



Fire Management Policy

Revised: January 2026

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Statement of intent

Belvedere Infants and Junior Schools are committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated Premises Manager and headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Good estate management for schools'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- School Security Policy
- Personal Emergency Evacuation Plan (PEEP)

Roles and responsibilities

The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including, but not limited to, fire safety.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.
- Ensure there is the following in place:
 - A safe place for all users of the site, including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
 - Protective equipment and clothing, where necessary, alongside any necessary guidance and instruction.
 - Adequate funds to ensure the training of all staff.
- Employ or designate a Premises Manager to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- Work with the Premises Manager to review and update this policy accordingly on an annual basis.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

The Premises Manager will:

- Take responsibility for the school's fire safety matters, in collaboration with the headteacher.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- At least once per term, undertake a whole-school fire evacuation drill.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and government guidance.
- Ensure new and existing staff members undertake training sessions at least once per year, in line with the school's Fire Safety Training Plan.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and update where necessary the school's Fire Safety Training Plan and other relevant procedures once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the school, including the locations of all fire extinguishers, hosepipes and fire exits.
- Create an individual Personal Emergency Evacuation Plan (PEEP) for each person who will require assistance during fire drills.
- Work with the headteacher to nominate a temporary person responsible for fire safety in their absence.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

Staff members will:

- Cooperate with their colleagues, the Premises Manager and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the Premises Manager of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Premises Manager.
- Exercise good standards of housekeeping and cleanliness.

All pupils will:

- Ensure they are aware of the school's fire safety procedures, with support from the school.
- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instructions given by staff members in an emergency, e.g. evacuation procedures.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instructions given by staff members in an emergency.
- Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the school in carrying out relevant risk assessments before any work is carried out.
- Raise any concerns regarding fire safety with the headteacher or Premises Manager.

Instructions for pupils, volunteers, visitors and staff members who are not trained fire marshals

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit
- Assemble at the assembly point, which is located on the playground
- Do not delay in leaving the building
- Stay at the assembly point – do not move around the site unless instructed
- Remain silent at the assembly point
- Await further instruction
- Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal

Risk assessments and checklists

The Premises Manager, in cooperation with the headteacher, will ensure all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government's 'Fire safety risk assessment: educational premises' guidance.

Risk assessments will be used to ensure that the school premises and facilities are maintained to a standard that ensures the health, safety and welfare of pupils, staff and visitors.

The school will maintain a Fire Safety Risk Assessment for all premises under its control and will include the procedures that are in place to:

- Reduce the likelihood of fire.
- Maintain fire detection and alarm systems.
- Familiarise staff and pupils with emergency evacuation procedures.

The Fire Safety Risk Assessment will be regularly reviewed and updated, particularly in circumstances where there is reason to suspect it is no longer valid or where significant changes to the premises take place. The author of the Fire Safety Risk Assessment will have the appropriate qualifications and

experience required to competently carry out the Fire Safety Risk Assessment.

Termly assessments of high-risk areas, such as kitchens, will be undertaken. Annual risk assessments will be conducted for all other lower-risk areas of the school. The fire risk assessments will be reviewed by the Premises Manager and will be amended after:

- Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- Any change to the use of the school grounds which may affect the risk rating.
- Any change to work processes or equipment which may introduce new fire hazards.
- Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school.

The Premises Manager will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

Preventative measures

The Premises Manager will inspect the school's fire prevention measures once per month to ensure the school is achieving maximum fire safety.

The Premises Manager will ensure that regular checks are carried out on the following:

- Fire doors
- Extinguishers
- Fire blankets
- Hose reels
- Fixed systems, e.g. sprinkler systems
- Facilities for the fire service, including:
 - Dry risers
 - Access for emergency vehicles
 - Emergency switches for installations
 - Firefighting lifts
 - Information in respect of the premises and its contents
- Emergency lighting
- Signage and exit routes
- Lightning protection

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the Premises Manager and measures will be put in place to ensure these risks are mitigated and controlled.

Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times. All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding

and using Bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities. Relevant risk assessments will be undertaken before using certain equipment.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- No smoking anywhere within any of the school buildings.
- Spillages will be cleaned up as soon as possible.
- Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- Flammable waste and contaminated rags will be kept in separate metal bins with close fitting lids.

