

Yenton Primary School



Regulatory Reform (Fire Safety) Order Procedures

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1 October 2006. This Order reforms the law relating to fire safety in non-domestic premises. It replaces fire certification under the Fire Precautions Act 1971 with:

- **a general duty to ensure, as far as is reasonable and practicable, the safety of employees,**
- **a general duty, in relation to non-employees {relevant persons}, to take such fire precautions as may be reasonably required in the circumstances to ensure that premises are safe and**
- **a duty to carry out a risk assessment.**

“Relevant persons” – any person legally in the premises e.g. staff, students, pupils, visitors, contractors.

Some premises or structures may be leased as an empty or unsupervised facility (e.g. a sports hall). The fire safety responsibilities of those leasing the building (and, therefore in charge of the activities conducted within the building), and those of the owner/leaser, need to be established as part of the contract of hire.

In some educational premises, part of the premises (e.g. a lecture theatre) may be hired out to another organisation for a separate function (e.g. a conference). The fire safety responsibilities of those organising the separate function, and those of the remainder of the building, need to be established as part of the contract of hire.

A Home Office guide entitled “Fire Safety Risk Assessment – Educational Premises” is available from the Department for Communities and Local Government website:

www.firesafetyguides.communities.gov.uk

or can be obtained from HMSO bookshops.

This procedure will identify the procedures for everyone on premises to follow, when the fire alarm is activated (a continuous ringing sound)

1.0 Information Sheet on FIRE RISK ASSESSMENT

1.1 FIRE RISK INFORMATION ON YENTON CE PRIMARY SITE.

Name of School: Yenton Primary School

Address of School: Chester Road, Erdington, B24 0ED

Name of responsible person(s): Mr Mark Cadwallader

Telephone: 0121 4646588

No. of floors ground and above: 1

No. of floors below ground: 0

Maximum no. of staff: 75

Maximum no. of pupils: 420

Other uses of building: None.

This assessment should be reviewed in **April 2017** or sooner if any major changes occur in the premises or occupancy.

WHOLE SCHOOL FIRE EVACUATION PROCEDURES

2.0 RISK ASSESSMENT INFORMATION

2.1 Fire Risk Category

Categories

LOW Risk- Premises or parts of premises of low fire risk are those where there is hardly any risk to life safety because there are few combustible materials, no highly flammable substances and virtually no sources of heat, which can cause a fire.

NORMAL Risk –Most premises will be of normal fire risk. They will generally contain quantities of combustible materials and sufficient sources of heat to take them out of the low risk category. In such premises any outbreak of fire is likely to remain confined or is likely to spread only slowly, thereby allowing people time to escape to a place of safety.

HIGH Risk – High-risk premises or parts of premises are those where there may be a serious risk to safety. These include those premises which have substantial quantities of readily combustible materials or any highly flammable substances and where there may, in consequence, be a great likelihood of fire occurring and fire, heat or smoke spreading rapidly. The provision of sleeping accommodation will constitute a high life safety fire risk.

Yenton Primary School is educational use and can be categorised as **NORMAL** risk.

WHOLE SCHOOL FIRE EVACUATION PROCEDURES

3.0 RESPONSES OF ALL ADULTS ON YENTON PRIMARY SITE ONCE ALARM INITIATED

3.1 CLASS TEACHERS

- UPON HEARING THE ALARM THE TEACHER IS TO EVACUATE THEIR CLASS THROUGH THE NEAREST EXIT.
- YOU ARE TO LEAD YOUR CLASS TO YOUR DESIGNATED ASSEMBLY POINT.
- LINE YOUR CLASS UP AND COLLECT YOUR REGISTER AND CHECK OFF ALL PUPILS. (HEAD COUNT WHILE WAITING).
- REPORT IMMEDIATELY TO A SENIOR MEMBER OF STAFF IF ALL PRESENT OR IF YOU HAVE ANYONE MISSING. ENSURE CHECK NAMES OF ALL CHILDREN, IN ADDITION TO HEAD COUNT.
- YOU ARE TO STAY WITH YOUR CLASS UNTIL YOU ARE TOLD IT IS SAFE TO RETURN TO THE BUILDING OR WAIT FOR ADVICE FROM A MEMBER OF THE SLT OR FIRE OFFICER.
- ALL TEACHERS MUST ACCOUNT FOR ALL OF THEIR CHILDREN, REGARDLESS OF MUSIC LESSONS ETC.
- PHASE LEADERS TO REPORT TO SENIOR MANAGER THAT THEIR CLASSES IN KEY STAGE HAVE ALL PRESENT.
- **IF YOU DISCOVER A FIRE, NO MATTER HOW SMALL DO NOT ATTEMPT TO PUT IT OUT, YOUR MAIN PRIORITY IS EVACUATING YOUR CLASS SAFELY.**

