



GENESIS
EDUCATION TRUST



St Margaret's CE Primary School

Fire and Emergency Policy

Ratified by: LGB

Ratified: Autumn 2023

To be reviewed: Annually

Next Review: Autumn 2024

St. Margaret's C of E Primary

School Fire and Emergency Procedures

Reviewed: September 2023 Next Review: September 2024

Fire Marshals at St Margaret's:

James Hollinsley
Jennie Matthews
Jackie Rayner
Chris Benedetti
Sue Newman
Kadiene
Lawrence
Toyin Dairo
Sheldon Phillips
Gary Callus
Sophie Bannon

Building Checks

Teachers/staff should check the rooms they are in as they leave.
Office staff should check staff and visitor toilets.

The SM will check that the school building is empty (office staff in

Action on discovering a fire

In the event of fire, the first duty of all concerned is to evacuate the building to prevent injury or loss of life. Immediately, when a fire is discovered or one

On hearing the alarm

When the fire alarm sounds, teachers should lead their classes in an orderly fashion following the fire escape route displayed in their classrooms and line up in the position outlined in the 'Evacuation Routes' section. Teaching Assistants or other members of staff who are teaching or supervising should help to ensure children are taken straight to the relevant class line into the playground in single file. They should assist the teacher to check that the classroom is empty. Other adults working with a class should remain with that class for the duration of the alarm.

Classes or groups in the playground should go straight to their evacuation line in the playground. Staff or pupils with disabilities will have a pre-arranged buddy who will assist and guide them to the exit route.

The teachers should call the register to check that all the children are out of the building. On successful completion of the register, teachers should hold up their register until the HoS (or Assistant Head in their absence) gives the signal that all children are accounted for. The HoS will be responsible for the behaviour and organisation in the playground. Teachers should immediately report any missing children to the Office Manager.

Evacuation Routes

All classes have fire escape routes displayed which all members of staff should familiarise themselves with and which are practised during termly fire drills. Staff and children should use the fire exit door indicated on this plan to exit and walk into the playground, led all the way by the teacher without waiting to go in turn. Classroom doors should be shut as should final exit doors.

See the detailed evacuation plan for escape routes and the plan for exceptional circumstances below.

Teacher's Discretion

In the event of fire blocking an exit, the teacher should decide on the best route to take to the playground. For this reason, it is particularly important that the teacher leads the way. Fire drills will be planned where an exit route is

On arrival of the Fire Brigade

The HoS (or AHT in their absence) will await the arrival of the fire brigade together with the Site Manager during duty hours, and liaise with the fire officer in charge. A laminated copy of the plan of the school, which also includes the location of utility cut off points, will be given to the Fire Officer. Copies are kept on display in the HoS office and the school office.

The fire brigade will be left to take responsibility for:

Ensuring the fire is fully out and has not spread

That all harmful smoke has been cleared

That the fire alarm is properly reset

That it is safe for staff and pupils to go back into the building

Kitchen Staff

On hearing the alarm or being informed of a fire, staff should switch off all equipment and evacuate via the rear fire exit and assemble on the paved area in front of the school. Fire shutters should close automatically, but this should be checked before exiting.

BOMB ALERTS/Site Evacuation

See Emergency Evacuation Policy

Evacuate the school as for a fire.

If instructed to evacuate the site, staff should lead their class out of school via the nearest exit to Northbury School using the shortest route

Bomb alerts may be made by word of mouth, telephone, receipt of a suspicious parcel, or discovery of an unattended bag.

The HoS (or DHT in case of absence) must be informed at once. A decision will be made as to the seriousness of the threat or risk.

In the event of a telephone alert, the receiver of the call should obtain as much information as possible from the caller, especially as to the location of the device and its appearance, as this information will be required by management and the Police.

If a management decision is made to evacuate the building, the fire alarm will only be used if it is clear that staff can be directed away from the suspected location of the device. If this cannot be achieved, then the alarm will be raised by a message sent around to all locations of the school.

Call the Police, not the Fire

Brigade. Act on instruction of the Police.

FIRE FIGHTING EQUIPMENT

For health and safety reasons of all concerned, fire fighting is best left to the professionals. The fire brigade have an attendance time of approximately five minutes and do not charge.

Breathing in smoke will almost certainly affect health – possibly for a long time. It is advised that only trained fire marshals should use fire extinguishers.

