



ST. NICHOLAS SCHOOL (including EYFS)

FIRE & EVACUATION POLICY

INTRODUCTION:

St Nicholas is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the School, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the School. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The School will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant legislation that may impact upon it.

This policy also outlines the school's evacuation procedures.

POLICY AIMS:

The aim of this policy is to:

- Provide a robust fire safety framework, which will be implemented to secure the safety and wellbeing of everyone within the School and to protect the School's assets.
- Outline the procedures that should be followed in the event of a fire or other incident (e.g. gas leak) that requires the evacuation of the building.

FIRE RISK REDUCTION

Alongside this policy outlining procedures in the case of a fire, the School also undertakes a number of checks to limit the risk of fire occurring. These include;

- Producing a fire Risk Assessment Policy
- Effective fire training for staff
- Carry out fire drills to prepare and familiarise children and adults.
- Undertake suitable checks on fire emergency equipment on the site.

The Fire Marshall is Mr M. Donaldson (Headteacher), who keeps a record of fire Risk Assessments, fire risk prevention, staff training records, records of drills, records and certificates of inspection of emergency equipment and escape routes.

The School has two trained Fire Marshalls; Mr M. Donaldson and Miss J. Chisholm.

PROCEDURES TO BE FOLLOWED:

Action on discovering a fire

- 1) Any child discovering a fire in the school buildings should immediately tell the nearest adult.
- 2) Any adult discovering a fire in the school buildings should operate the nearest fire alarm point. The Fire Alarm points are operated by breaking the glass panel.

These are situated as follows:-

- Reception area
- Nursery door near Reception area
- Nursery door to playground
- Baby room
- Playground door near kitchen
- Kitchen
- Y1/Y2 classroom
- Pupil entrance
- Y3/4 classroom
- Y5/Y6 classroom

The Fire extinguishers are located as follows:

- In reception area (CO₂ & H₂O)
- Nursery entrance (H₂O)
- Nursery (near door to playground) (H₂O,CO₂)
- Baby room (near door) (H₂O)
- Annexe (outdoor classroom) (CO₂,H₂O)
- ICT (outdoor classroom) (CO₂)
- Kitchen (CO₂)
- Pupil entrance (H₂O)
- Y3/4 (H₂O)

These may be used to tackle a fire if it is of a minor nature, but the **primary responsibility of staff is to ensure that the building is evacuated and the children are led to safety.**

Fire Warning

The fire alarm bell will sound throughout the building once the glass panel has been broken or triggered. All children and staff should be thoroughly familiar with the bell, so that they can respond immediately.

Evacuation

1) On hearing the fire alarm pupils and staff should be evacuated by staff from the building immediately. It is the responsibility of the teacher supervising / teaching the pupils at the time of the incident to oversee the children's evacuation from the building.

Special attention, of course, should be given to the location of any fire. See below.

If it is safe to do so, pupils should be evacuated via the following Fire Exits:

- Nursery - Out of the Nursery front entrance
- Reception - Out of side door near girls' toilets

- Year 1 & 2 - Out of side door near girls' toilets
- Year 3 & 4 - Out of the Main Entrance
- Year 5 & 6 - Out of the Main Entrance
- For pupils outside when the Fire Alarm sounds, supervising staff will move pupils to the far end of the playground as far as possible from the School building. A Walkie Talkie is available in the third annexe for staff to communicate with staff at the front of the property.

2) Naturally if the designated Fire Exit is blocked then the nearest other Fire Exit should be used. If pupils are in the playground and any part of the rear of the school is inaccessible then pupils should be exited through the nearest other exit route. For example, if a fire broke out in the kitchen then pupils in the playground should exit via the nursery.

3) In the highly unlikely event that the entire rear of the school was on fire, and all entrances to the building were inaccessible then pupils in the play area would need to be evacuated to a neighbour's garden.

4) Where a front exit is safe, staff should swiftly but calmly marshal the pupils out of the building to the main assembly point on the public pavement in front of the school. An attendance check should then be undertaken by the class teacher / nursery staff member where relevant.

5) Within the building single file should be observed as far as possible for smooth evacuation. No one should stop to collect any items of personal value.

6) In the unlikely event of a fire affecting the staircase, pupils in upstairs classes will use the evacuation ladder to climb down from the flat roof. Children will climb through the classroom window onto the flat roof, and down the ladder into the playground. **This procedure will be explained to pupils at the start of each year, although will not be included in a drill.**

Procedure for registers & first aid

The School Secretary should bring down all the registers, which are stored in the Reception Area. The Head of Nursery or Day Manager should bring the nursery daily register of children.

Where safe to do so, the Secretary should bring the main first aid kit to the assembly point.

Assembly & Evacuation Points

The main assembly point is in front of the school on the pavement. In the event of a fire breaking out at the front of the building, the secondary assembly point will be to move further along the pavement outside the school.

The last staff member out of each room is responsible for checking that no children have been left behind in the class. Teachers should close doors as they leave the classroom.