Provision and maintenance of emergency routes and exits

As part of the school's monthly fire safety inspection, the Premises Manager will ensure that:

- All fire escape routes are clear of obstruction.
- Emergency routes and exits lead as directly as possible to a place of safety.
- Emergency routes and exits are identified by suitable fire signs.
- Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- Emergency fire doors are not locked, and can be easily and immediately opened by any person who may need to use them in an emergency.
- Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- No items are stored under stairways.

All fire doors will be regularly checked by a competent person to ensure that they remain in efficient working order. A record will be kept of any maintenance.

The inspection of fire doors will check that:

- Self-closing devices operate properly.
- Hold-open devices release when the fire alarm operates.
- Glazed panels are intact and undamaged.
- Warning signs are in place, e.g. 'fire door keep closed'.
- Doors open and close freely and are not damaged.
- There is no distortion or warping of the door or frame.
- Intumescent strips and smoke seals are in place and not damaged.
- Hinges and locks are properly lubricated.
- Fire doors are not propped open.

Educating pupils

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The Premises Manager will invite the local fire service to perform a presentation to pupils when they are available to do so.

Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.

Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

Measures for disabled people

The Premises Manager and headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the Premises Manager. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Staff will be taught to modify evacuation routes for people with disabilities as part of their annual training.

Refuge areas are located around the school; in the event of a fire, and if there is no alternative escape route, people with physical disabilities will go to the nearest refuge area with a member of staff and wait for assistance to evacuate. Visitors, pupils and staff with disabilities will be informed of the location of the school's refuge areas on their arrival at the school.

Visual alarms, such as flashing lights and beacons, will be placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out.

Evacuation procedures for disabled people

- **People with mobility impairments:** People who require only limited assistance with evacuation will evacuate the building using the nearest exit. If they move at a slower pace, they will allow others to exit the building before them and then continue their evacuation to their designated refuge area. A responsible member of staff will be nominated to escort people who need assistance from the building.
- **People with visual disabilities:** People with visual disabilities will usually require the assistance of one person to evacuate safely. On level surfaces, the visually impaired person will take the helper's arm and follow them.
- **People with hearing disabilities:** People with hearing disabilities will be escorted out of the building by staff. Staff with hearing impairments may require additional means of being warned in the event of a fire alarm, e.g. a pager that vibrates when the alarm is activated and/or a flashing beacon linked to the alarm. The school will provide the appropriate alternative means of alarm.

Cooking facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the school canteen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.

The school canteen will be thoroughly cleaned at the end of each day by the school's cleaning team, to ensure potential fire hazards, such as excess grease, are mitigated. The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson by the cleaning team. The cleaning team will undertake a thorough clean weekly.

The school's Premises Manager will check all electrical equipment in the school canteen and classrooms termly, to ensure their usability and safety. An electrical engineer will check all electrical equipment annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Pupils aged 10 and under will not be permitted to use the cookers and microwaves. Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if the school receives permission from parents.

Staff members will report any defective equipment to the Premises Manager, Premises Manager or headteacher as soon as possible.

Fire hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.

Waste paper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the Premises Manager. Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by the Premises Manager, to ensure equipment is maintained to a high standard.

Procedure in the event of a fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called by the Premises Manager, Headteacher or another member of SLT

All pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the Premises Manager (for staff and visitors), or for pupils, by their class teacher. Lifts will not be used during an emergency evacuation.

People will only be allowed to re-enter the building once it has been deemed safe by the Premises Manager or other responsible person, e.g. member of the fire brigade. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the Premises Manager and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the Premises Manager will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the Premises Manager and headteacher once per year, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom. As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure - see appendix.

Detection equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke / heat detectors.

Fire detection and alarm systems will be tested each week. A competent person will test the smoke and fire detectors at the start of every six months any required maintenance will also be carried out by the engineer.

All work on the fire alarm system, including routine testing, will be recorded and accessible to the fire service.

Zone diagrams will be available at the main control panel to enable the fire services to determine the location of the incident and devise the most appropriate methods for fighting the fire.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

Protection equipment

Fire protection equipment is available and easily accessible all around the school.

