



Christleton Primary School
Be the best you can be

**Fire Safety
Procedure**

Date of Policy	February 2017
Policy Reviewed	
Next Review	February 2018
Signed Head teacher	
Signed Chair of Governors	

CHRISTLETON PRIMARY SCHOOL
FIRE SAFETY PROCEDURES 2017

Assembly Point: Key Stage 2 Playground

Evacuation Procedures:

WHEN THE FIRE BELL SOUNDS

Lesson Time:

- Stop what we are doing immediately
- Stand quietly and file out through the nearest fire exit
- All classes, adults and visitors will assemble on the KS2 Playground by the Fire Assembly Point sign
- The administrative assistant will collect all class registers , the visitors book and the gate key, then follow the children outside to the Fire Assembly Point on the KS2 playground
- The Head teacher, site manager or most senior member of staff will check the whole building including the toilets, closing all doors behind them
- Class teachers will then conduct a register check of their class while they are lined up in the playground
- All classes may only return to the building when a decision has been made by the most senior teacher present or the site manager

During morning and afternoon break

If the children are outside and the alarm bell sounds, the teacher on duty will ring the bell and the children will stand still. The teacher/s on duty will lead the children to the Fire Assembly Point the rest of the teachers will come out of the school building and follow the procedures above.

If the alarm sounds and the children are in assembly, the teacher taking the assembly will begin to lead the children to the Fire Assembly Point. All other teachers will go immediately to the hall to accompany the children to the assembly point and follow the procedures above.

During the lunch period

From the dining hall, the children will be accompanied by the duty midday assistants to the assembly point. Children in classrooms will be taken by the midday assistants to the assembly point.

Children in the playground will stand still when the bell rings. Children will line up and be taken to the assembly point by the midday assistants on duty. The senior teacher will collect the registers and proceed to the assembly point. Any teachers on the premises will assist with the roll call.

No return to the building is to be made until the most senior teacher present has made a decision.

During before or after school clubs

All children will make their way to the Fire Assembly Point accompanied by the club provider through the nearest fire exit. The club provider will carry a register of those attending the club and carry out a roll call. The site manager or most senior member of staff present will check the building, including the toilets.

No return to the building is to be made until the site manager or most senior member of staff present has made a decision.

In case of fire in the kitchen

The person in charge should switch off the main electricity switches in the store cupboard in the Year 6 class area. There is a main gas valve in the kitchen near to the staff toilet. Turn to close. There is a fire blanket and powder extinguisher in the kitchen.

Fire alarm points are located in the entrance hall, kitchen, hall, KS2 library and KS1 area.

Fire extinguishers are located in the entrance hall, the Year 6 meeting room, Year 4, Year 1 and the Reception classroom

Cars must **not** be parked in the entrance to the playground. This must be clear for fire engines to have access to all parts of the building.

A fire practice will be held each term when everyone will be reminded of these procedures. This will be recorded in the log book by the site manager.

The site manager will test

- The system each week
- Alarms tested each half term
- Emergency lighting tested monthly
- Fire Alarm batteries and smoke alarms quarterly