

# NEWBOLD SCHOOL FIRE POLICY

*Reviewed December, 2021 by Mrs J Crissey.*

*Ratified by Newbold School Board of Governors, January 2022*

The School will follow fire procedures for evacuating the building in the event of the fire alarm being sounded. Everyone should move swiftly but calmly to ensure that all children are safely led away from the building and that adults do not take any undue risks in the process.

## Evacuation Procedure

- In the event of a fire, the fire alarm is to be sounded by the nearest available adult.
- A member of the office staff should telephone the fire brigade on 999 and give appropriate details.
- Evacuate the building by the nearest available exit and move calmly to the assembly point, on the lower playground. F1, F2 and Y3-4 leave by the playground door (unless their way is obstructed, in which case they should leave by their class exits); Y1-2 & Y5-6 use their external classroom doors.
- The Year 3-4 teacher will check if anyone is in the boys' toilets en route to the lower playground evacuation site; F1 staff will check the infant toilets and F2 staff will check the girls' toilets en route to the lower playground evacuation area.
- No-one should stop to collect bags and other personal possessions.
- The registers will be provided daily to teachers, who will bring them to the lower playground; teachers should do a roll call for their class and put their hand up when all are accounted for.
- For safe evacuation, staff should wait at designated points, ensuring children are moving in the right direction, and that all have left the building.
- At the assembly point, after registers are called, any missing persons should be reported to the fire brigade.
- Nobody will be permitted to return to the building until the "all clear" is given by the fire brigade.

## Methods

- We will follow the advice of the fire brigade on matters arising from their visit, including discussing with the Board on matters outside of our control.
- We will have a fire evacuation procedure at each Fire Exit.
- Fire drills are to be practised at least once a term so that all staff and children are aware of the procedure, with routes varied, and at different times during the school day.
- All staff to receive training on fire procedures.
- All new members of staff are to receive induction that covers Fire Drills and Fire Safety information.
- All exit doors to be kept free of obstructions.
- A formal risk management assessment to be made at least once a year and reviewed regularly.
- Recommendations made by fire prevention officer are to be carried out and adhered to.
- All fire fighting equipment on site is to be regularly checked and the date recorded.  
**SMOKING IS NOT ALLOWED ON THE PREMISES.**
- Registers of children, staff and visitors on premises are kept electronically in the school office. A printed copy is sent to each class in the morning and afternoon, readily accessible in case of an evacuation.

**Note:**

- No child or adult should take unnecessary personal risks.
- Staff must fully understand the required procedures and understand their roles.
- Staff must follow day to day procedures to reduce the risk of fire.

For fire drills the above procedure will be followed except that the Headteacher will give the “all clear” and will time the evacuation exercise.