



St Anne (Stanley) Church of England Primary

Fire Safety Policy

Rationale:

St Anne's Primary School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is to ensure that the school has prevention strategies and clear safety procedures in the unlikely event of a fire.

Aim:

To outline the school's systems and procedures in the event of a fire and to identify how the school reduces the risk of fire.

Preparation & Prevention:

To prevent a fire from occurring or to ensure that if a fire does occur the school is fully prepared, the following procedures & systems are in place.

- The school has a no smoking policy, which prevents smoking anywhere on site.
- The school is fully fitted with smoke alarms and fire shutters.
- The school's site manager tests all fire alarms and fire shutters each week.
- All staff & pupils participate in one fire practice every term.
- The children are taught about fire safety as part of the safeguarding assembly programme.
- The school is kept clean and tidy and free from debris. All fire exits are kept free.
- At the start of each year, staff are trained on procedures to follow in the event of the fire alarm being sounded.
- At the beginning of any event – i.e. school play, workshops, parent/carer mornings etc. – Fire exits are pointed out and an explanation is given of what to do in the event of a fire.
- A fire safety poster is visible in each classroom.

Location Of Break Glass

- Main Entrance
- Main door front office
- Fire door side office
- Back entrance outside Headteacher's office
- Outside Y1 Classrooms
- Outside Y6 (front)
- Outside Y6 (back)
- Outside Y3 Classrooms
- Nursery

Location of Fire Extinguishers

- | | |
|------------------------------|--------------------------------------|
| - Main Entrance/Front Office | -1 x Water, 1 x CO2 |
| - Nursery | -1 x Water, 1 x Foam, 1 Fire Blanket |
| - Lower Front Corridor | -1 x CO2 |

- Hall Corridor	-1 x Water, 1 x CO2
- Cellar (bottom of stairs)	-1 x Powder
- Lower Corridor(green doors)	-1 x Water
- Kitchen	-1 x Wet Chemical, 1 x CO2, 1 Fire Blanket
- Kitchen Office	-1 x Foam
- Headteacher's Office	-1 x CO2
- Y1 Classes	-1 x Water
- Y3 Classes	-1 x Water
- Y6 (front)	-1 x Water, 1 x CO2
- Y6 (back)	-1 x Water, 1 x CO2
- ICT Suite	-1 x CO2
First Floor Corridor:	
- Back green doors	-1 x Water, 1 x CO2
- Front green doors	-1 x Water, 1 x CO2
- Fire doors	-1 x Water, 1 x CO2
- Outside Staff room	-1 x Water, 1 x CO2

Systems & Procedures

If any pupil, visitor or staff member discover a fire they should:

- Sound the alarm by breaking glass on nearest fire alarm box.
- Leave the building via the safest route.

On the sound of the fire alarm:

- All pupils, visitors and staff should exit the school via the nearest safest exit.
- Assemble on front or back yard depending on the location of the classrooms in class lines.
- Staff should check numbers and take the register (Registers will be given out by the office manager).
- Site Manager / Member of SLT should check toilet areas and should, as far as possible, ensure that the school is empty.
- Await further instruction from the Head.

Policy Written: September 2017

Policy Review: September 2019