



# Fire Procedure Policy

**Fire Procedure Policy** (to be read in conjunction with Fire Risk Assessment & Risk Assessment Policy)

**Policy Review Date:** January 2025

**Reviewed By:** A Evans & SLT

**Next Review:** January 2026 (or following incident, legislation or interim guidance)

## Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Jan 18	Section 3	Inclusion of fire evacuate procedure	5
Mar 18	Section 3	Inclusion of Fire Marshal responsibilities	5
Mar 18	Appendix A	Inclusion of Area Clear Check List	7
May 20	Appendix A	Updated Area Clear Check List	7
May 22	Appendix A	Updated Area Clear Check List	7
May 22	Appendix B	Fire Extinguisher Location Map	8
May 23	Appendix B	Fire Extinguisher Location Map - UPDATED	8
May 24		Reviewed – no amendments	
Jan 25	Appendix B	Fire Extinguisher Location Map – UPDATED	8

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## **Section 1**

### **Policy Statement**

Avalon School is committed to ensuring the safety of everyone connected with the school community, be they pupils, parents, employees or visitors.

Avalon School will:

- ◆ Carry out fire risk assessments
- ◆ Provide and maintain:
  - Means of detecting and giving warning in case of a fire.
  - Means of escape and emergency lighting.
  - Fire safety signs.
  - Firefighting equipment.
- ◆ Monitor and review the risk assessment.
- ◆ Plan for emergencies.
- ◆ Provide staff information and training.

Avalon School will do everything in its power to:

- ◆ Identify hazards and people at risk.
- ◆ Remove or reduce hazards.
- ◆ Manage remaining risks by:
  - Ensuring that all occupants are alerted and can leave the premises safely in the event of a fire.
  - Reducing the probability of a fire starting.
  - Limiting the effects should a fire occur.

## **Section 2**

### **Responsibilities**

#### Headteacher

- ◆ In case of fire, the Headteacher (or Deputy Headteacher in Headteacher's absence) have overall responsibility for:
  - Ensuring that the fire brigade has been summoned.
  - Ensuring that everyone leaves the building in a speedy but calm manner.
  - Ensuring that all people on the school site are accounted for.
  -
- ◆ In the case of a drill will:
  - Time the evacuation.
  - Selectively block entrances etc. to see how this hinders the evacuation.
  - Receive reports from form and class teaches about the effectiveness of the evacuation.
  - Complete details as required in the fire log book.
  - Complete a summary report which will be filed with SBM.

#### Site Manager

- ◆ In the case of a fire, the Site Manager will check that the following satellite rooms:
  - Science room
  - Nursery
  - Toilets
  - Cloakrooms.
- ◆ In a fire drill will activate the fire alarm and check the evacuation of satellite room.

#### Form/Subject Teacher and Nursery Staff

Form tutors (or subject teacher acting as their deputy) and Nursery staff will check the register for the form once the children are all assembled on the playground and report to the Headteacher that all children have been accounted for.

#### Administration Staff

Administration staff are responsible for transporting the class registers from the school office to the playground. The designated member of staff (or their deputy) will check that all staff, peripatetic staff and visitors are accounted for and report to the Headteacher.

### **Section 3**

#### **Instructions to Staff & Pupils in the case of a Fire or Fire Drill**

##### **On discovering a Fire**

- ◆ Operation the nearest fire alarm
- ◆ Alert other people within your immediate vicinity
- ◆ Do not attempt to tackle the fire unless you have been trained or feel competent to do so
- ◆ Call the emergency services by dialling 9 999.

##### **On hearing the fire alarm:**

###### **Staff**

- ◆ Do not delay – evacuate the premises immediately
- ◆ Do not stop to collect personal possessions
- ◆ Remain calm and proceed in an orderly manner
- ◆ Make your way to the assembly point on the playground.
- ◆ Teacher to escort their class to the assembly point on the playground
- ◆ Do not re-enter the premises or site until the emergency services is satisfied that the premises and site are safe to re-enter

###### **Pupils**

- ◆ When the fire alarm sounds:
- ◆ Leave your books and all personal belongings where they are.
- ◆ Follow your teacher's instructions and walk in silence out of the building by the nearest exit.
- ◆ Line up, in silence, with the rest of your form on the playground.
- ◆ Do not re-enter the school buildings until told to do so.

