

# Rook's Nest Academy

*'Caring for Children, Striving For Excellence'*

## *Health and Safety / Fire Safety Policy*



### **Introduction**

Responsibility for fire safety in schools is shared between the Governing Body and the Headteacher. Between them, these parties must ensure that fire precautions at the school comply with all relevant **fire safety legislation**.

The safety of all children, visitors and staff at Rooks Nest Academy is paramount. The Headteacher, and nominated staff, will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

In this policy you will find procedures to follow on:

- Protective Equipment – Fire Extinguishers.
- Inspection Procedures/ Good Housekeeping Practices.
- **Unexpected Explosions.**
- Raising the alarm.
- Action to be taken on hearing the alarm.
- The assembly points around the building and roll-call procedures.
- The procedure for re-entry to the building.

An electronic copy is available on the schools website.

### **Protective Equipment - Fire Extinguishers**

Fire fighting equipment is provided throughout the building and is regularly maintained by CHUBB. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. It has been recommended by the LA Fire Officer not to tackle the breakout of any fire, minor or otherwise. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

## Inspection Procedures/Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out by the contractors CHUBB in accordance with the details in the Health and Safety / Fire Precautions log book. Any defects or shortcomings should be brought to the attention of the Caretaker who will ensure the arrangements for replacement or replenishment. If any extinguishers are not fixed securely on the wall please notify Mr Greenwood.

The Headteacher and Governing Body are responsible for health and safety in the Academy (Delegated to the Deputy Head). They will complete a fire risk assessment and implement the control measures identified. Review of the fire risk assessment takes place annually. The Academy Fire alarm System was fitted in 2012 and splits the academy into different zones with heat and smoke detectors present in the Food technology room and Library – It has a programme of regular maintenance from an outside firm POWER PLUS. Mr Greenwood will test out the Fire alarm weekly. An evacuation exercise will take place at **least** once a term and as soon as possible after any new intake of pupils is admitted to the school. A record will be kept of the results.

The Academy fire alarm is linked to Sandal Security Systems who will alert the Fire Service if the alarm was to sound both in and out of school hours.

The **Deputy Headteacher** will have responsibility to undertake regular visual inspections of all fire fighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. This responsibility will be delegated to **The Caretaker**. Feedback will be given during weekly maintenance meetings.

All Staff and children involved in regular fire alarm drills throughout the school year. As part of general induction to school new staff, visitors and contractors will be made aware of fire evacuation procedures.

All Teaching staff have been professionally trained to use the three types of fire extinguisher located on the academy premises.

Daily visual checks will be carried out by **The Caretaker** as follows -

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Deputy Headteacher, who will ensure that remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the Contractors (**CHUBB**) and will be recorded on each extinguisher.

## Good Housekeeping within the School:

- Extension Leads with various outlets (reel) are fully unwound.
- Fire doors/fire exits not obstructed and closed at all times.
- No locks to be placed on any fire exits.
- Boiler rooms - no flammable items to be stored there.
- **Site Manager aware of mix of items (especially cleaning equipment) stored together.**
- Storage to be secure, ensure no risk of anyone setting fire to it.
- Storage of all "back up" software in fire protective cabinets.

**Note: Most fires occurring in the school day start in storerooms or cloakrooms.**

## Unexpected Explosions

In the event of an unexpected explosion The Academy Office will instigate a controlled evacuation immediately. Children, staff and public will be directed away from the site of the explosion. The Police and Fire Brigade will be summoned and the ambulance service alerted by The Academy Office. In addition the scene of the explosion will be cordoned off. The Academy will implement a separate emergency plan to manage unexpected situations including explosions whether on site or nearby. [See Major Incident Policy.](#)

## The Evacuation Procedure

The following sequence of actions should take place when a fire is detected:

- 1) Raise the alarm. On hearing the alarm the School Business Manager(SBM) /Head teacher will telephone the Fire Brigade.
- 2) Evacuation of premises via nearest clear exit point.
- 3) Report to the Assembly Point. (Furthest end of playground facing down the school field)
- 4) Duties of employees with key responsibilities should be followed.