There are six recognised classes of fire as follows:

- Class A: Fires involving solid materials, e.g. wood, paper or textiles
- Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- Class C: Fires involving gases
- Class D: Fires involving metals
- Class E: Fires involving electricity
- Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

One fire extinguisher will be placed in each area of the school; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. Fire blankets are available in all school kitchens. Hosepipes are fitted to walls in corridors and halls around the school.

All fire protection equipment will be checked by the Premises Manager termly. The school's budget will be adjusted to ensure the upkeep of fire protection equipment.

The Premises Manager will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor. Emergency lighting will be tested and checked monthly by the Premises Manager to ensure it remains in full working order, and remedial action taken in the event of a failure. The Premises Manager will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

Fire drills

The Premises Manager will carry out random fire drills at least once per term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called. Visitors, contractors, and non-teaching staff will be allowed to return to their work once the headteacher has finished the registers.

The Premises Manager will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the Premises Manager may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

Staff training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the Premises Manager and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The Premises Manager will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff at least annually and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place, and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the Premises Manager will communicate regular updates and correspondence.

Monitoring and review

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

Training (Specific)

- Fire wardens will be trained in fire precautions and the use of fire extinguishers with refresher training taking place every 3 to 5 years.
- Key staff members may be asked to attend a fire precautions course so that they are competent in the use of fire-fighting equipment. Refresher courses will take place every 3 to 5 years.
- The contents of this Emergency Plan will be reviewed at the Inset Day each September as a reminder of the contents.

Records

The Premises Manager will maintain all fire-related records. The following items will be recorded:

- All training including induction (include date, nature of the training & who attended).
- Dates and times of evacuation drills and observations / comments on their outcome.
- The maintenance of firefighting equipment.
- An up-to-date site plan.
- Records of electrical servicing.
- Records of maintenance of the fire alarm system.

This plan should be read in conjunction with:

- Fire Risk Assessment dated 23rd September 2020



Belvedere Infant and Junior School Emergency Plan

Revised January 2026, to be reviewed January 2027



School Vision

We at Belvedere Infant and Junior Schools are committed to inspiring our children through positivity, engagement and meaningful learning. Throughout their journey to success we ensure that every child is included, feels valued and has the confidence to become the best they can be.

Aims

The aim of this plan is:

- To ensure that the people who work in Belvedere Junior School know what to do in the event of a fire, or other incident.
- To ensure that all people within the school, including members of the public, ancillary staff and temporary staff are safely evacuated in the event of a fire or incident.
- To form a basis for the training of staff.

General

This plan covers Belvedere Infant School and is based on the Fire Risk Assessment Report compiled by Metroline Security on 30th August 2019 (to be reviewed this term). Belvedere Junior School is based on the Fire Risk Assessment Report compiled by CDS Fire Safety dated 10th December 2025. The assessment and this plan will be made available to employees (including ancillary staff) and their representatives.

Alarm sound

The alarm is a high-pitched continuous sounding siren which is easily recognised. At both schools, it is one of two alarms in the building - the other being the lockdown siren which is an intermittent sound. There is also a security alarm but this is only set when there is no-one in the building. In the event that the alarm is inoperative, a whistle will be blown and "FIRE" shouted. The alarm will be tested every Monday at Belvedere Junior school and every Friday at Belvedere Infant School. The alarm will be initiated from different call points each week to ensure their correct functioning. The Premises Manager will keep test records. The aims of the tests are:

- To test the system.
- To ensure the alarm (sounders) covers the whole building.
- To ensure that fire doors held open on magnetic catches close adequately.

Actions on discovering a fire (all occupants).

Fire action notices are prominently displayed at key points throughout the building.

Actions to be taken by all occupants:

- If you discover a fire, raise the alarm by alerting those nearby and operating the nearest red fire call point / break glass.
- Push any chairs under your table so that walkways are kept clear.
- Leave the building by the nearest exit.
- Report to the assembly points located on the playground.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told that it is safe to do so.

A member of staff should only attempt to fight a fire if they are trained to use the extinguishers and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.

Assembly points

Once clear from the building all personnel are to assemble on the playground, along with class teachers (or lunchtime supervisors if it is lunchtime), all teaching assistants, all visitors, volunteers, parent helpers, and catering staff.