##### **Fire Marshal Responsibilities**

Are hearing the fire alarm the trained Fire Marshals area to check their designated area to ensure that all staff, pupils visitors, etc have evacuated the area and report to the Headteacher of other responsible person that their area has been checked. A list of all Fire Marshals can be found in Appendix A.

Fire Marshals check the designated area and report the Headteacher or other responsible person who will be complete the area clear check list (see Appendix A for Check List).

### **Section 4**

#### **Maintenance**

- ◆ The site manager is responsible for the inspection and testing of the fire alarm system, emergency exits, smoke detectors, gas cylinders and emergency lighting according to the published schedule. The results of inspection and testing are recording the Fire Safety & Maintenance Log Book on each occasion.
- ◆ Fire extinguishers and other firefighting equipment are serviced by a qualified external contractor. See Appendix B for the location and type of all fire extinguishers across the school site.
- ◆ Portable Electrical Appliance are tested by a qualified external contractor.

## **Section 5 Training**

All staff are reminded annually about procedures for the evacuation and the use of firefighting equipment. Fire Marshall training is undertaken by number of staff. A list of Fire Marshals can be found in Appendix A.

## **Section 6 Stages of Risk Assessment**

Refer to Risk Assessment Policy and Fire Risk Assessment

- ◆ Identification of fire hazard.  
Within the school environment, the following:
  - Source of ignition – see details below.
  - Source of fuel – see details below.
  - Source of oxygen – see details below.
  - Structural features – see details below.
  
- ◆ Identification of persons at risk.  
Those at risk include:
  - Pupils.
  - Staff.
  - Peripatetic/Sports Staff.
  - Parent Helpers.
  - Visitors.
  
- ◆ Eliminating, reducing and controlling risk.  
Where possible risk will be eliminated, reduced or controlled. Existing preventative and protective measures include:
  - Regular clearing of waste and rubbish.
  - Access and egress areas not to be obstructed or used as storage areas
  - Avoid using/storing flammable materials.
  - Ensuring the fire doors are kept closed and not wedged open.
  - Fitting self-closing doors where appropriate.
  - Provision of firefighting equipment in clear marked and appropriate places.
  - Provision of fire notices displayed in appropriate places.
  - Ensuring that fire alarm is maintained and procedures in place for contacting emergency services.
  - Ensuring that the school has a culture of safety embedded in all areas of school life.

## **Section 7 Reviewer and Governing Body Sign-Off**

This policy will be given to all staff members who must read.

J Callaway, Headteacher

C Kidd, Chair of Governors

**APPENDIX A**

**Fire / Fire Drill Areas Clear Check List and Fire Marshals**

<b>Office / Science Building</b>	
Main Office	
Visitors Toilets	
Children’s Toilets	
Medical Room	
Staff Room	
Science / Art Classroom	
Site Managers Room	

<b>Main Building</b>	
Kitchen / Hall	
Ladies Toilets Ground Floor	
Children’s Toilets	
Learning Support Classroom	
Reception Classroom	
Year 1 Classroom	
Year 2 Classroom	
Year 3 Classroom	
Year 4 Classroom	
Year 5 Classroom	
Year 6 Classroom	
ICT Classroom	
Music Classroom	
Library	
Girls Changing Room / Toilets	
Boys Changing Room / Toilets	
Deputy Head & SBM Office	
Toilets First Floor	
Headteacher Office	
Catering Changing	

<b>Nursery &amp; Pre-School Building</b>	
Nursery Office	
Pre-School Classroom – Adventurers	
Nursery Classroom – Explorers	
Nursery Classroom – Discoverers	
After School Room	