**Alarm** – ANYONE discovering a fire should without hesitation activate the nearest fire alarm and break glass call point. Children should be taught to report to a member of staff if they discover a fire. (This will be the class teacher's responsibility to ensure children are aware to notify a member of staff on discovering a fire.) If anyone does not know how to activate the alarm please notify The Academy Office. Location of all fire alarms will be found on the site plan in the entrance hall. The alarm is tested weekly by the Caretaker who will activate a different call point each week and log any faults. These faults need to be reporting to contractors POWER PLUS.

**Calling the fire brigade** – All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of The SBM (if SBM absent - Headteacher) to make the call.

**Evacuation of premises** – on hearing the alarm pupils will stand behind their chairs and when instructed by the teacher/member of staff in charge, exit the building via the nearest exit. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises. The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

**Report to Assembly Point** – (Playground facing field). At the assembly point classes will line up in class order to enable a headcount of each class.

The Academy Secretary Mrs Hartley collect class visitors book and staff sign in sheet.

Call the roll – Class teachers/member of staff in charge will immediately count the children in the class and check with register, they will then show that 'all are present' by raising a hand in the air.

The Headteacher will check to make sure all hands are raised and then liaise with remaining SLT who will have made a sweep of the building before exiting - making sure that the school is clear.

The Head teacher will go to each line in noting any child absence. (In Headteacher's absence DHT will perform this duty)

The School Secretary Mrs Hartley will bring the Staff signing in sheet and Visitors register and inform Headteacher of any staff not present who were signed into the school.

### **Re-entering Building**

When Head teacher receives notification of all clear she will notify staff to re- enter the building.

## **4. Duties and Responsibilities of Delegated Members of Staff:**

**School business manager / Head teacher** – On hearing the alarm, will contact the Fire Brigade using the 999 telephone system. Head teacher's responsibility only if SBM not present in school.

**Academy Secretary: Mrs Hartley** - On hearing the alarm should collect staff signing in sheet and visitors book will be collected from reception on way out.  
The cordless school telephone should also be taken.

**School Office: Mrs Hartley** - Will be responsible for ensuring all visitors are accounted for through the signing in register. Staff members who have visitors should ensure they make their way to the Assembly point. All visitors should report to Assembly Point (Playground) on hearing the fire alarm. **This needs to be communicated to all visitors.**

**Headteacher / SBM** – To meet with Fire Brigade at the front of the building. All SLT and persons with roll call responsibility to inform Head teacher if anybody absent.

**Teaching assistants and staff not responsible for a class or individual** to 'sweep' toilets and main areas.

**Lunchtime Supervisor: Sarah Edwards** - will be responsible to ensure all Lunchtime Organisers are accounted for and any absences reported to Deputy Head.

**Catering Manager: Yvonne Sykes** – will be responsible to ensure all catering staff are accounted for and any absences reported to Deputy Head.

**Caretaker Mr Greenwood** - will be The Caretakers responsibility to ensure all

cleaning/caretaking staff are accounted for and any absences reported to Deputy Head.

**Rook's Nest Flyers Manager. Veronica Saville** – will be responsible to ensure all Flyers staff and children are accounted for.

**Evacuation of disabled persons (SEND pupils)** – pupil, staff or visitor:

**Pupil (SEND)** – The class teacher (or one to one support) is familiar with any additional needs. They have responsibility to ensure the pupil is escorted to the assembly point.

**Staff Member** – It would be the responsibility of the line manager to ensure the member of staff is escorted to the assembly point.

**Visitor** – It would be the responsibility of the person they are visiting or who has arranged the visit to ensure they are escorted to the assembly point.

#### **5. Catering Staff/ Caretaker/Cleaning Staff will:**

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point
- Call the roll of staff
- Report to the Deputy Head with any absences.

**Procedures for liaison with the Fire Brigade** –The Headteacher /SBM will meet the Fire Brigade on the driveway of the school on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building. The Deputy Head would take this roll if Head Teacher not present in school.

