

Name of Policy: Fire Safety	Version/Last Review Date: Nov 2018 (V3)
Statutory documents linked to policy: (Fire Safety) Order 2005,	Previous review date: October 2014 (V1) Sept 2015 (V2)
Other Policies linked to this policy: Health & Safety	Next Review Date: Nov 2021
Governor Committee Responsible	Finance & Premises

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Fire Safety Policy

This Fire Safety Policy has been prepared by Susan Percy as the responsible person for the premises known as West Newcastle Academy at Benwell Nature Park to comply with **The Regulatory Reform (Fire Safety) Order 2005** [FSO]

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

- The Facilities manager will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the FSO.
- The **fire risk assessment** first will be prepared, reviewed annually, and its **significant findings** acted upon.
- The **fire emergency plan** first will be prepared, reviewed yearly, and practiced by the termly fire drills.
- All **staff will be trained** to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- **Employees will be provided with comprehensible and relevant information** regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

Fire Drill and Emergency Evacuation Policy

On Discovering a Fire:

- Raise the alarm
- The headteacher or person acting for her will call the fire service
- If you are using the telephone when the alarm sounds finish your call immediately
- If you are uncertain about whether anyone has called the fire service (for example; before or after school when not all staff will be present) then do it yourself
- Remember if you have children in your care then ensure that they are out of danger first

On Hearing the Alarm - The alarm is a continuous bell

- Stop all class activity
- Children line up by door
- Tell them to lead out
- Close the door
- Lead the children out of the building and go directly to the Fire Assembly Point which is **near the pedestrian gate in the car park**
- The School Business Manager will sound the manual Emergency Fire Horn throughout the Nature Park to alert any staff outside for the need to muster, with all children in their care, at the Fire Assembly Point.

PUPILS MUST WALK IN SILENCE

Give instructions clearly and calmly, in a real emergency children will need reassurance

Children using toilets will be escorted by a member of staff to the nearest exit and report to their teacher at their assembly point

A suggested route will be found on the Fire Drill notice in each room

Please make sure you are familiar with the route for each room you use. Using these routes should ensure an efficient and safe exit of the building. You may not be able to use the route suggested if the fire has affected your part of the building, in which case seek a safe alternative.

- Outside the building walk across the hard standing to the Fire Assembly Point which is **near the gate in the car parks in both schools.**

A further evacuation point is main school – path in carpark

Nature Park – Pipe track lane

See map on the Fire Drill notice in your room.

On Reaching the Fire Assembly Point

- Ensure children are silent and orderly so that they can be counted and checked by calling the register
- Missing children's names should be given to the headteacher who will take the necessary action. The headteacher will check with each teacher once the register has been taken
- Please maintain order and calm whilst awaiting further instructions from the headteacher or fire officers.

ON NO ACCOUNT ALLOW ANY CHILDREN TO RE-ENTER THE BUILDING

Registers

It is important that registers are kept accurately and up to date.

Children leaving early for such things as dental appointments should be signed out at the office.

Children who arrive late should be marked in the register by the office staff.

It is necessary for registers to be sent down to the offices by 9.00 am and 1.20 pm

The Administrator or School Business Manager will bring out the class registers, visitor book, staff book, first aid box padlock numbers and signing out sheets and distribute them accordingly.

Emergency Services

The emergency services will enter the school via the main entrance to the car park and a sign will identify this entrance.

Breaks

Duty teacher/lunch supervisor will blow the whistle and tell the children to line up at the assembly point

In each of the above staff should leave whatever they are doing and join their classes.

Some staff, will have been asked by the headteacher to check the buildings and playground in such an emergency.

After School Clubs

Proceed out of school by the nearest exits and lead children to area at the Fire Assembly Point in usual way.

THE SAFETY OF THE CHILDREN IN OUR CARE IS PARAMOUNT

The above is an attempt to ensure a swift and safe evacuation in an emergency.

A degree of flexibility is necessary as it is impossible to anticipate the form that every single incident will take.

Any problems that arise from the following of the fire drill procedures should be brought to the attention of the Safety Representative (School Business Manager) and the headteacher.

MEMBERS OF THE PUBLIC USING THE SCHOOL

When members of the public (including parents) are using the building a fire safety notice stating the nearby fire exits will be given prior to the activity commencing.

MEETING THE FIRE AND RESCUE SERVICE

The Facilities Manager / caretaker should wait at the front of the school to advise the Fire Brigade Services if needed. In addition ensuring that no other persons enter the building.