

Fire Safety Procedure – Infants

THIS PROCEDURE REFERS TO ALL CHILDREN AND STAFF IN THE INFANT BUILDING INCLUDING THOSE IN EYFS

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE WHOLE SCHOOL POLICY.

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1. On Discovering a Fire

- Execute evacuation procedure
- Call 999
- Call Duty Caretaker

2. In the case of Fire during lessons

- Press the fire alarm
- The pupils and staff leave their classrooms

3. Exiting the Buildings

From the Extension Building and Hall

- Downstairs classes exit through the front door and down the ramp.
- Upstairs classes exit through the hall door and down the ramp.
- Teaching and support staff shut doors behind them.
- Everyone leaves the premises through the Arthur Street gate, which will open automatically. If the gate fails to open then either exit through school reception class and onto the playground or exit around the back of the hall whichever is safer.
- The pupils and staff meet on the opposite side of the road to the School building, with the pupils lined up against the wall.
- Where possible the Duty Caretaker collects the Years 1 and 2 registers and a class list and takes them to the assembly point.
- Staff use the registers/class list/headcount to complete a roll call.

From the Main Building

- Upstairs classes exit down the staircase and out of the building through the back door and down onto the playground.
- Downstairs classes exit through their classroom through the patio doors and down onto the playground.
- If classes are in the dining room, the staff and pupils will exit through the back door and down onto the playground.
- Staff call their registers.
- If pupils are in the music room or art room, the staff and pupils will exit through the door into the central courtyard and out the Arthur Street Gate.

Duties and roles

- The most senior staff member on site at the time takes charge.

- Teaching Assistants check the toilets and cloakroom for their classes.
- The School Receptionist collects register, gate key.
- The School Receptionist or Senior Staff member contacts Director of Finance and Operations who is based in the Senior School.
- Class teachers escort out their class and use the registers/class list/headcount to complete a roll call at the assembly points.

In case of Fire during Playtime

- The Receptionist, and where possible the Duty Caretaker, collect the registers and the Receptionist contacts Director of Finance and Operations who is based in the Senior School.
- The School bell is sounded by the teacher on duty.
- The pupils line up on the lower playground.
- Staff collect together on the lower playground.
- Registers are taken by class teachers.

In case of fire after school has finished

- Person finding fire should press the fire alarm.
- The pupils and staff leave the building by exits noted above.
- Staff will call the Head or Deputy Head to inform.
- Staff will call Security and the Duty Caretaker.

Fire Evacuation Procedure from After School Club:

On Discovering a Fire

- Execute evacuation procedure
- Call 999
- Call Duty Caretaker

Leaving the Building

- Take ASC register, pupil contact details and telephone list (Contains 2 x on site caretakers and SMT).
- Escort all pupils out the fire door, through the gates onto Arthur Street.
- If safe to do so, cross the road to the opposite side (thus keeping children from burning building).
- Do not delay in leaving the building.
- Ensure that there are no missing children by taking a register of pupils.
- Ensure that there are no missing staff by taking a register of staff.
- Do not return to check for missing persons.
- Ensure pupils are silent and walking.

- Do not allow any parent or guardian arriving to collect child until you have completed a register at the assembly point.

At the Assembly Point

- Ask pupils to stand in year group order – this should be done without pupils talking.
- Note any missing pupils – to inform the duty caretaker.
- Await further instructions – pupils should remain in lines, silent.
- Do not re-enter the building until instructed to do so by the Duty Caretaker or a member of the Fire Brigade.

Following fire evacuation (actual or false)

- Telephone Head or SMT member to alert them to incident.

Fire Procedures when the pupils are on the Main School site

- The pupils leave the swimming pool as stated in the Senior School Fire Procedures and assemble at the front of the senior school on the lawns.
- The staff and adults accompanying the pupils help the pupils to exit the building appropriately.
 - The member of staff with the pupils carries out a head count and calls the Lovell House Receptionist.