#### **Evacuation of disabled persons - pupil, staff or visitor**

Teachers who have a disabled child in their class, line managers who have a disabled member of staff and staff members with a disabled visitor should contact Deputy Head teacher if they have concerns that the persons in question will have difficulty in evacuating the building. If required CM will develop a personal emergency evacuation plan for the person in question.

**Named staff responsible for one to one children and supported pupils; responsible as per timetable (see individual care plans).**

After the School day : On hearing the fire alarm the member of cleaning staff responsible for cleaning zone 2 must pick up the front office signing in sheet and visiting books before moving to the assembly point.

**Pre School:** See own Fire Plan

#### **Visitors in large numbers.**

During the school year there will be occasions when the school population will be increased due to a special event. These events can be: school performances, music concerts, Parents evenings, coffee mornings, Summer Fayres etc.

The Headteacher or host teacher will indicate to visitors as part of a welcoming address the whereabouts of fire doors & emergency exits.

Clear signage and emergency lighting throughout the school indicates emergency exits and escape routes.

# Rooks Nest Academy

## Fire Safety & Emergency Plan

In case of a fire in the building the following procedures must be adhered to.

*(NB Fire assembly point for all staff and pupils is the far end of the playground facing the field)  
The Emergency Plan Assembly Point is the Municipal playing field on Coach Road.*

- 1) On alarm sounding **Head Teacher / Academy Secretary** will contact Fire Brigade.
- 2) **Academy Secretary** will gather registers, staff signing in sheet and visitors book and will make way to Fire assembly point.
- 3) Staff responsible for a class will instruct their children to quietly make a line at their classroom door. They will then be quickly and safely guided to the Fire Assembly Point.

### **Appropriate Fire Exits for each class are as follows...**

- Classrooms Year 2/3 (Mrs McNally & Mr Robertshaw) adjoining classroom doors through to main playground.
- Classrooms Year 1 (Mrs Smith) – Fire door to playground.
- Foundation Stage will use exits to front and rear playgrounds.
- Classroom Year 3 (Mrs Milfull) adjoining classroom door and leading to Main Playground exit
- Classroom Year 4/5 (Mr Milfull) adjoining classroom door – fire exit next to library.
- Classrooms Year 4/5 (Mr Morell & Mr Lai) adjoining classroom doors.
- Classrooms Years 6 (Mrs Dovel & Mrs Harper ) adjoining classroom doors.
- Classroom Music Annex ( Mrs Wilcox) Fire door
- Foundation stage which is regularly free flow over 3 interconnected rooms will use most appropriate of 3 fire doors.
- Children using Hall will use main fire doors (following the path to the rear of the building to the school playground).
- Pre school will use appropriate exits.
- Those using the library & ICT suite will use Library fire exit to rear of library.
- Those using the Staff Room will use rear fire exit off library corridor.
- Mrs Hampshire or Mrs Brooks working in the Thrive Room will be responsible for escorting the children with them.

*(NB In the case of fire blocking an exit the nearest Fire Exit is to be used)*

- 4) At assembly point the **School Secretary** will check with Teaching staff that class numbers have been counted and are correct.
- 5) School Secretary and Business Manager will account for staff and visitors.

- 6) Catering Manager – will be responsible to ensure all catering staff are accounted for and absences reported to Headteacher.
- 7) Lunchtime Supervisor Manager – will be responsible to ensure all lunchtime organisers are accounted for and absences reported to Headteacher.
- 8) Caretaker – will be responsible to ensure all cleaning staff are accounted for and absences reported to Headteacher.
- 9) Visitors – It should be the responsibility of the person who they are visiting or who has arranged the visit to make sure that they are escorted to the assembly point (in the case of a larger number of visitors such as those attending a school concert will be briefed on the location of Fire Exits).
- 10) Disabled persons: see timetable for named staff responsible for children. Disabled visitors see previous point.
- 11) Head Teacher will then wait on drive for Fire service to arrive School Business Manager will inform Head of any absences. Headteacher will relay details of persons missing, access points and location of the fire to Fire Service. In the absence of the Headteacher Deputy Headteacher will take on this responsibility.
- 12) Rook's Nest Flyers and Wraparound Care: (see below)

