



Bruce Grove Primary School

Fire Safety Arrangements and Procedures

1. Fire Safety daily checklist:

- Keep eyes open for fire hazards. Remove or report any hazards found.
- The school is a 'No smoking premises'. Anybody who wishes to smoke needs to leave the premises to do so.
- Keep corridors, entrances and exits clear and keep free of combustible materials.
- Please make sure all external classroom doors are clear of furniture.
- Decorations, classroom displays and work displayed in corridors and classrooms should be set up with care and should not be hung near sources of heat or near to light fittings.
- Waste paper should not be left lying around or allowed to accumulate in hidden places.
- Maintain general tidiness and cleanliness, especially around electrical appliances.
- Keep locked all stockrooms for stationery and other combustible materials.
- Keep electrical meter rooms and boiler rooms clean, clear and locked.
- Use electrical equipment properly and keep in safe working order.
- Check cables for damage. Use correct fuse rating.
- All electrical equipment should be regularly checked by a qualified electrician and marked accordingly.

2. Fire drills and emergency evacuation procedures:

1. Fire drills are carried out half-termly. These are discussed with both staff and children to review practice

Records are kept of these drills which highlight any aspect of the procedure requiring attention.

2. Please note that every classroom has a blue laminated A4 sheet giving information for evacuation. This is displayed in a prominent position on the wall of the room, usually close to the door.

Staff would need to use safest alternative route of exit if the usual fire exit door is blocked by fire or class is located in another part of the building during an evacuation.

3. All staff new to the school receive instruction on fire drill and building evacuation procedures as part of their induction process.

4. Muster points within the school grounds for the following year groups and classes:

Nursery – on the ramp leading to the nursery

Reception – the back wall (far right) in the infant playground

Year 1- the back wall (far left) in the infant playground

Year 2 – the back wall (centre) in the infant playground

Year 3 – in the caged area in the 3/5 playground
Year 4 – in the caged area in the 4/6 playground
Year 5 – in the caged area in the 3/5 playground
Year 6 – in the cage area in the 4/6 playground

5. In the event of the school needing to evacuate out of the school grounds. The school would use:-

- Woodside Gardens
- Sperling/Moorefield Rd-initially, check registers and then assemble in Bruce Castle Park. We have an agreement with **Mulberry Primary** to use their facilities.

Yr 3 Exit through corridor towards the 3/5 playground and turn right onto Sperling Road then right into Woodside Gardens.

Nursery, Reception – through the infant playground into 4/6 playground, out of double gates, turn left and walk to bottom of Sperling Rd/Moorefield Rd

Yr 2, Yr 1 - through the infant playground into 3/5 playground, and turn right onto Sperling Road then right into Woodside Gardens.

Yr 4- down main staircase and exit through main entrance turn right and muster in Woodside Gardens

Yr 5 Exit through corridor towards the 3/5 playground and turn right onto Sperling Road then right into Woodside Gardens.

Yr 6 exit gate in Yr 4/6 playground, turn left and muster Sperling Rd/ Moorefield Rd

Final Muster Point-Bruce Castle Park

A gate key is kept in the following locations:-

- General Office
- R1
- Nursery
- SBM, Deputy/ Assistant Headteacher, Headteacher, Site Manager and Assistant Site Manager also carry a gate key

3. On Discovering a Fire:

If you are near a fire alarm please activate. (On no account send a child to do this). There is an alarm in the nursery which can be activated.

Evacuate any pupils under your control.

Advise Admin officer or head and inform of the location of the fire.

Ensure that all pupils in your care assemble outside and a register is taken as soon as possible.

Do not attempt to put out the fire: your responsibility is with the safe evacuation of the pupils.

Do not go back into building to fight fire.

Staff: Site Managers/ Support Staff not directly involved in evacuating children:

Check all unlocked rooms to ensure that they are vacant.

Close windows (where practicable) and doors. Do not lock.

Administration Staff:

Phone for fire brigade

Check administration section of building.

Take all registers to playground/muster points for teachers to check pupils.

Put notice on main door informing that fire alarm has been activated.

In the event of the admin being absent the headteacher or deputy headteacher will carry out the above.

4. Alarm systems and fire fighting equipment:

- a. The alarm system is checked (after children have left) every week by the site manager.
- b. The site manager keeps records of these checks.
- c. Fire extinguishers are serviced and checked by a contracted company annually.
- d. Cookers and kitchen areas have fire blankets / extinguishers.

5. Electrical installation and equipment checks:

An electrical equipment safety check is carried out annually by a specialist contractor.

6. Anti-Arson arrangements:

1. All areas of the school, internally and externally are kept free of litter and any materials which could be used for arson.
2. The recycling bins in class are emptied twice weekly and the main bin is stored outside the building and emptied regularly.
3. The caretaker does a daily walk to inspect the site for anything that could cause problems.
4. Perimeter fencing secures the school. During school time all entry to the school is controlled.
5. A 'lock up' regime is undertaken by the site manager each evening.

7. Smoking on site:

The school is a no smoking site for all staff, parents and visitors.

8. Other premises Fire control Measures:

1. Large external bins are stored outside the main entrance and checked regularly.
2. The main site boiler is regularly serviced.
3. All decorations, displays and work are set up with care and consideration, particularly if they are hung near to sources of light.

9. Visitors to the site:

1. All visitors are requested to sign in and sign out. They would be briefed as required in a fire drill or emergency evacuation.
2. Regular visitors to the site would be informed about procedures relating to fire safety and evacuation.
3. No member of the school's pupil or staff group has a physical disability which prevents their capacity to exit the premises safely. Special needs children will receive extra help from staff.
4. Children are debriefed regularly about the importance of fire safety and how to evacuate the building in a drill.

10. Signs:

All fire exits are indicated by signs and pictures.

11. Fire risk assessments:

A detailed Health and safety file keeps all information relating to fire safety and relevant risk assessment.

12. Reporting to Governors:

Health and safety is a regular item on the Headteacher report to the Governors. A member of the governing body is on the Resources Committee which encompasses Health and Safety.

This policy will be reviewed by the school annually.

Signed.....

Dated.....