10 and 11 will evacuate by the SENIOR DOOR (outside door beside the canteen) to the footpath; Rooms 8 and 11 above, Rooms 9 and 10 below the gates.
- Mobiles 1, 2a, 2b, 3 and 4 will evacuate to the footpath below the gates.
- The dining hall will be evacuated by the CANTEEN EMERGENCY EXIT and children will wait inside the gates until told to join their classes.
- Children in toilets will leave by the nearest exit and wait inside the gates until told to join their classes.
- The assembly hall will be evacuated by as many of the three emergency exits as are safe:
 - out the MAIN HALL DOOR, proceeding to the footpath via the FRONT DOOR;
 - out the SIDE HALL DOOR, proceeding to the footpath via the SENIOR DOOR; and
 - out the REAR HALL DOOR, proceeding to the footpath via the CANTEEN EMERGENCY EXIT.
- The kitchen will be evacuated by the CANTEEN EMERGENCY EXIT.
- Offices and 1:1 room will be evacuated by the FRONT DOOR and wait inside the gates. Children will then be told to join their classes.
- Visitors will accompany the classes or staff they are with when the alarm rings.
- The caretaker and principal will check that everyone has left the building and will switch off the power if appropriate and possible.
- No one will re-enter the building until it is declared safe by the principal.

Review

This policy will be reviewed annually.