



FIRE PROCEDURES AND DRILL

At Peafield Lane Academy (PLA) we take fire safety very seriously. We know that by reducing risk and regularly reviewing our emergency procedures we are more likely to prevent fire and ensure all the pupils, staff and visitors remain safe even if a fire does occur on our premises.

Employees' Duties

The Headteacher is responsible for ensuring that the fire precautions are adequate and that PLA has done everything it can reasonably be expected to do to ensure the safety of all relevant persons on site.

The Headteacher and Site Manager will carry out a fire risk assessment (FRA) review annually. This statement of policy and procedures will also be reviewed annually and any necessary remedial action will then be taken.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution or procedure that we may introduce as a measure to protect the safety and well-being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors on stairs or any other inappropriate location.

The Site Manager & Headteacher are to ensure that all fire precautions are correctly maintained and that all emergency routes are available, e.g. unlocking final exit doors, before the premises are occupied each morning.

Teachers are to ensure that all registers are kept up to date and the location of all pupils is known.

Communications

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor's identification card and supervised, when necessary, by a member of staff at all times.

All visitors will be expected to comply with the emergency procedures and any fire drills. This shall be a condition of their entry into the premises.

We have introduced the following measures in order to maintain high standards of fire safety. The Headteacher will ensure that the following measures are in place and effective:

- A FRA will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.
- The fire evacuation procedure will be tested once a term with a fire drill. Any person believing that, should the fire drill have been a real fire, that they or any other person would have been placed in danger, then they must report this to the Headteacher or Site Manager. The Headteacher or Site Manager records the results of fire evacuations in the fire log book and any remedial actions are then undertaken. Any deficiencies to the fire precautions identified during a fire drill will also be suitably addressed in the FRA.
- All staff will receive training and instruction on the fire and emergency procedures annually and during induction.

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- Any employee with additional fire safety duties, i.e. fire marshals and fire wardens, will be given training on appointment to their specific duties and refresher training on an annual basis.
- Any other person identified to be at risk will receive training on the fire evacuation procedures.
- All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate. All exits will be fitted with appropriate hardware to allow escape without the use of a key.
- Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.
- The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular basis as defined in the fire log book. Alarms will be tested weekly.
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.
- This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

1. Emergency Procedures

1.1 The fire alarm will be tested weekly by the Site Manager. Should the alarm continue for more than 5 seconds at this time then it will be an emergency. At all other times the alarm should be assumed to be an emergency.

1.2 On hearing the alarm all children should be led from the building by the teacher via the nearest fire exit in an orderly manner and should assemble at the **Fire Assembly Point which is on the playground by the AstroTurf**. In the event that an exit is blocked each teacher should be aware of the 2nd and 3rd options.

1.3 All class teachers must consider alternative evacuations routes for children with physical disabilities.

1.4 Toilets, cloakrooms and shared spaces will be checked by the relevant fire warden within that phase. Fire wardens are listed on posters which are displayed around the school. The library will be checked by the fire warden within Year 3/4. The headteacher will check the staffroom, meeting room and the reception area toilets. Staff using the school hall will check the toilets before evacuating.

1.5 Teachers will take out their evacuation lists which are by the fire door of each classroom. The office administrator will bring out the fire evacuation report (absence list). These are printed out each morning. The office manager is responsible for ensuring that all staff are present and accounted for. Teachers are responsible for ensuring that all children in their classes are present and accounted for. The teacher will raise their hand in the air to indicate this.

1.6 Any children or staff who cannot be accounted for are to be reported to the headteacher immediately.

2. Playtimes

2.1 Duty teacher to blow whistle immediately on hearing the alarm. Children stand still (as per usual end of playtime procedure). Staff member says to children, 'The fire alarm has gone off. Please walk to your fire assembly point'. The staff member then blows the whistle again and children walk to their fire assembly point. All staff on duty are to ensure that children are directed towards their correct fire assembly point. These are labelled with the first letter of their class on the fence by the main playground.