3.2 MAIN OFFICE STAFF

- UPON HEARING THE ALARM THE DESIGNATED MEMBER OF STAFF IS TO COLLECT ALL OF THE REGISTERS. THERE ARE PAPER COPIES PRINTED OFF IN CASE OF POWER CUT EACH DAY.
- ANOTHER MEMBER OF THE OFFICE STAFF IS TO COLLECT THE GATE KEY FOR THE EXIT BY YEAR 2 FROM THE KEY PRESS.
- ALL THE OFFICE STAFF ARE THEN TO PROCEED THROUGH THE NEAREST EXIT AND THEN PROCEED TO YOUR ASSEMBLY POINT.
- A MEMBER OF OFFICE STAFF IS TO CHECK THE HALL, FIRST AID AND STAFF TOILET ON WAY OUT. (NARGUS)
- IF THIS ROUTE IS OBSTRUCTED CONTINUE ALONG THE PATH, EXIT THROUGH THE FRONT DOOR.
- THE MEMBER OF STAFF WITH THE REGISTERS IS TO CHECK WITH EACH CLASS TEACHER.
- YOU ARE THEN TO RETURN TO YOUR ASSEMBLY POINT AND AWAIT FURTHER INSTRUCTIONS.
- ONE MEMBER OF OFFICE STAFF MUST CHECK THAT ALL VISITORS ARE ACCOUNTED FOR FROM THE SIGNING IN BOOK.

WHOLE SCHOOL FIRE EVACUATION PROCEDURES

3.3 KITCHEN STAFF

- UPON HEARING THE FIRE ALARM ALL APPLIANCES IN THE KITCHEN MUST BE TURNED OFF, ALL GAS MUST BE TURNED OFF AT THE EMERGENCY SHUT OFF POINT.
- STAFF ARE TO LEAVE FROM THE NEAREST EXIT.
- THE HEAD COOK IS TO REPORT TO A MEMBER OF THE SLT AND ADVISE IF ALL STAFF MEMBERS ARE PRESENT.

3.4 SENIOR MANAGEMENT/FIRE MARSHALLS

- UPON HEARING THE FIRE ALARM ALL MEMBERS OF THE SLT ARE TO IMMEDIATELY MOVE TO THE ASSEMBLY AREAS.
- EACH KS LEADER IS TO GATHER INFORMATION FROM ALL TEACHERS TO ESTABLISH IF EVERYONE (INCLUDING STAFF) HAS EVACUATED FROM THE SCHOOL. EACH LEADER IS TO REPORT BACK TO THE HEAD TEACHER.
- THE HEAD TEACHER OR THE SITE MANAGER WILL THEN INVESTIGATE THE CAUSE OF THE FIRE ALARM.
- IF IT IS A REAL FIRE THE MOST SENIOR MANAGEMENT MEMBER IS TO DIAL 9-999 (FROM IN SCHOOL) OR USE SCHOOL MOBILE, AND ADVISE THE OPERATOR THAT THERE IS A FIRE AND REPORT IF ANY PERSONS ARE MISSING. IF TELEPHONE SYSTEM IS OUT OF ACTION, PLEASE USE LOCAL HOUSE AS LAST RESORT. INFORM OPERATOR IF PERSON MISSING.
- THE SLT ARE THEN TO RETURN TO THE ASSEMBLY AREA AND MONITOR THE SAFETY OF ALL PERSONS ASSEMBLED.
- WHEN THE FIRE BRIGADE ARRIVE THE HEAD TEACHER WILL ADVISE THE CIRCUMSTANCES OF THE INCIDENT AND IF EVERYONE HAS CLEARED THE BUILDING.
- THE FIRE OFFICER WILL THEN TAKE OVER THE SAFETY OF THE SITE AND ADVISE THE SLT ON THE SAFEST AREA TO GATHER.
- THE HEAD TEACHER IS THEN TO IMPLEMENT THE CRITICAL INCIDENT PLAN (SEE APPENDIX 1).

N.B. YENTON EVACUATION PROCEDURES ARE IN THE POLICY

WHOLE SCHOOL FIRE EVACUATION PROCEDURES

4.0 RESPONSIBILITY OF FIRE MARSHALLS

4.1 FIRE MARSHALLS AREAS OF RESPONSIBILITY

- YR 5 TA (CC) TO CHECK PPA RM, IT SUITE, PHOTOCOPY ROOM, STAFF TOILETS AND LIBRARY.
- YR 3 TA (DW) CHECKS SHARED AREA, AS SOON AS CLASS STARTS TO DEPART DOWN CORRIDOR.
- YR 4 TA (TH) CHECKS KS2 TOILETS.
- YR 2 TA (DW) CHECKS YR 2 TOILETS AND SHARED AREA, AS SOON AS CLASS STARTS TO LEAVE THROUGH FIRE EXIT.
- YR 1 TA (RW) CHECKS WELCOME ROOM, YR 1 TOILETS AND SHARED AREA, AS SOON AS CLASS STARTS TO LEAVE THROUGH FIRE EXIT.
- REC TA (RP) TO CHECK RECEPTION AND DISABLED TOILET.
- COOK (LJ) TO CHECK CANTEEN & KITCHEN AREA
- IF UNABLE TO PERFORM ABOVE CHECKS FOR SAFETY OR ANY OTHER REASON, INFORM HEAD TEACHER/ MOST SENIOR STAFF IMMEDIATELY.

SENIOR SLT MEMBER NEEDS TO BE AWARE OF ANY STAFF UNABLE TO UNDERTAKE ABOVE FIRE MARSHALLS AND TO INFORM FIRE BRIGADE WHICH AREAS HAVE NOT BEEN CHECKED.

Procedure written by Mark Cadwallader November 2012 Modified April 2015

Signed by Governors

Date adopted by Governing body
