

# PINNER WOOD SCHOOL



## FIRE PROCEDURE

**Approval Authority**

**Effective From:** November 2024

**Date Ratified by GB:**

**Next Review Date:** November 2025

**Signed by Chair of GB:**

## PINNER WOOD SCHOOL

### FIRE AND EMERGENCY PROCEDURES AND ARRANGEMENTS

Date: November 2024 \***NOTE:** A new fire System and Emergency Light system was put in place August 2020. The fire warning (constant siren) is fully audible throughout the site.

#### **Rationale:**

This document details the fire and emergency procedures (including invacuation) for the premises of Pinner Wood School. Staff should ensure they are familiar with these procedures and act upon the requirements.

#### **Aims:**

It is the overall aim of Pinner Wood School to minimise the risks to staff, pupils and visitors which may arise from a fire or other emergency. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises, or for invacuating where necessary, are in place.

#### **FIRE OR OTHER EVACUATION**

##### *Roles and Responsibilities*

**Responsible Person** – this is the Headteacher, who has the overall responsibility for fire safety management at the school. The responsible person can delegate operational management to the Fire Safety Co-ordinator (Site Team).

**Fire Safety Coordinator** – Main – Headteacher. Back up – Deputy Headteacher – Site Team

**Fire Marshals** – Phased Leaders, office staff and Site team

**Site Safety** – **all staff** (with particular duties for the Headteacher, Office Team and Site Team)

#### **Fire Drill Procedures and Exit and Assembly Points:**

In each area of Pinner Wood School there is guidance on the fire drill procedures and a plans of the school showing the fire exit and assembly points

#### **Designated Fire Assembly Points:**

All persons to assemble at year 5 / 6 play area where the tarmac meets the field.  
Contractors / Visitors point is situated near to the Car Park gates at YR 5 /6 play area.

#### **Evacuation Routes:**

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places. Site Management staff check this regularly.

#### **Responsibility of all Staff:**

**All school staff** (including consultants, contractors, peripatetic teachers and others working on the school site) are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular staff should ensure:

- that they are fully aware of the fire evacuation procedures (displayed in every room, set out in visitor guidance, electronic or otherwise and set out in the school's policy)
- that door vision panels and fire exits are kept clear and fire alarm call points and fire-fighting equipment are not obstructed
- that the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately
- that the pupils for whom they are responsible are made aware of the fire evacuation procedure
- that the classroom doors are **shut** when classrooms are not in use

### **Fire Marshals:**

**All staff will act as fire marshals.** Teachers are responsible for ensuring children leave the classroom quickly and safely. Site Team are responsible for checking the premises before following outside and relaying instructions.

**Office Staff are responsible for collecting the evacuation tablet, hailer and the grab bag, evac' phone and for checking the office area, and checking areas are clear on route via the closest safe exit to the evacuation point. If staff encounter any other persons they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered via an exit to the assembly point.**

The Site Team have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with Trinity Fire and Security, Harrow Council and Safety Mark on fire safety maintenance.

### **Staff Absences:**

Without fail, staff leaving the school premises for **any** reason should sign out accordingly and sign back in again on their return. Pinner Wood currently uses the **Inventry** system to log in and out.

Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class.

### **Supply Staff:**

Supply Staff should be directed by the **Deputy Head** to check evacuation procedures with the Site Management Team before commencing work. Site plan and evacuation directions will be issued and signed for. In case of emergency, they will be required to act in the same way as regular teaching staff.

### **Action when the fire alarm sounds:**

1. The fire alarm is a continuous siren (flashing beacon in some areas)
2. Teachers to check all pupils exit the classroom, cloakroom and any other areas used
3. Teachers make sure their head count near the classroom door is current and up to date for the day
4. Pupils should form a line and leave quietly and calmly by the nearest exit and assemble in front of their class teacher on the Yr 5/6 playground
5. Pupils and staff should not stop to collect belongings except for class tablet if safe to do so
6. All windows and doors to be closed if safe to do so
7. Head count to be taken outside by class teacher and checked at the assembly point.

8. Class teachers are responsible for accounting for all children in their class ,as well as support staff members (TA's) in their classroom
9. Visitors and all other staff not assigned to a classroom to gather at the visitor point. Office Staff will check all visitors and non-year group assigned staff are accounted for
10. Staff to check classroom, cloakroom and group areas as they leave the premises, if safe to do so
11. Site Team to check through premises
12. Office Staff to liase with Site Team to summon fire brigade (unless it is a fire drill)
13. **No one** is to re-enter the building until the all clear is given – Office staff will flag the Site Team to indicate everyone is accounted for and Site Team will give the all clear.

### **Lunch Time:**

If the fire alarm sounds at lunchtime then the staff on duty in the play areas / dining halls etc are responsible for ensuring evacuation of pupils and directing them to the assembly point. Staff will then line up accordingly.

### **The Quad**

Evacuation from the central quad area is initially via the double doors to the Library and straight through the fire exit door to the passageway leading to the Play-ground (if safe to do so)

### **Breakfast Club – After School Club – Holiday Club**

If the fire alarm sounds during Breakfast Club / After School Club / Holiday Club then the staff on duty in The Den or otherwise are responsible for ensuring evacuation of pupils / persons and checking registers at the assembly point. Persons involved in activities connected with these clubs in other areas should leave the building via the nearest safe exit.