2.2 Teachers are to leave the staff room via the nearest safe exit and join their classes at the assembly point.

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2.3 Teachers will take out their evacuation lists which are by the fire door of each classroom (if safe to do so). The office administrator will bring out the fire evacuation report for responsible staff to refer to if needed. The office manager is responsible for ensuring that all staff are present and accounted for. Teachers are responsible for ensuring that all children in their classes are present and accounted for. The teacher will raise their hand in the air to indicate that all children are accounted for.

2.4 Any children or staff who cannot be accounted for are to be reported to the headteacher immediately.

2.5 Toilets and shared areas are to be checked by fire wardens as above. Should a fire warden be on playground duty then the responsibility lies with the phase leader to ensure that checks are made.

2.6 Children should not be left in classrooms/school unsupervised during breaks or at any other time.

3. Lunchtimes

3.1 If outside play, MSA to blow whistle immediately on hearing the alarm. Children stand still (as per usual end of playtime procedure). MSA says to children, 'The fire alarm has gone off. Please walk to your fire assembly point'. The staff member then blows the whistle again and children walk to their fire assembly point. All staff on duty to ensure that children are directed towards their correct fire assembly point. These are labelled with the first letter of their class on the fence by the main playground.

3.2 If wet play (inside classroom), MSAs are to evacuate children using their designated fire escape route (signposted by classroom doors). They should instruct children to walk silently to their fire assembly point.

3.3 If in dinner hall, MSAs are to instruct children to line up at their nearest fire escape route (signposted by doors). MSAs are to then direct children to walk silently to their fire assembly point. The senior MSA is to ensure that hall toilets are checked.

3.4 Teachers are to leave the staff room via the nearest safe exit, join classes at the assembly point and call registers immediately using fire evacuation list. Classes without a teacher will have the register called by MSAs. Evacuation list is provided by office administrator if needed.

3.5 Teachers will take out their evacuation lists which are by the fire door of each classroom (if possible). The office administrator will bring out the fire evacuation report (absence list). These are printed out each morning. The office manager is responsible for ensuring that all staff are present and accounted for. Teachers are responsible for ensuring that all children in their classes are present and accounted for. The teacher will raise their hand in the air to indicate this.

3.6 Any children or staff who cannot be accounted for are to be reported to the headteacher immediately.

3.7 Toilets and shared areas are to be checked by fire wardens as above. Should a fire warden be absent then the responsibility lies with the phase leader to ensure that checks are made.

4. Larger Scale Activities

4.1 There are numerous occasions during school time that children may be in larger groups away from their classroom setting. These include: assemblies, singing practice, P.E and whole school shows. This list is not an exhaustive but the following points provide the principles that will ensure that all members of the school community

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can rendezvous safely at the evacuation point.

4.2 All staff should be aware of the location of their pupils at all times. This will ensure that they are able to meet with their classes at designated points should the fire alarm sound.

4.3 Should staff be separate from their class (an example may be during assembly time or singing practice) then the member of staff should leave the building by the nearest safe exit. The member of staff should then meet their class at the designated evacuation point.

4.4 Should staff be separated from their class for other reasons (P.E etc) but know that they have adequate supervision for the evacuation then they should meet with their class at the designated evacuation point.

5. Further responsibilities

5.1 The Headteacher or Senior Member of Staff on site will be responsible for ensuring that the fire brigade are called. If it proves necessary to phone the fire brigade and the school phone is out of action then a mobile phone will be used.

5.2 Faulty fire extinguishers should be reported to the Headteacher or Site Manager immediately after the observation is made. Fire extinguishers are to be found at the locations indicated on the attached plan and are serviced annually.

5.3 The Headteacher is responsible for ensuring that termly fire evacuations are carried out, that fire alarms are tested on a weekly basis and that the emergency lighting system is tested on a regular basis. This duty will be delegated to the Site Manager but monitored by the Headteacher. All of the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.

5.4 Should a member of staff with a specific fire responsibility be absent from school then the Headteacher must ensure this responsibility is handed over to a named member of staff. Where fire wardens are absent, this responsibility is delegated to the phase leader.

5.5 It is the responsibility of the Headteacher to ensure all visitors and outside contractors are made aware of the contents of this policy and the school's current fire risk assessment. This duty will be delegated to the Office Manager but monitored by the Headteacher

5.6 This policy is updated bi-annually.