Actions on discovering a fire (additional specific tasks).

Head of School (or another appointed adult).

- Check the toilets.
- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status.
- Report the evacuation status to the person in overall charge of the scene. This may be the person in overall charge of the school or a fire brigade officer. In the event of a person or persons being reported as being still in the building alert the fire authorities as soon as possible.

Teachers / Teaching Assistants / Staff members / Midday Supervisors

- On hearing the alarm, take the laminated fire list and escort pupils to the nearest fire exit.
- Ensure pupils remain together and leave in an orderly fashion.
- Do not panic the children – remain calm.
- Lead party to the assembly point via the safest route – well away from the school building.
- Conduct a head count as soon as possible and if all accounted for, raise hand as you walk to the assembly point.
- Conduct a role call to ensure all are present.
- Report status to the head, deputy or another appointed person.
- When the children are away from the classroom, unless it is lunchtime, the class teacher is still responsible for meeting the children at the assembly point to assume responsibility and take roll call.
- At the Infants, the last adult to leave the year area to take the check list from the shared area & do a sweep search.

Office staff.

- Dial 999 and call the Fire Brigade, stating:
A FIRE (OR INCIDENT) AT BELVEDERE INFANT / JUNIOR SCHOOL
MITCHELL CLOSE, BELVEDERE, KENT, DA17 6AA
- Take the visitor's book, registers, late arrival/early collection sheets and staff sign-in sheets with them.
- At the Infants, sweep search staffroom, staff toilets and visitor toilets.
- Distribute the registers to the relevant classes at the assembly points.
- Make the visitors book containing a copy of this emergency plan available to the person in charge.

Kitchen staff.

- Stop all machines and processes
- Isolate power supplies where appropriate
- Report to the assembly point on the playground.
- Sweep search kitchen staffroom & toilets

Other staff members.

- On hearing the alarm leave by the nearest exit.
- Ensure that any people you meet on the way are ushered to the exit with you.
- Report to the assembly point on the playground.

The Premises Manager and Head of School (other another appointed adult) shall wear high visibility waistcoats to distinguish themselves.

Evacuation of people with mobility problems.

Wherever possible those with mobility problems should be assisted to evacuate via the nearest fire exit. Where this is not possible, this should be via the most convenient fire exit.

Arrangements for summoning the fire service.

The office staff, or another nominated adult, are responsible for calling the fire brigade if the fire alarm system is activated. Office staff will be informed about fire drills.

Arrangements for the safe evacuation of contractors and other visitors.

When contractors and other visitors arrive at the reception area they are to:

- Be briefed on the fire arrangements and if necessary be shown the fire evacuation routes.
- Sign in, in the visitors' book to acknowledge that they have received this information.
- Sign out on departure.
- In the event of an evacuation, office staff will take the visitors book with them to the assembly point.

Firefighting equipment & Emergency Information

The map showing the following is kept in the fire risk assessment folder and is displayed in the admin corridor at Belvedere Junior school and is displayed in the main reception corridor and the premises manager's office at Belvedere Infant school:

- The location and type of firefighting equipment available throughout the building.
- The location of the fire control panel.
- Electricity mains switch
- Water main stop cocks.
- Main gas shut off valve.

A copy of this emergency plan is kept in the main office and fire risk assessment folder.

Firefighting equipment is maintained under contract on an annual basis. The Business Manager will monitor these arrangements.

Evacuation procedures

The optimum time for evacuation of the whole school buildings is 3 minutes.

Bomb Scares

In the event of a bomb scare, the school building will not be evacuated until advised to by the police.

Training (Induction)

The Head of School will ensure that the contents of this emergency plan are communicated to all members of staff as well as volunteers, supply teachers or work experience students.

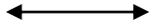
It will be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way.

Training (General)

Continuation training based on this plan may be carried out following each of the practise evacuations. The school business manager will closely monitor each evacuation highlighting and recording any problems or observations. Each practise evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual in at least one per year. Debriefing sessions will be held immediately following each practise evacuation.

KEY

School fire safety management



Denotes lines of communication only

FIRE MANAGEMENT ORGANISATIONAL CHART

BELVEDERE INFANT AND JUNIOR SCHOOLS