Staff exiting The Den will take the First Aid / Grab Bag situated by the playground exit door if safe to do so.

### **Disabled Persons / Persons with additional needs:**

Persons with additional needs will leave the building with their appointed support assistant. Individual risk assessments will take place if an individual's disability would require additional support and a **Personal Emergency Evacuation Plan (PEEP)** will be prepared and circulated to the Office and the Site Team.

If a member of staff is employed who requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

In the event of a visitor needing support the teaching and/or support staff working with this individual will provide support.

All of these groups will need to make their way via the nearest safe exit to the relevant assembly point.

### **Action on discovering a fire:**

- Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point. Inform the school office of the location of the fire. Location of call point activated will be displayed on the fire alarm control panel in the reception lobby, this is usually noted by the Site Team
- School office / Site Team to call the fire brigade
- Report directly to the relevant assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside if safe to do so
- It is the schools' policy that all staff and pupils leave the school immediately without attempting to fight the fire. Fire-fighting equipment should only be used when the

fire is blocking your only means of exit or it is of such a small scale as described in Pinner Wood's Fire Training

- Upon arrival of the fire brigade, the Site Team, Headteacher, Deputy Headteacher (or in their absence a member of the Senior Leadership Team) will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, Site Team workshop, fuel store, asbestos), location of the nearest water supply (**which is in the pavement opposite the main entrance gates to the school**) and access points into the buildings
- If there is no risk of injury, mains services such as gas or electricity should be turned off. Keys for access are kept in the grab bags and in the Site Team room:
  1. The mains isolator for electricity can be found in the main electrical cupboard in the main foyer
  2. The mains isolator for the gas can be found in the boiler room
  3. Kill switch for the boilers can be found just inside the boiler room entrance

### **Roll call:**

At the assembly points children will line up in classes. Each teacher will stand to the front and check no one is unaccounted for, support staff will stand to the back of the line to assist. When complete, the class leader will stand at the front of their line with their arm raised to indicate everyone is accounted for. When all are accounted for the office team will make it known.

### **Fire Drills:**

Fire drills are carried out at least three times per year and logged in the fire log book by the Site Team.

### **Visitors and Contractors:**

All visitors and contractors should report to **the Office** and sign in and out. Visitors and contractors attending the premises should be further made aware of the fire and emergency procedures by the member of staff they are visiting. Cleaners and Kitchen / Dining staff will be briefed by the Site Team.

### **Fire Training:**

Fire Safety Training is given every three years. In house briefings will be provided regularly for all school staff in **fire safety** and **the school fire procedure**. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point. Fire safety training will be an element of the induction of new staff.

Additional training will be given as and when the school adopts new procedures or technologies.

### **Fire Log Book and other records:**

The Fire Log Book / records of evacuations are stored on Smart Log system, training is logged on Smart Log.

Records of regular testing of fire exits, alarms and visual inspection of fire extinguishers carried out by the Site Team are recorded by the Site Team on Smart Log.

Records of fire-fighting equipment checks, emergency lighting tests and 5 year electrical fixed wire tests and PAT tests are kept by the Site Manager.

### **Equipment testing:**

- Fire alarm test: the site management team will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested on a weekly basis with a new fire call point tested each week. The outcome of these tests are recorded weekly in the Fire Log Book. The fire alarm system is maintained by **Trinity Fire and Security**
- Fire exit doors: daily check by site management to ensure doors are opening and closing freely and that they are free from obstruction. Issues are recorded in the Fire Log Book and acted upon immediately
- Fire-fighting equipment: a monthly visual inspection of fire-fighting equipment is carried out by the site management, and this is recorded in the Fire Log Book. The equipment is tested annually by Trinity Fire and Security and records are kept in the compliance folder
- Emergency Lighting: emergency lighting is tested monthly by the Site Team and bi-annually by **Trinity Fire and Security**, records are kept in the compliance folder in the Site Office
- Electrical testing: fixed wire testing is completed every 5 years, and PAT testing every year. Records are kept in the compliance folder.

### **Lettings:**

The **Office Administrator** responsible will ensure that those letting the building receive relevant safety information, have been informed about fire exits, fire break glass call points, evacuation procedures and the need to telephone the fire brigade. Site Team will issue a safety plan and they will also be made aware of the need to contact the Site Manager in case of emergency. All groups / individuals entering into a letting agreement should have liability insurance.

### **INVACUATION**

Lockdown is practised annually. You will hear the fire alarm siren but it will be **intermittent** in the case of an intruder or other incident requiring invacuation / lockdown, the procedures are as follows:

If lockdown becomes necessary the office will endeavour to contact all classes, and it will be the responsibility of the adult taking the call in each class / area to ensure all classes and other people in the area are aware of the lockdown. Teachers must check that all children are present by completing a headcount and all children must remain in class until further instructions are received. All windows, blinds and doors **must** be secured. If the children are playing outside then they should be immediately called in to the nearest secure area. Lay low out of sight and await the all clear.

**Please read the school's Lockdown policy.**