



BUXTON INFANT SCHOOL

Headteacher: Jude Boyd



FIRE SAFETY POLICY

COVID -19 amended

BUXTON INFANT SCHOOL

Amended June 2020

Signed:

Date:

BUXTON INFANT SCHOOL FIRE SAFETY POLICY

Fire

The duty holder is the Health and Safety Co-ordinator. Fire Risk Assessments are reviewed annually, the fire alarm is tested weekly and recorded. Fire Evacuation drills are carried out twice a year and results recorded. All records are kept in the Red Fire Folder in the Red Cupboard in the school office. A visual inspection of firefighting equipment is carried out termly by the Health and Safety Co-ordinator and annually by Derbyshire County Council along with the Emergency Lighting.

Everyone should be aware of where the fire alarm bells are situated. In case of fire the alarm is set off. Everyone should know the following procedures and be aware of which member of staff is responsible for which areas.

Fire Drill During the Day

Classrooms

In case of fire and the warning bell sounding children should move quickly and quietly to the door.

The teacher at the door instructs leaders as to the exit to use and is the LAST to leave the room checking every child has gone.

All internal and external doors should be closed but no risk must be taken to close the windows.

Green Sea will use the bottom double doors to exit and assemble in the Ball Area where they will do a head count and await further instruction.

Blue Sea and Nursery will use the Nursery ramp door; Blue Sea will assemble by the first tree to the left of the climbing wall where they will do a head count and await further instruction. Nursery will assemble by the trampoline.

Starfish Group will use the doors by Playdays and assemble by the next tree to the right of the climbing wall where they will do a head count and await further instruction.

Seahorses Group will use the doors by Playdays and assemble by the shed where they will do a head count and await further instruction.

Other Areas

Toilets on Reception and Year 2 side of school will be checked by Mrs Boyd or Mrs Bennett.

The Sunshine Room, Library, Resource Room, Rainbow Room, will be checked by Mrs Boyd or Mrs Bennett.

The Staff Room and Staff Toilets will be checked by Ms Travers Muir or Mrs Riley.

The automatic doors at the end of the hall nearest the office should be latched back by Ms Travers Muir or Mrs Riley to make sure people can exit the hall quickly.

Emergency Services & Registers

At the same time as all this happens the alarm call should go out to the Emergency Services (Mrs Boyd or Mrs Bennett). They will then move to the playground with the registers, visitors book, signing in and out folders, staff absence book and red fire folder.

Fire Extinguishers

These should only be used if the fire is small. If in any doubt do not tackle a fire but get everyone out of the building. Water extinguishers should only be used on carbon based fires – paper, material, wood etc. Do not use them on anything electrical. For all electrical based fires use the CO2 extinguishers. Use the fire blankets to smother cooking fires in the kitchen areas in Rainbowfish Green Sea and the Family Room. If in any doubt, walk away, do not tackle the fire.

Assembly Point

Everyone must gather in the playground in their designated areas as per **Fire Drill – Classrooms** section. If the head count does not tally a roll call will be taken. Any missing persons should be reported immediately to the Head Teacher who in turn will report this to the Fire Brigade. It should not be assumed that they are with another class. (Children at the toilet must join their own class). The Headteacher / Assistant Headteacher will check with all class teachers that the head count is correct and direct classes back into the building in the case of a fire drill.

In the case of the Head teacher and/or the Assistant Head being out of school a member of the senior team should take over.

Visitors and Staff

A member of the office staff will ensure that all visitors and staff are present. Any missing persons should be reported immediately to the Head Teacher who in turn will report this to the Fire Brigade.

Visitors to assemble at the Out of School Club fence marker

Family Room

The family worker room will be cleared by the adult who is using it, exiting through the main door into the car park and returning to school via Hardwick Square West and South and the main school gate.

Kitchen

Staff in the kitchen should make their way to the playground after having turned off all gas and electric appliances. They will assemble by the Out of School Club fence marker.

Nursery and Out of School Club

The nursery and out of school staff are responsible for getting their staff and children out of the building and checking that all staff and children are out. They will assemble as per **Fire Drill – Classrooms**.

Out of Hours Fire Procedure

Whoever discovers a fire should phone the fire brigade and set the alarm off. All staff are personally responsible for getting out of the building and assembling by the Rainbow Fish marker in the playground. The nursery and out of school staff are responsible for getting their staff and children out of the building and checking that all

staff and children are out. They will assemble in the playground by the fence facing Hardwick Square South opposite their marker sign.

Holiday Club

The holiday club will be responsible for all procedures to notify the fire brigade and evacuate the building should a fire occur when they are running the holiday club.

Amended for June 2020.