The Head of School or the School Secretary will make a final check of the building, to ensure no person has been overlooked (if it is safe to do so)

Should pupils need to evacuate further away from the building (e.g. in the event of a whole school fire or other emergency requiring distance from the building), the **Emergency Evacuation Point** is:

**ST. ANDREWS CHURCH
CHURCH LANE
KINGSBURY
LONDON NW9 8RZ**

The Head of School should make the decision to evacuate to St. Andrew's Church, and in his absence the Deputy Head should do so.

In the event of an evacuation to St. Andrews Church, the Head of School or Deputy Head in his absence should notify one of the Key Holders:

St. Andrew's Church Contacts

Key Holders:

1. Mr. Joseph Alegbeleye (Church Warden) - 07985 400 566
2. Mr. Jeffrey Over (Church Treasurer) - 07958 129 247

The Vicarage – Father Jason Rendell: 020 8205 7448.

Guidance on the Evacuation Procedure can be found in Appendix 1.

Power Isolation

If the fire stems from an electrical fault or the gas cooker in the kitchen the power supply should be turned off it is safe to do so.

Roll Call

Both the Class registers and the Staff register should be collected from the office and by the front door respectively by the School Secretary or in their absence the designated Fire Officer and taken to the assembly point.

As soon as the children are assembled, the individual teachers should take roll call to ensure all the pupils are safe. The School Secretary should then take roll call for all staff.

All staff and visitors must sign in, in the Staff Sign in Book or the Visitors' Book.
Log-in/Log-out times must be recorded.

Call the Fire Brigade

In actual emergency situations, upon hearing the fire alarm, the Head of School, or in his absence the School Secretary is responsible for calling the fire brigade.

The fire brigade is called:

- By dialling 999 and asking for the Fire Brigade
- Giving the school's address as 22 Salmon Street, Kingsbury, NW9 8PN.
- Giving details as to the position and strength of the fire if known

Liaison

The Head of School should liaise with the emergency services when they arrive.

Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the site of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarize themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

The following fire fighting equipment is provided in the buildings:

- Water/hydrospray fire extinguishers for use on fires containing wood, paper, fabrics etc. These must not be used on electrical fires or on burning flammable liquids.
- CO2 extinguishers are provided for electrical fires. They may also be used to extinguish burning flammable liquids.
- A fire blanket is provided in the kitchen for smothering pan fires.

Staff are provided opportunities to undertake fire safety training

Specific Responsibilities

The Head of School and the School Secretary are responsible for

- Alerting the Fire Brigade
- Carrying out a final check of the building, to ensure evacuation is complete
- Verifying that the roll calls have been made and are correct
- Liaising with the emergency services
- Switching off the Alarm

All members of staff are responsible for

- The safe evacuation of the children in their charge at the time of the fire.

Visitors and temporary staff

All visitors and temporary staff should be made aware by the Secretary of the school's evacuation points.

Training Required

All staff should be familiar with fire procedures, including distinguishing the fire alarm from any other bells. They should also be aware of the position of fire call points and fire extinguishers.

New staff should be provided with the following training when they start work, as part of their induction

- The emergency action plan as specified here
- How to operate the fire alarm and what the warning signal is
- The location of all fire safety equipment
- The location of all fire call points
- The location of all fire exits for both primary and secondary escape routes

Evacuation Drills

Fire drills take place termly so that all staff have practice in following the correct emergency procedure. The Head will record details of the date, time and time taken to perform the fire drills in the Fire Safety Logbook, which is located in the Head’s office.

The School staggers the nature of drills each term to increase readiness amongst pupils.

During the Autumn Term, the School stages a drill with the knowledge of all staff so that pupils in Reception and Nursery can be suitably prepared to minimise stress.

During the spring Term, a drill is held without the staff being aware of nature of alarm.

During the Summer Term, the School holds a drill that includes an obstacle impacting the evacuation procedure.

Policy & Procedures Review

The Head of School is responsible for initiating the review of this policy and its procedures, and ensuring the review involves all staff and any key changes clearly communicated to all pupils.



This policy was last reviewed Autumn 2018.
The next scheduled review is Autumn 2019 or in light of regulatory requirements.

Amit Mehta
(Proprietor)

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ST NICHOLAS SCHOOL

FIRE INSTRUCTIONS

If you discover a Fire:

1. Alarm - Break plastic with thumb
2. Ring the Fire Brigade - 999 / 112
3. Ensure everyone evacuated - *First Aid kit and registers to be taken out – Secretary/Head of School*

Extinguisher Use:

- Water = Wood, Paper, Furniture, Cloth
- C02 = Electrical Items
- Dry Powder = Must use whole extinguisher for cooking fat

Testing:

