



BOWERHAM PRIMARY & NURSERY SCHOOL



& Baby Unit Fire Safety and Evacuation Policy

DATE: July 2024

Review date: July 2025

Stand tall, reach high, love learning

The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

Within our Bowerham Baby Unit we follow the policies and procedures as outlined for Bowerham Primary and Nursery School.

Statements highlighted in blue are additional policy statements specific to our Baby Unit, unless the policy states that it is a baby unit policy.

Fire and Evacuation Procedures

Approximate number of children on roll –486 of which there is 122 in Early years

Approximate number of staff - 31 in KS 1 and 2
15 in Early years
19 Other Staff

In addition, there may be students, visitors and contractors.

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- This Policy is reviewed annually by Governors, but will be updated as and when staff or classrooms change.
- In the event of a fire, the fire assembly point is field at the rear of the school. Once the whereabouts of all staff, visitors and pupils has been established, the school community will move to the designated place of safety, which is the Greaves Park Pub if it is not safe to stay on the school field. The Head teacher, or in her absence the Assistant Headteachers, will organise such movement.

The responsible person in each area of school must check for signs of smoke or fire before the 999 call is made or activating the fire alarm to Lancashire Fire & Rescue.

- We need to ensure that all categories of people are aware of our fire evacuation procedures. Staff will be on the premises from 7.00 am until 6.00 pm. Children, many with their parents, start to arrive around 8.30 am and may not leave until after 6.00 pm. Volunteer helpers may be on site between 8.00 am and 6.00 pm and contractors may be on site from 7.00 am until 6.00 pm.
- All visitors will receive a visitors and agency guide. The Head teacher is responsible for briefing contracted staff and parents. Teachers are the key people to brief supply teachers, children and volunteers. The Site Supervisor is responsible for briefing contractors and informing office team and SLT that they are on the site.
- Staff sign in and out in the class register and also on the class information board. Registers are taken daily of the number of children in school. Staff are aware of the number of volunteer helpers that are in their classroom as indicated on the class information board. Parents are only in school at the start and end of the school day, or if they are collecting their child for an appointment etc. Office staff should be aware of the number of contractors working in school as indicated in the relevant signing in books in the office.

Inspection and Maintenance Arrangements

- The following personnel are responsible for monitoring and advising on these issues: -

Action	Action By	Frequency
Site security and arson control	Mr. B Stirzaker	Daily
Gas and electrical systems	LA/ Mr. B Stirzaker	Annually
Heating and ventilation systems	LA/ Mr. B Stirzaker	Annually
Fixed and portable electrical appliances and inventory	Mr. B Stirzaker	Annually
Control of hazardous and flammable substances	Mr. B Stirzaker	Daily
Control of combustible storage and waste	Mr. B Stirzaker	Daily
Means of escape and fire routes	Mr. B Stirzaker	Weekly

Other portable appliances, including fire extinguishers	Mr. B Stirzaker	Weekly
Fire alarm systems including fire doors, smoke seals and heat strips	Fire Alarm Company/ Mr. B Stirzaker	Weekly
Emergency lighting	Mr. B Stirzaker	Weekly
Fire safety training	Mrs J Banks	Annually
Control of contractors	Mr. B Stirzaker	As required

- Written records must be made of all annual, monthly and weekly inspection and maintenance checks.

- The nominated Fire Wardens are: -

The Head teacher
The Assistant Headteacher
The Site Supervisor
All teachers employed by the school

- The duties of Fire Wardens include checking exit routes are clear from clutter, ensuring safe practices, such as storing paper safely, ensuring other staff and supply staff are aware of the fire procedures and taking a lead in the event of a fire.
- Where a teacher is absent from school, the Head teacher, Assistant Head teachers and the teacher in the next classroom all share responsibility for informing supply staff of fire evacuation routines.

Fire Safety Training

- The nature of training depends on the function of the role, but the following is a guide: -

Head	Two day training	Nov 23
Site Supervisor	One day training fire warden training	Oct 23
Fire Wardens	One hour training	Nov 23
All staff	One hour training	Nov 23

- The Head teacher will organise training on a rolling programme. The frequency of training will depend on need, but should be given consideration on a bi-annual basis. All new staff should be given induction training.

