**Fire Safety Policy & Procedures**

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| Lead member of staff | Mrs Jen Harvey |
| Governor Committee | Full Governing Body |
| Chair of Governors signature |  |
| Date Signed |  |
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**Aims**

* To ensure the safety of all children and staff on site

**Policy Statement**

The safety of children and staff is paramount. Evacuation procedures to follow in case of fire and the ‘place of safety’/ meeting point at which to gather, are displayed in all rooms. All staff must familiarise themselves with these documents. It is important that all adults and children know what to do in the case of a fire on the premises, to be able to act calmly and exit the premises as quickly as possible.

**Fire Drills take place in school termly.**

**Fire Action Notice**

**The Fire Alarm is a loud repetitive siren.**

**If you discover a fire**

* Sound the alarm by pressing the button on the nearest fire call point
* Leave by the nearest safe exit
* Assemble on the playground

Key escape routes are marked with Fire exit signs, please follow these and assemble on the playground. This will be reviewed each September or when there have been significant alterations to the buildings.

**If you hear the fire Alarm**

* Stop what you are doing
* Teachers to bring out class list
* Office staff collect visitors registers, first aid kit, mobile phone, gate key and school contacts file
* Leave the building calmly and quietly, children first with adult at the rear
* Close the door behind you Assemble on the playground in a line
* Do an immediate head count
* Call the register
* Report any absentees to the Head teacher or her representative
* Do not re-enter the building until instructed to do so by the head or a member of the Fire Service

**The head teacher or senior member of staff must call the fire brigade if you hear a fire alarm and it was not a drill.**

**The alarm should be silenced but not re-set until the fire brigade have attended.**

A member of staff will inform the neighbours that there is a fire and the fire and rescue service have been called.

The head teacher will meet the Fire and Rescue service and inform them of any special risks, (none at this time) or people unaccounted for.

Staff will receive induction training and general awareness of fire safety training.

If we are unable to return to the building then we will walk to St Marys Church and Staff will ring the Parents contacts to collect the children from there.

No one will re-enter the building until the Fire and Rescue Service staff inform us that it is safe to do so

**Fire Extinguishers**

* The first priority is to evacuate buildings and move children and staff to safety.
* Only trained, competent, confident staff should make any attempt to

 use fire extinguishers to put out a small, containable fire. Never return

 to a burning building.

**DO NOT:**

* Pick up belongings
* Allow the children to run
* Allow anyone to return to the building until the Senior Member of staff gives the all

clear