



Fire and Emergency Procedure

Collingwood School

Scope of Policy

The overall aim is to save life; therefore safe evacuation is of paramount importance. In the event of the fire alarm sounding the school **must be evacuated**.

There are a number of fire extinguishers placed strategically around the school site, however, staff are not expected to fight fire nor should they go back into the building until they are instructed it is safe to do so.

Fire Safety

As Fire Marshals, the Headteacher and the Bursar will be responsible for the procedures for emergency evacuation, fire drills and fire alarm systems. They will be assisted by the Site Manager during his working hours, who is the other Fire Marshal. In this way, there should always be a least one designated person on site during the normal school day. All other members of staff, including kitchen staff, teachers, teaching assistants and office staff act in the role of Fire Wardens to ensure that their area of the site is evacuated by all adults and children.

Summary of Specific Responsibilities

The Head and Bursar are responsible for:

- Fire risk assessment, prevention procedures and review
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Recording certificates for the installation and maintenance of fire fighting systems and equipment.

As Fire Wardens, all members of staff are responsible for:

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

All visitors and temporary staff should be made aware by the Office staff of the school's evacuation point in Denmore Court.

Fire Prevention and Training

An adequate number of fire extinguishers should be available throughout the building (as advised by Millwood Servicing Ltd). All these will be inspected, tested and maintained annually by a specialist contractor (Millwood). The maintenance is carried out by a 'competent person' from our contractor, Millwood. Records of the checks are stored by the Site Manager.

Emergency lighting is tested monthly and the fire alarm is tested weekly by the Site Manager and records kept by the Site Manager. Both the emergency lighting and fire alarm is maintained by Millwood. The building has all electrical circuits and wiring tested every five years; the report is stored by the Site Manager. The most recent check was carried out in Spring Term 2019.

All staff are required to complete an online fire awareness online course as part of their induction and current staff update their knowledge on a regular basis. Inside the door of each room there are



instructions showing the nearest evacuation route. Staff should familiarise themselves with these instructions in the rooms they are using.

Fire extinguishers are located throughout the School. All staff should familiarise themselves with their location and with the function and the use of extinguishers on different types of fire by completing the Fire Awareness online training.

Risk Assessment

The school employs a competent organisation to carry out a full fire risk assessment with periodic reviews. The next review will take place in Autumn 2019. Any changes to the layout of the school is communicated to the organisation and advice sought. The school completes its own internal risk assessments yearly for each area of the building and further completes a detailed Health and Safety check on a termly basis.

Procedures if you discover a fire:

1. Operate the nearest fire alarm.
2. Evacuate the building you are in.
3. If possible, contact the School Office and tell them where the fire is.

In the event of fire or the fire alarm sounding:

- Children must immediately cease working or their activity and await further instruction.
- On the teacher's instruction, children walk in an orderly and calm manner to line up in the designated assembly area (the car park of Denmore Court adjacent to the school)
- Children should line up in register order at the assembly point.
- Classes and individuals must leave via the nearest unobstructed EXIT. No one is to return to the building until told to do so.
- The Office Staff are to take the 'Grab Bag' containing all pupil registers, staff register, visitors and late books to the assembly point and distribute accordingly. They should also take a tablet/mobile phone should we need to contact parents/carers electronically through Scholarpack or Parent Pay.
- The presence of each pupil is to be confirmed by calling the register for the class and reporting to the Fire Marshal / Head Teacher or one of the Assistant Head Teachers.
- The Catering Supervisor is to be responsible for confirming that all her staff are present.
- The Office staff are responsible for ensuring all visitors and staff are accounted for.
- If there is a fire while children are in the gym for assembly, during lunch or break time, the teachers taking assembly or on duty will supervise the children evacuating the premises.
- Staff should only use the extinguishers if there is immediate danger to life.
- Teachers should ensure children are clear of the building before they themselves leave.
- Fire Wardens / Staff are to endeavour to close all doors as they exit.
- If a child, staff member or visitor is missing the Head Teacher or Bursar or one of the Assistant Head Teachers is to be informed immediately.
- The Fire Service must be summoned by whichever phone is available by a member of the Office Staff. If the fire is in the main building and the phone is inaccessible, then a neighbour's phone or mobile phone is to be used.

Toilets check

The last staff member leaving the various school buildings (Cabin, Gym and Main block) are required to check the toilets for children. The last staff member leaving the nursery in the hall should check the nursery toilets when they leave. The catering staff should check the toilets as they leave the gym. In the event that there is not a staff member in the Gym (usually outside of the hours of 10:30am to



2pm), then the Gym toilets will be checked by a staff member leaving the cabin (Music teacher, After School staff or Breakfast Club staff). This staff member is also required to check the cabin toilets and both male and female toilets in the outside toilet block and this latter check will be reinforced by a Fire Marshal on duty.

Break-time and Lunchtime Procedures

On hearing the alarm, as acting Fire Wardens, the member of staff on duty shall direct the classes to move directly to their form assembly points in the Denmore Court car park and wait quietly with the duty staff until their class teacher arrives.

Fire Drills

- In the role of Fire Warden, the Bursar will, in close consultation with the Head and the Site Manager, initiate a minimum of one fire practice per term.
- The Bursar will initiate specific incidents (e.g. fire in particular place, blocked staircase) as required during fire practices.
- The Bursar will check that fire evacuation plan notices are displayed in each form room and at other locations.
- Staff should impress upon children that a 'drill' is to be taken seriously. Occasionally time should be allocated for follow-up PSHE work and/or assembly discussion.

Prolonged Evacuation

In the event that the school is evacuated and we not permitted or able to re-enter the building, the School has an arrangement with Holy Trinity Church, Maldon Road, Wallington that we may take the children there and remain there until we can access the school buildings or until parents/carers are able to collect their children.

As Fire Marshals, the Head Teacher or Bursar will make a decision as to whether the school should evacuate to Holy Trinity Church.

If possible we should telephone Holy Trinity Church to advise that we are en-route.

Church details:

Holy Trinity Church
Maldon Road
Wallington
London, SM6 8BL

Tel: 020 8647 7605

Church Direct Line 020 8647 7793
Mobile 07814 486674