Fire Risk Assessments

- It is a statutory duty to carry out fire risk assessments annually in order to identify all risks and the additional precautions that we need to take. Remedial action needs to be taken within a realistic specified time, taking account of the funding available.
- The factors that we consider when carrying out a fire risk assessment are as follows: -

The people likely to be at risk - numbers, location, disabilities.

The nature of the activity taking place.

The characteristics of the raw materials on the premises - i.e. cleaning and maintenance materials and associated storage.

The flammability of furniture, fittings and decorations.

The presence of flammable surface finishes that could spread fire rapidly

Arson and the positioning of waste bins etc.

The possible sources of ignition

The installation of emergency lighting for out-of-hours clubs.

- The Site Supervisor controls site security and any action needed to minimise the risk of arson. External gates are locked during the school day and also when the school is closed. Exit doors are kept closed.
- The Site Supervisor has responsibility for ensuring that gas and electrical systems and the heating and ventilation systems are checked annually.
- The Site Supervisor has responsibility for ensuring that fixed and portable electrical appliances are checked annually and for maintaining an inventory of these checks.
- The control of hazardous and flammable substances is the responsibility of the Site Manager. He ensures that staff are aware of the need to store such substances safely.
- The Site Supervisor has responsibility for the safe storage of combustible materials. He advises staff about unsafe practices and excess amounts of paper in store cupboards and classrooms.
- The position of the waste bins is satisfactory and is ideally situated in secure wooden compound and away from the building.
- The Site Supervisor has responsibility for weekly checks that all means of escape and fire routes are free from clutter.
- The Site Supervisor has responsibility for checking weekly that portable appliances, fire extinguishers and fire alarm systems including fire doors, smoke seals and heat strips are operational.
- The Site Supervisor has responsibility for ensuring weekly checks are made on emergency lighting.
- Anyone working alone should be aware of the potential dangers that this may cause and should seek advice from the Head teacher. Lone workers must never enter a building where there could be potential danger.
- Because of the importance of knowing who is in the building, staff should use the class information boards / class register when they leave the building during their normal working hours.

Fire Practices

- Fire practices should take place, at least once every term, at varying times of the day. Details of the timings of fire drill and any necessary attention to equipment are recorded in the Fire Log Book by the Site Supervisor. Each fire practice will describe a different scenario. Teachers may not be informed of the scenario so that the situation has realism. However, there will be written and verbal feedback to staff.

- All staff and children should be aware of the position of fire exits. Staff need to remember that they have a duty of care responsibility to understand the evacuation procedures for their class.
- When teachers are working in another classroom other than their own, they should familiarise themselves with the appropriate fire procedures.

Evacuation Procedures during Lessons and Break times

- The Head teacher is in charge of the school and, in the circumstance of a fire, will take control. In her absence, the Assistant Head teacher will be in charge. Should the all the AHT are out of school, the phase leaders will take control.
- Although the Site Supervisor has no specific duties at the time of a fire, he acts as Fire Warden and gives general support. The site supervisor will check the fire panel and go to see where the fire is indicated- if safe to do so. If it is a fire, he will evacuate the building. If it is not and can be dealt with the site supervisor, will deal with the issue and inform the member of the office team at the front of the school to ring the fire switchboard to cancel the fire brigade or await a call from the fire brigade. The number for the switchboard is highlighted in pink on the health and safety emergency contact list, which is attached to the notice board on the back wall in the office.
- If the fire is first thing in the morning, a member of SLT will go to the front entrance to keep people off the site and take the names of late children. If the fire is at the end of the day, a member of SLT should similarly go to the front entrance to keep parents off the site and away from the fire.
- If a supply teacher is working in school, the teacher next door acts as a Fire Warden and ensures that the procedures are understood and followed. Therefore, all teachers are considered to be fire wardens.
- The Head teacher/person in charge makes the decisions until the arrival of the fire service. The person in charge will check with the teachers that all children and adults are accounted for. Staff should not return to the building once they are outside, even if a child is missing. The Head Teacher, or person in charge, will make decisions for further action and give permission to return into the buildings.
- The adult in charge in each class is responsible for ensuring that the class medical box is taken with the children to the assembly point.
- There will be circumstances when fire extinguishers may be used to slow down a fire, but children should always be evacuated quickly and their safety comes first. **Each teacher has a duty to know where the extinguisher and blankets are.** Property and possessions come second. We have decided not to lay down rules about the use of fire extinguishers, as this will always be a matter of discretion. However, if there is any sign of smoke or a fire, the fire service should be called.
- In the case of fire, there are break glass alarms in both buildings. The break glass alarms are situated by all exit doors. **Each teacher has a duty to know where these alarms**

are. There is a smoke/heat alarms in the staffroom and Nursery kitchen because this is frequently empty and also in KS1 classrooms, PPA room and the KS1 atrium.

