

# RAMILLIES HALL SCHOOL AND NURSERY

## FIRE PROCEDURES

**Safety and suitability of premises, environment and equipment:  
Providers must take reasonable steps to ensure the safety of children, staff and others in the case of a fire or other emergency procedure**

All Staff are required to make themselves familiar with the following Procedures.

**Estate Manager: Robert Poole**

**Fire Marshalls: Robert Poole, Rita Meskell and Mark Mathers**

**Training done: 13/01/2014**

The Estate Manager and the Fire Marshalls will assist in taking preventative and protective measures. They have the responsibility to ensure that all people have been effectively evacuated from the premises.

In addition to this there is a clear structure which outlines for fire evacuation by area. As outlined in Appendix 1.

To ensure the safety of staff or anyone else on the school premises, individuals are required to sign in and out.

### FIRE PREVENTION

- Flammable materials (including dangerous substances) must be stored away.
- Ensure that all combustible materials are kept away from sources of heat.
- Avoid using portable heaters.
- At the end of the working day, all equipment must be switched off and unplugged.
- Clear all rubbish at the end of the day.

### FIRE DOORS, FIRE SIGNS AND FIRE EXITS

- **Fire doors** are the single most important fire prevention item in the workplace. They must NEVER be wedged open or held back. If the intumescent strips edging the doors, or the door closers, are damaged or faulty, they must be reported to the Estate Manager without delay, using the Maintenance Reporting Form.
- **Fire exits** must be kept clear at all times - if you see a blocked exit, act immediately to clear it, or inform the Estate Manager.
- Any damaged or missing **fire signs** must be reported to the Estate Manager at once.

### WHAT TO DO IF YOU DISCOVER A FIRE

- Raise the alarm by operating the nearest red fire point.

- Leave the premises by the **nearest** fire exit, taking children, staff and any visitors with you, and proceed to the Assembly Point (School Playground in accordance with the Fire instructions).
- To ensure the evacuation in the Nursery buildings takes place quickly and calmly, a Designated Fire Marshal or Deputy will take control and the staff will deal with the children in the department that they are working in that day.
- A head count is undertaken using the school registers (Form Teachers), school visitors record (School Administrators) and the daily attendance sheet from each nursery department (Supervisor or Senior Nurse).
- The two fire Marshall and the Estate Manager sweep the buildings and make their way down to the Playground
- A Fire Warden should be nominated; a deputy should also be nominated to cover for absences. This would mean on actuation of the fire alarm, the warden for your designated location would check that location before responding to the assembly point. You should liaise with the building managers to establish the type of fire evacuation procedure in place.
- The time to 'sweep the designated location should take no longer than approximately 1 minute
- The Estate Manager will be responsible for contacting the Emergency Services where necessary. In his absence the responsibility would fall to one of the Deputy Fire Marshalls.

## **WHAT TO DO IF YOU HEAR THE ALARM**

- Leave the premises by the **nearest** fire exit, taking children and any visitors with you.
- Ensure that you close windows and doors behind you, only if it is safe to do so.
- Make your way to the Assembly Point (Playground).
- Snatch Bags are located in the school and nursery office. These contain pupils and staff contact details, high visibility jackets, a map of the school grounds and a basic first aid kit which must be collected and taken to the Assembly Point.
- All school and nursery registers and the visitor's files must be taken to Assembly Point
- A head count is undertaken using the school registers (Form Teachers) and school visitors record (School Administrators).
- The two Fire Marshalls and the Estate Manager sweep the buildings and make their way down to the Playground. The Fire Marshalls should be the last people to reach the Assembly Point.

- The Estate Manager will be responsible for contacting the Emergency Services when necessary.
- Do not re-enter the building until the All-Clear has been given.

Staff training will be repeated periodically in Fire Risk Prevention and Fire Safety.

### **Fire Safety Information**

The Fire Risk (Prevention) Policy and the Fire Procedure Policy are in the school policy documents in the Staff Room. Fire safety is also conveyed at the Staff Induction. Named information on current Fire Marshalls is located around the school in the Staff Room, Nursery Office and School Office. The fire drill information is in each room throughout the school.

### **FAILURE TO FOLLOW FIRE PROCEDURES**

If the Fire Alarm sounds, **all** staff must make their way to the Assembly Point. Everyone who should be on the premises has to be accounted for, so if you leave other than at the end of your working day, you **must** report to your Supervisor or to the School Office. Failure to observe these requirements could result in a verbal or written warning under the Disciplinary Procedure.

Any queries regarding these Fire Procedures should be addressed to the Principals.

September2016

# FIRE MARSHALLS

