

FIRE EMERGENCY PLAN

ROUNDS GREEN PRIMARY SCHOOL

Rounds Green Primary School is a single level building which caters for pupils from Foundation, KS1 and KS2. There is a mobile situated in the junior playground. The school has 1 room in a loft which contains infrequently use resources.

Other users of the building:-

- AIP Catering Company – School kitchen.
- Dance sessions – Saturdays (8.00am – 2.00pm).
- Local/ Government Elections – Classroom

The head teacher is the premise manager responsible for this building. The deputy premise manager is the site manager.

1. Corporate Level One Risk Assessment and Fire Log Book.

It will be the responsibility of the Head Teacher to ensure the corporate level one risk assessment is undertaken, this should be carried out with the assistance of the Business Director and site manager and the school senior management team. The risk assessment and the action plan should be presented to the Governing Body for consideration.

The risk assessment and fire log book are located in the school's admin office. In the event of an emergency the fire log book and premise log book, should be brought to the attention of the fire officer.

Details of hazardous substances kept on site and the location of asbestos are detailed and kept with the fire log book.

2. Fire Alarm

The alarm points are located as per the attached plan, the call points are highlighted in red. The alarm system is a break glass bell system (bells and flashing lights, which are activated upon breaking the glass). A weekly regime of testing the fire alarm is carried out by the site manager every Monday and logged in the fire log book.

3. Fire Exit Doors

Fire exits are located:-

- Nursery,

- Main Building.

4. Assembly Point

The nursery and Foundation stage will assemble on the foundation stage small playground. Years 1 to 6, visitors and students will assemble on the main school playground. The Health and Safety co-ordinator will liaise between the two assembly points to make sure all persons are accounted for and report to the Head Teacher.

5. Fire Extinguishers.

The fire extinguishers are indicated on the building plan:-

- Red – water extinguisher
- Black - CO2
- Blue – powder.
- Cream – foam

6. Emergency Lighting

Emergency lighting is located in both school halls and entrance lobby and in the Foundation block. The exact locations are marked on the building plan.

7. Fire Safety Monitoring Inspections

A monitoring inspection will be carried out on a weekly basis by the site manager. Details of this inspection will be kept in the Fire Log Book situated in the admin office. Any faults or corrective action will be recorded and reported to the call centre.

8. Visitors / Contractors

All visitors/contractors must report to the school reception and sign in using the electronic Inverntry system. The system will print a badge which must be worn throughout the course of their visit. It will be the responsibility of the host to escort their visitors to the assembly point.

Contractors should report to the site manager and state the nature of the work to be carried out and the impact this will have on the safe working practices within the school. The Site Manager will ensure that they are aware of the schools emergency procedures and if necessary how to raise the alarm in the event of an emergency. .

9. Staff Training

Newly appointed or temporary employees will be instructed to read the emergency plan and as part of the induction procedure, new or temporary employees will be expected to undertake the electronic training package 'In

the Line of Fire'. It will be the responsibility of the Business Director and Site Manager to ensure that this is carried out and recorded in the Fire Log Book.

All staff will complete 'In the Line of Fire' training on an annual basis and a central record, including certificates of completion, will be held by the Admin office.

10. Fire Drills

There will be a fire drill carried out on a termly basis, one will take place in September to take into account the new intake and any new members of staff. One fire drill will take place during the lunch time period. It is important that the school is evacuated within three minutes.

Details of the fire drill will be recorded in the Fire Log Book by the Head Teacher and the Governing Body will be informed of dates, times and any specific problems.

11. Special Needs

Evacuation procedures for pupils/staff with disabilities will be done on an individual basis and updated as required.

12. Fire Evacuation Procedures for A Primary School.

On discovering a fire, raise the alarm by the nearest call point. The Business Director will be responsible for calling the fire brigade, in their absence this responsibility will fall to a member of the Admin team.

If the alarm is raised

- It is important that pupils are evacuated to safety, do not stop to collect your belongings, go straight to the assembly point (see section 4) If it is possible, close windows and doors on the way out. If you feel confident to tackle the fire and have received the training then do so but you must not put yourself or pupils at risk.
- The Office Manager will collect the school registers and visitors list and take them to the assembly point.
- The Business Director (in their absence the office manager) will collect the school fire log book.
- Foundation Teacher will be responsible for checking the disabled toilet.
- The Deputy Head Teacher (Assistant Head Teacher in their absence) will be responsible for checking Key stage 1 and foundation.

- The Site Manager (Business Director in their absence)will check Key Stage 2.
- The person liaising with the Fire Service will be the Head Teacher (in their absence the Deputy Head Teacher).
- Information contained within the Fire Log Book and the Premise Managers Health and Safety File will be made available to the Fire Service.

No one should enter the building until the Fire Service declares it is safe.

- High visibility jackets will be worn by the Head Teacher, Deputy Head Teacher and Business Director to make themselves distinguishable to the Fire Service.
- The nearest fire hydrant is located in the street (Brades Road) on the pavement and will point this out to the fire service by the Site Manager.
- In the case of inclement weather or other unforeseen problems pupils will be escorted to the school playing field. The Head Teacher will notify parents/carers by text informing them to collect their children from the Florence road gate. In extreme cases pupils will be taken on foot to Ormiston Sandwell Community Academy.
- The Head Teacher/Deputy Head Teacher will contact the Directorate by mobile phone. The Directorate will ensure that the Education and Lifelong Learning Business Continuation Plan will be put into place by officers within the LEA.
- Any accidents or incidents that occur during evacuation must be recorded on the Council's Incident Form. Health and safety officers will inform the Health and Safety Executive as required, by the RIDDOR Regulations.

Evacuating during lunchtime procedures:

- Evacuate the dining hall via the upper KS2 and lower KS2 toilets. Children will be supervised by the staff on lunchtime duty.
- Kitchen staff will vacate via the fire exit at the back on the kitchen. The Catering Manager is responsible for AIP staff and will report to the Head Teacher/Business Director any concerns regarding the evacuation.
- During Wet lunchtimes staff will escort children to the playground.

13. Additional Support require for pupils with disabilities

All pupils with disabilities upon entering the school will have their own risk assessment PEEP with nominated person/s attached. This will be updated each term and placed on the log book. All nominated staff will have a copy of the risk assessment.

14. Evacuation during Local or Government Election

The responsibility of an evacuation during this time will fall to the presiding officer. It will be the responsibility of the Site Manager to ensure that the presiding officer is aware of the fire alarm call points, location of fire extinguishers and has access to a telephone. The polling station is located in classroom 1, the nearest exit is next to the upper KS2 toilets. .

During the hours of darkness emergency lighting directs the way to safety. A copy of this emergency plan and map of the school will be given to the presiding officer by the Site Manager as part of the opening up procedure on the day of the elections.

15. Parents Evenings

It will be the responsibility of the Class Teacher to escort parents they may have in their classroom to the nearest fire exit and to the assembly point, which is the main playground. Staff will be briefed by the site manager at the staff meeting prior to parents' evenings.

16. Special Events and Public Assemblies

It is the Head Teacher's responsibility to inform any group or gathering prior to the start of the event of what to do in the event of a fire.

17. Review

The Head Teacher and Senior Management Team must ensure that the emergency plan is reviewed on an annual basis, or sooner, if there are any changes to staff that have specific responsibilities within this plan.