- If there is a fire, any teacher might sound the alarm. If the fire is in the Primary School building, it is the responsibility of office staff and Headteacher to warn the staff in the Early years building and to contact the fire service. If they are not in the building, the responsibility falls to other staff.
- If the fire is in the Early Years building, it is the responsibility of a member of staff to ensure office staff are informed, once the safety of the children has been secured. The office staff will contact the fire service.
- If there is a fire, all adults and children must leave the building where there is a fire. Dependent on where the fire is situated, staff and children should normally evacuate by the following exits: -

Baby Unit	Main classroom door leading to the front of the Nursery building, and then to the field OR playground door, exiting through the green gate and then to the field
Nursery	Main classroom door leading to the front of the Nursery building, and then to the field OR the Classroom door onto playground
Reception	Classroom door onto playground
Reception	Classroom door onto playground
Yr1	Classroom door onto the playground
Yr1	Classroom door onto the playground
Yr2	Classroom doors onto the playground
Yr2	Classroom doors onto the playground
Yr3 – Small classroom	KS1 atrium onto playground
Y3- by toilets	Lower KS2 door- toilet
Yr4- by front carpark	Classroom door onto the carpark- member of staff to open the gate to year 1 playground- if not proceed down the road to the field
Yr4 – by the t	Lower KS2 shared atrium door onto playground
Yr5	Kitchen door- down the road to the field
Yr5	Kitchen door- down the road to the field
Yr6	Upper KS2 door -Pupil entrance black door- out pupil entrance to the field
Yr6	Upper KS2 door -Pupil entrance black door- out pupil entrance to the field
Library	Pupils’ Entrance- Pupil entrance black door- out pupil entrance to the field
Staff room	Upper KS2 door- Pupil entrance black door- out pupil entrance to the field
Pastoral Staff	Door onto playground
Office staff	Pupil entrance
Kitchen staff	Kitchen door

Staff should follow children out and not lead them. Clearly it would be ideal to have a member of staff lead and follow.

- A fire might block an exit route. Teachers will need to risk assess this eventuality, taking the nearest available exit.
- All children and adults should congregate on the school's field.
- The staff should ensure the building is evacuated, toilets are checked and, as far as possible, doors are closed. If registers have been returned to the office the office staff will provide each class with their registers. If not class teachers must ensure they bring their registers with them.
- The following teachers are responsible for ensuring the toilets are checked: -

Nursery toilets/other areas	All Nursery staff
Years R toilets	All teaching assistants
Years 1/2 toilets	All teaching staff
Year 3/4 toilets	All teaching staff
Years 5/6 toilets	Year 6 teaching staff in end classroom nearest the toilets

- We have decided to make these jobs a joint responsibility in case a member of staff is absent and because it is preferable to have toilets checked twice rather than not at all.
- In our baby unit staff in the room are to place babies in the evacuation trolley. The evacuation trolley is located in the room next to the main exit door. Once all children are safely in the evacuation trolley they should vacate the building via the safest and nearest fire exit, taking the register with them and do a head count. A member of the Nursery team will also assist the 2 baby room staff members to ensure that the babies (who may be non- mobile) and quickly and safely exited from the building. The same procedure should be followed during lunch time.
- Other areas that need to be checked are: -

The library, meeting room and staff toilets – Office staff
Sports hall/dining room Nursery parents room and office
- In their absence, this responsibility falls to other staff to organise and not to supply staff.
- There will be times when children will not be in their classroom and the teacher, in this circumstance, should leave by the nearest exit and congregate as above.
- Should a fire break out at break time, staff should leave the building as quickly as possible. Staff leaving the staffroom should check the toilets. Otherwise, the procedures for checking toilets are as above.
- Classes will be counted in the first instance and then children's names are to be called out from the registers or class lists and the details of any missing children should be reported immediately to the Head teacher, or person in charge. In exceptional circumstances a headcount will suffice. Office team should bring out additional class lists and signing in books.
- The responsibility for checking that all adults are out of the buildings lies with the person who is in charge of the school at the time of the fire.