<b>Year Group, Staff Etc</b>	
Staff Members	
Peripatetic Staff	
Visitors	
Cleaners	
Nursery Explorers	
Nursery Discoverers	
Pre-School Adventurers	
Reception	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

<b>Fire Marshals</b>	
Martin Ashton	
Jo Callaway	
Ann Evans	
Sally Parkins	
Alison Prandle	
Heather Probert	
Bill Spence	

Date of Evacuation: \_\_\_\_\_

Time of Evacuation: \_\_\_\_\_

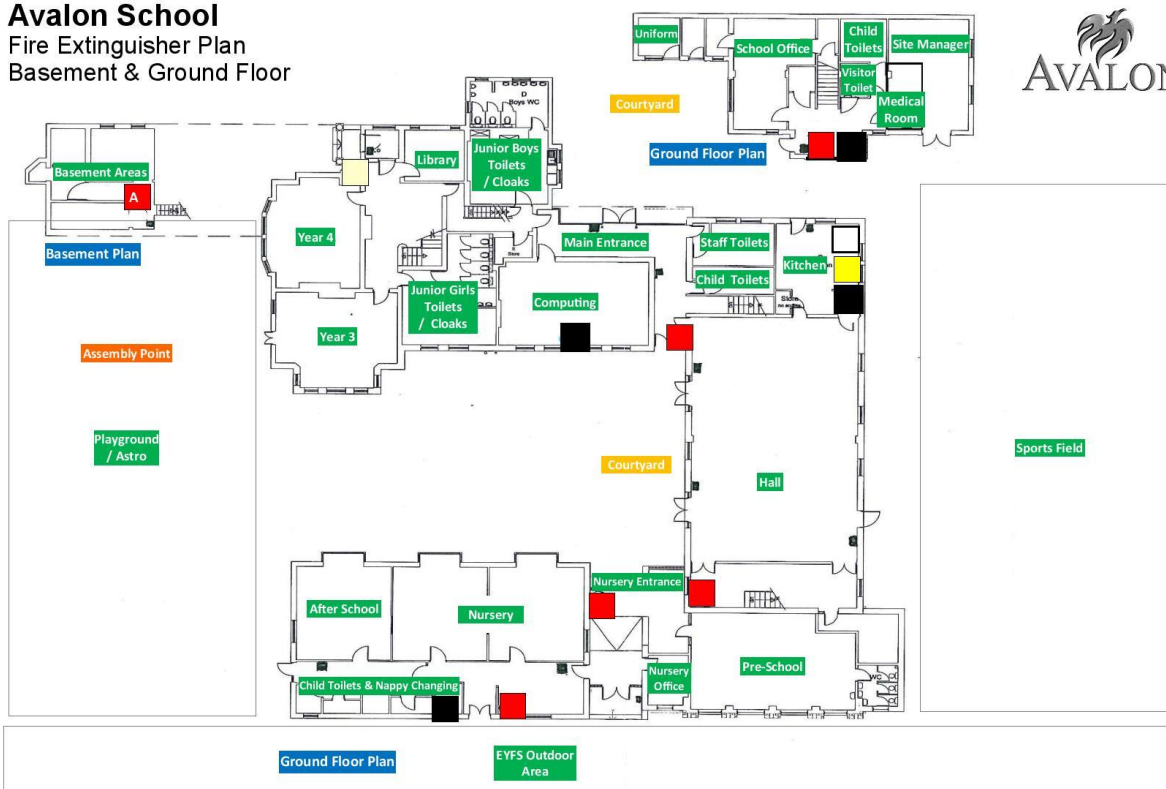
All persons accounted for:                      YES      NO

Time taken to evacuate:                      \_\_\_\_\_ MIN                      SEC

Comments / Issues identified:

# APPENDIX Fire Extinguisher Location Map

## Avalon School Fire Extinguisher Plan Basement & Ground Floor



## Fire Extinguisher Plan First & Second Floor