- Smoke Detectors = Once a month
- Fire Alarm = Once a week



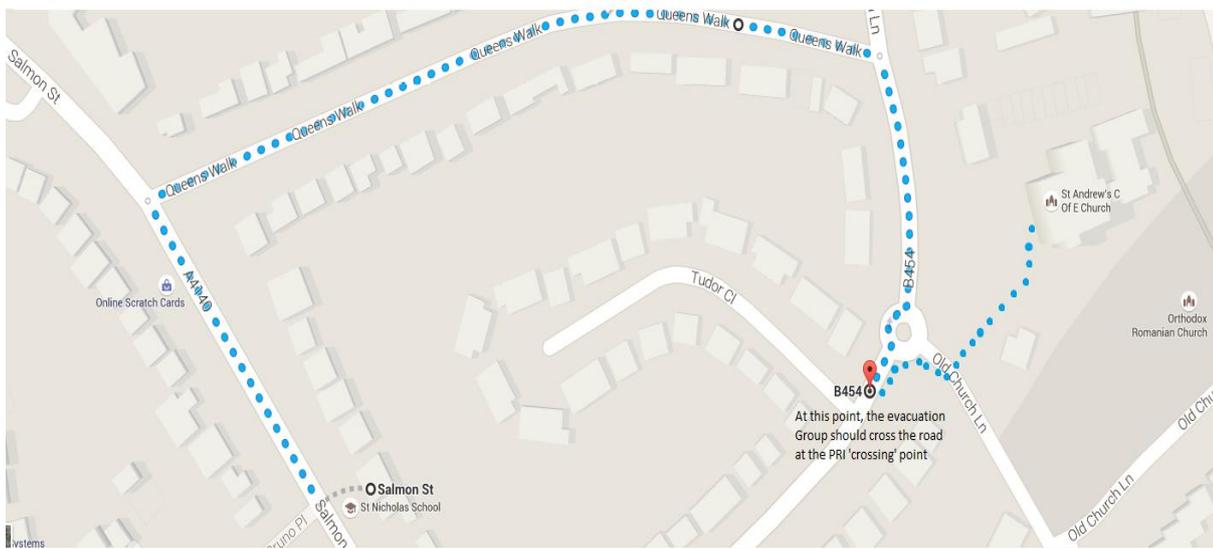
Emergency Evacuation Procedure to St. Andrew's C of E Church

In the event of a serious emergency, with the likelihood for serious risk from remaining in the initial evacuation point, staff will assess the severity of the risk to children and may need to evacuate all pupils and staff to St. Andrew's Church, Old Church Lane as per the procedure below. Please refer to the map on page 2.

1. On hearing the fire alarm pupils and staff should be evacuated from the building immediately onto Salmon Street as per the Fire & Evacuation policy. It is the responsibility of the teacher supervising / teaching the pupils at the time of the incident to oversee the children's evacuation from the building. Special attention should be given to the location of any fire.
2. The main assembly point is in front of the school on the pavement. In the event of a fire breaking out at the front of the building, the secondary assembly point will be to move further along the pavement outside the school. As soon as the children are assembled, the individual teachers should take roll call to ensure all the pupils are present and safe. The School Secretary and the designated Fire Officer should ascertain that all staff are present. It is the responsibility of the Head/Deputy Head/Nursery Day Manger to ensure the emergency services are contacted at this point.
3. If deemed necessary by the Head of School, Deputy Head of School, or Nursery Day Manager pupils will then be escorted to the church via Queen's Walk (turn right out of the school, and right onto Queen's walk). Pupils will be led by a staff member. Where possible, staff should wear a high-visibility vest (stored on top of the filing cabinet in the office).
4. Once the evacuation group is en route, the St. Andrew's Church key-holders should be notified of the evacuation.
5. Nursery – Year 2 pupils should walk hand-in-hand in pairs (if an odd number the pupil should hold a staff member's hand), and Year 3 – 6 in single file to Church Lane. Babies should be transported using the emergency cot, which should be accessible and ready to use.
6. Pupils should keep in from the curb whilst walking, and should remain calm in order to hear any instructions from staff.
7. From the end of Queen's Walk, pupils should be led (right) onto Church Lane and past the roundabout onto Tudor Gardens. The head of the evacuation group should stop at the pedestrian refuge island (PRI) 'crossing' point. (The PRI 'crossing' point on Church Lane should not be used as it is on a partially blind corner, and traffic is fast-moving).
8. Two members of staff (not the head of the evacuation group or a member of staff who has escorted a pupil by hand), should act as traffic look-outs at the PRI point – one on each side of the road on the pavement. These staff members should be a clear presence to drivers, whilst always remembering that vehicles have right of way. Staff should remember that they cannot legally stop traffic.
9. Pupils should be escorted across the road when vehicles allow the group to pass. If safe to do so, the whole evacuation group should be led across the road, as per point 3. The same procedure should be followed to cross Old Church Lane at PRI point.

10. Pupils should be led into the car-park of St. Andrew's Church where they should wait in class groups until entering the church is possible / necessary (e.g. in the event of inclement weather).
11. No attempt should be made to return the evacuation group to the school until the emergency services notify the Head, Deputy or Nursery Manager that it is safe to do so.
12. Where necessary parents would collect their children from St. Andrew's Church. (Parents have been informed about this.)

EVACUATION MAP



This procedure was last reviewed in September 2017.