## ROOKS NEST EARLYBIRDS FIRE PROCEDURE

1. If fire is discovered raise the alarm (fire alarm should sound).
2. If the fire alarm sounds all children and adults must leave the building immediately via the nearest exit and assemble at the assembly point for roll call. The nearest fire exits are **THE MAIN ENTRANCE TO EARLYBIRDS** and **DOOR NEXT TO THE LIBRARY** and the **DOOR IN THE LIBRARY BOTTOM RIGHT** and **HALL DOOR** and year 4 **CLOAKROOM DOOR**. If using the Hub the **MAIN FONT DOOR OF SCHOOL** will be used and then through the coded gate to the school playground.
3. All personal belongings must be left and everyone should evacuate the building quickly and calmly.
4. The assembly point is the far end of the playground opposite the main playground entrance.
5. Everyone assembles at the assembly point and roll call will be taken by the Manager (or in her absence the Deputy Manager). If anyone is injured or missing the child's parents will be informed immediately
6. **Call 999 and ask for the fire brigade**. No-one must re-enter the building until the Fire Brigade says it is safe to do so.

September 2020

To be reviewed Autumn 2021

## Rook's Nest Pre School

### FIRE EVACUATION PROCEDURE.

In the event of a fire, suspected fire or on hearing the fire alarm.  
The fire alarm is linked to the school system.

#### Fire Marshalls:-

Mrs Lindley-Morris  
Mrs Miller.

#### Evacuation plan.

Evacuate the building by the nearest exit point (front entrance or fire exit).

#### Current Evacuation Points:-

1. IF THE FIRE IS SUSPECTED AT THE ACADEMY THEN ALL STAFF AND CHILDREN REMAIN WITHIN THE PRESCHOOL PERIMETER; FURTHEST PART OF THE GARDEN AREA.
2. IF THE FIRE IS SUSPECTED AT THE PRESCHOOL THEN ALL STAFF AND CHILDREN LEAVE PRESCHOOL GROUNDS AND PROCEED TO THE ACADEMY PLAYGROUND VIA THE RIGHT-HAND SIDE OF THE ACADEMY BUILDING.

#### Nominated people and responsibilities

- Mrs Lindley- Morris – to get the register and lead children quickly to place of safety.
- Mrs Miller to do a final check of all areas and close doors on leaving.
- All other staff to contain the children and get the ring on exit (if possible).
- In the absence of the nominated people, staff will be assigned a role at the beginning of the session.

#### ON SUSPECTING A FIRE

- The fire alarm **must** be activated; situated by the Preschool entrance.

#### ON HEARING THE ALARM

- Mrs Lindley-Morris or another adult will alert everyone to evacuate the building.
- The nominated person will collect the register and leave by the nearest exit, escorting the children along the way. If possible, collect the waddle ring.
- Staff to position themselves front, middle and back and if no ring hold as many children's hands as possible.
- Second designated adult to do a final sweep of all areas before leaving; closing doors on exit.
- Children should always be contained and supervised.
- Once away from danger and assembling in the Academy playground assemble children on the waddle ring.
- Designated person will do a register check and ensure all adults and children are present.

- Any missing children/adults will be reported to the emergency services.
- In case of a fire, parents/carers will be informed as soon as possible after all children have been taken to a point of safety (via text/telephone).
- No attempt must be made to gain access to the building until official authorisation from the emergency services, designated person has been obtained.
- All evacuations need to be recorded in the risk assessment file and in the diary.

### **Covid 19 Amendments**

(after recommendations by <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>)

All children's escape routes are planned as part of the Covid class 'bubble'. Class lines to be at least 2 metres apart on the playground during roll call and after Fire safety tests children to return to class in bubbles safely) The Academy will continue to follow Government advice when updates published.

Updated Autumn 2020

Fire Policy and Evacuation Plans Reviewed September 2020

Next review date Autumn 2021