- The Head teacher, or in her absence the Assistant Headteacher, will organise the movement of staff and pupils to the designated place of safety, ensuring safe passage to the Greaves Park Pub if it is not safe to stay on the school field.

Evacuation during Lunchtime- please see Fire board in staff room for current up-to date information on fire wardens –

- At lunchtime, the above general rules still apply. Every adult on site is expected to help. All decisions lie with the Headteacher and in her absence the deputy or assistant head teachers and/or the duty leader.

- There is an agreed procedure to follow: -

Should there be a fire at lunchtime;

The SLT teacher on duty and, usually the Head teacher or Assistant Head teacher, will ensure the fire service is contacted and take charge.

The Welfare staff only look after one-year group and therefore are responsible for that year group on the field.

All welfare staff on either playgrounds or halls will lead the children to the field.

Assigned fire wardens for each building will check the toilets and doors.

Staff who are in the building and are not on duty will go straight to their classes muster point on the field.

Office staff will bring out the registers.

The Welfare staff responsible for their class will count in the first instance then call out the names in the register.

The Headteacher or SLT member will check with the class teacher to see that every child is accounted for.

Staff on site at dinnertime but with no responsibility will congregate together on the field with their year groups.

Staff should not return to the building once they are outside. This is the case even if a child is missing. The Head Teacher will make decisions for further action.

The Headteacher, or in his absence the assistant Headteacher, will organise the movement of staff and pupils to the designated place of safety, Greaves Park Pub if it is not safe to stay on the school field.

Evacuation Procedures during After School Clubs

- Adults taking a club must be aware of the fire procedures. Should the leader find a fire, he/she is responsible for sounding the alarm and for the evacuation of the children in his/her care, including the checking of toilets.
- The Site Supervisor, if available, will contact the fire service. Otherwise, the leader must ensure that this has happened.

- The system for evacuating the children is the same as that described above. The leader must have known or have a list of all the children attending the club. A central register is held in the school office for all Afterschool clubs- this is held in the Extended Services File Clearly labelled in the shelf at the end of the desks.
- Bowerham kids club are responsible for their own fire evacuation policy and procedures.

Evacuation Procedures during Events

- All members of the Bowerham community attending events will be told of the fire evac procedures at the beginning of every event. Members will be reminded that the children and are their responsibility and not schools and they must evacuate the building and leave.
- In the event of a child school event such as the disco- children will be counted into the building an also reminded of the fire evac procedures before they start the disco.

Evacuation Procedures during School Performances

- At the start of any performance the position of fire exits should be made clear to the audience. Additionally, the exit sign should be illuminated above the fire exit routes.
- A register of the children attending when out of the school day will be taken.
- In the event of a fire, staff are responsible for the evacuation of children and should have a list of the children attending. Adjacent areas and toilets should be checked.
- The audience should leave by the nearest fire exit and congregate away from the building.
- Once teachers have accounted for all children, they will be able to go home with their parents.
- Numbers of public attending to be accounted for by new Hall risk assessment.

Fire Log Book

- The maintenance of the Fire Log Book is the responsibility of the Site Supervisor and should state when fire risk assessments and fire practices have been carried out.
- The following needs to be included in the Fire Log Book: -

- Plan diagrams of the school
- Record of risk assessments
- Records of tests on fire alarms
- Records of checks on fire doors, smoke seals and heat strips
- Records of checks and blockages to fire routes
- Records of checks on fire extinguishers
- Records of fire practices
- Records of checks on emergency lighting

Post Fire Action Plan

- In the event of a fire, the school will work with the appropriate Local Authority agencies to look after the welfare of the children and minimise trauma.

- In the event of a fire that makes the buildings, or part of them, unusable, the school will take advice from the Local Authority, attempting to restore full time education as quickly as possible and minimise trauma.
- Because there are no alternative local buildings that could be used, it is likely that portakabins would be erected as a temporary measure.

Control of Contractors

- When Contractors are on site, we need to assess whether their work will jeopardise the fire evacuation procedures. Similarly, we need to inform them about our evacuation procedures. The responsibility for this lies with the Head teacher.