Office Manager/ Administrative staff

See back page re: roles and attendance registers

Evacuation routes

Room	Door	Evacuation space
Reception area	External Door to Front Playground	Front Playground
Year 1L	Exit to Back Playground	Back Playground
Year 1B	Exit to Back Playground	Back Playground
Year 2Q	Exit to Back Playground	Back Playground
Year 2H	Exit to Back Playground	Back Playground
Year 3HH	Exit by Annexe Stairs to Front playground	Front Playground
Year 3LH	Exit by Back Stairs to Back Playground	Back Playground
Year 4A	Exit by Annexe Stairs to Front playground	Front Playground
Year 4H	Exit by main front Fire Doors	Front Playground
Year 5L	Exit by Back Stairs	Back Playground
Year 5P	Exit by Back Stairs	Back Playground
Year 6C	Exit by Front Stairs	Front Playground
Year 6D	Exit by Front Stairs	Front Playground
Library	Exit by Annexe stairs	Front Playground
Kitchen Staff	Exit by Delivery doors	Front Playground
Office Staff	Exit by Front doors	Front Playground
Computing Suite	Exit by Back Stairs	Back Playground
Upstairs SLT office	Exit by Annexe stairs	Front Playground
SLT offices (situated at the back of the main offices)	Exit via DHT office (larger office)	Front playground
Head's Office	Exit via back playground doors	Front playground
Hall (any use apart from assembly time)	Exit by main entrance doors	Front Playground

Exceptional circumstances

Fire alarm goes off during assembly.

Year 5 and 6 leave the hall by main front doors next to the office. Y5 through the main office and Y6 through the front stair fire doors and assemble in the front playground.

Year 3 and 4 leave by the right-hand side past the staffroom and assemble in back playground via back playground doors.

Year 1 and 2 leave assembly by the main fire doors at the front of the hall, through the front stair fire doors and assemble in the front playground.

All other classes and groups follow normal fire drill procedures.

Fire-Marshalls 2022-2023

Name	Sweep area
Ground Floor	
Toyin Dairo Front of School Lead	
James Hollinsley Back of School Lead	
Jackie Rayner	Downstairs Toilets
Sue Newman	Office staff toilets
Jackie Rayner	Lunchtime only – KS1 Toilets
First floor	
Arber Imerqj	Y4 and 5 Toilets
Jackie Costen	Y3 and 6 Toilets
Fire Marshalls	
Sophie Bannon	Leadership
James Hollinsley	Leadership
Jennie Matthews	Leadership
Sue Newman	Office Manager
Chris Benedetti	SSO
Kadiene Lawrence	SENDCO
Toyin Dairo	Teaching (SLT)
Sheldon Phillips	Teaching (SLT)
Gary Callus	Teaching (SLT)

Further notes:

Names highlighted in green are trained fire-marshals.

In case James is not in school, Kadeine/Jennie leads the back playground.

In case Toyin is not in school, Kadeine/Jennie leads the back of the school.

In case neither Toyin nor James is in school, Sheldon leads the front of the school and Kadeine/Jenni leads the back.

Office staff

Name	Duty
Chris Benedetti	Make the call if on site and it's a test 01752204911
Sue Newman	<ul style="list-style-type: none">• Make the call (if it's a test- 01752204911 Alarm Receiving Centre) in absence of Chris Benedetti• Take out medical box
Chloe Pritchard	<ul style="list-style-type: none">• Take the Registers/ InVentry Evac and Grab Bag• Hand out registers Back Playground
Valerie Thomas until 1:30pm Sue Newman 13:30 onwards only	<ul style="list-style-type: none">• Registers to the Front of the school

Fire alarm goes off during after school club or breakfast club

When children are already in the playground, they stay there with the adults and line up. If they are in the hall, they will all leave through the main entrance doors and line up in the front playground. Groups of children in classes follow the escape procedures for that particular room as displayed.

Children line up in groups in front of their key person.

The register is taken for the whole club. Therefore, staff need to be aware which children have already been collected for after school club and which children have not yet been dropped off for breakfast club.

Charisse Folkes is responsible for ensuring all staff are present for their role. Charrise will check if all children are present in the front playground.

Adults who lead an after school club, take the children outside in line with the evacuation route for their particular room. They **must always have their own register present** which they can take as soon as they are outside.