



Monkfrith School

Fire Emergency Plan

All the children and staff are based in the main school building

Other users of the building:

- Breakfast and After School Club
- Local Authority Catering – school kitchen
- Local / Government Elections – School Hall
- Clubs using the hall before and after school sessions
- Lettings e.g. Zumba, Greek Dance, TaeKwondo

The head teacher is the premises manager responsible for this building. The deputy premises 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 risk assessment is undertaken, this should be carried out with the assistance of the Site Manager. The risk assessments should be presented to the Governing Body for consideration. The risk assessment and log book are located in the main office. In the event of an emergency the fire log book and premises log book, should be brought to the attention of the fire officer.

2. Fire Alarm

The alarm points are located in all communal areas, corridors and in some classrooms.

The alarm is activated by breaking the glass on the call points.

A regular regime of testing the fire points on a rota basis is undertaken by the Site Manager. If there is a long term absence of the Site Manager the alarms will be tested by the head teacher.

Fire Exit Doors

Fire exit doors are clearly marked around the building.

Assembly Point

Children and staff from Years 1, 3 to 6 will assemble in the bottom playground in the event of the alarm sounding.

Children and staff from EYFS classes and Year 2 will assemble in the cul-de-sac in Knoll Drive

Fire Extinguishers

The fire extinguishers are indicated on the building plan to be found near the fire alarm control panel in the main entrance.

Types in school are:-

- Red – water extinguisher Black – CO2.

Fire Safety Monitoring Inspections

A monitoring inspection will be carried out half termly by the Site Manager. Details of this inspection will be kept in the Fire Log Book, any faults will be reported to the head teacher for corrective action.

Visitors / Contractors

All visitors / contractors must sign in at Reception. Contractors should report to the secretary and state the nature of their work and the impact this will have on the safe working practices within the school. The visitors should be made aware of the procedures in the case of an emergency.

In the event of long term building work emergency procedures will be discussed at pre commencement meeting and updated weekly as work progresses.

Staff Training

New or temporary employees will as part of their induction be made aware of and given a copy of this plan.

The Site Manager will undertake formal fire extinguisher / general fire awareness training it will be the responsibility of the schools Senior Leadership Team to ensure that this is carried out and will as and when necessary. All training will be recorded in the Fire Log Book.

Fire Drills

There will be a fire drill carried out on a termly basis, one will take place in September to take account of 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 although safe evacuation is the most important factor. Details of the fire drill will be recorded in the Fire Log Book by the Site Manager and the Governing Body will be informed of dates, times and any specific problems.

Following the fire drill there will be a debriefing session with staff and this will be recorded in the fire log book under staff training.

Special Needs

Risk assessments and procedures will be undertaken and updated to take account of persons with special needs or requirements.

Fire Evacuation Procedures

On discovering a fire, raise the alarm at the nearest call point, a member of the Office staff or Senior Leadership Team working in the administrative area will be responsible for calling the fire brigade.

It is important that pupils are evacuated to safety, do not stop to collect belongings, go straight to the assembly point, if possible close doors behind you to prevent the spread of fire.

The office staff will collect the school registers and print out of VPass and take them to the assembly point in the bottom playground and Knoll Drive.

As staff walk with their children past the children's toilets they should check that no-one has been left in there.

The Site Manager and/or Headteacher will check the building to ensure it is empty.

The person liaising with the Fire Service will be the Head or in their absence a member of SLT. Information contained in the Fire log Book and other relevant documentation will be made available to the Fire Service. No one should enter the building until the Fire Service declares it is safe.

The Head or other member of the Senior Leadership Team will contact the Local Authority. Any accidents or incidents that occur during evacuation must be recorded on the Councils Incident Form.

Evacuation during Local or Government Elections

The responsibility of an evacuation during this time will fall to the presiding officer. It will be the Site Manager's responsibility 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 the Year 2 classroom, the nearest exit is the main entrance on Knoll Drive .

Parents Consultations

It will be the responsibility of the class teacher to escort any parents they may have in the hall to the nearest fire exit and to the assembly area in the playground.

Christmas Plays / Special Events

A special fire risk assessment for any special events will be undertaken by the Senior Leadership Team and the Site Manager. The risk assessment will be discussed with staff and where necessary the pupils, prior to the event taking place. Audiences at plays, concerts etc will have fire exits pointed out to them.

Breakfast Club and After School Club

Children will be taken out of the dining room to the Fire Assembly point in the playground. BC/ASC Club Manager to take register to check children off. Headteacher to be informed if not on site.

'Other Lettings'

On agreeing a Letting to an outside organisation, the School Business Manager will share the School Fire Emergency Plan.

Review

The Headteacher and the Site Manager will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.

Reviewed March 2020

To be reviewed March 2023.