



CLIFTON COMMUNITY PRIMARY SCHOOL

FIRE SAFETY AND EVACUATION POLICY

'Enjoy and Achieve Together'

Head Teacher LM Jones	Sign and Date	March 2022
Author LA/ LMJones	Sign and Date	March 2022

Next Review Date	March 2023
Committee Responsible	Governing Board
Document locations	Staff shared Drive – Policies

Change History

Version	Date	Change Description	Stored
1	June 2020	Changes to staff and playground equipment	Policies / staff shared / website
2	June 2020	Updated version from the LA to incorporate how to evacuate during Covid-19	Policies/ staff shared / website
3	January 2021	Update personnel and way children are registered	Policies / website / staff shared
4			
5			
6			

Please note this policy has been adopted by Clifton Primary School from the Local Authority of Salford. All content has therefore been written by the LA.

Fire Safety Officer / Head teacher – L.M.Jones
School Business Manager / Fire Marshall– J. Odell
Deputy Head teacher – A. McIlveen

KS1 lead – M. Markless
EYFS lead – L. Hodgkiss
KS2 lead – R. Doherty

In the event of a fire the plan outlined below MUST be followed;

1. The Fire Safety Officer Laura Jones will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity. The FSO, SBM, teacher or person who raised the alarm will give the emergency services as much information about the nature, source and location of the fire. The FSO, SBM will meet the emergency services and relay any necessary information to assist the services.
2. All children will immediately be escorted out of the building and to the assembly point which is on the bottom yard of the school, using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
3. Children and staff must remain calm and exit the building in a calm and orderly fashion.
4. The entire premises will be checked by the Fire Safety Officer, DHT, KS leads and SBM will collect the registers, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire. In the event of the FSO being absent the DHT and the KS leads will act as fire marshals.

Checking areas will be as follows:

FSO / HT will check zone 3 (green)

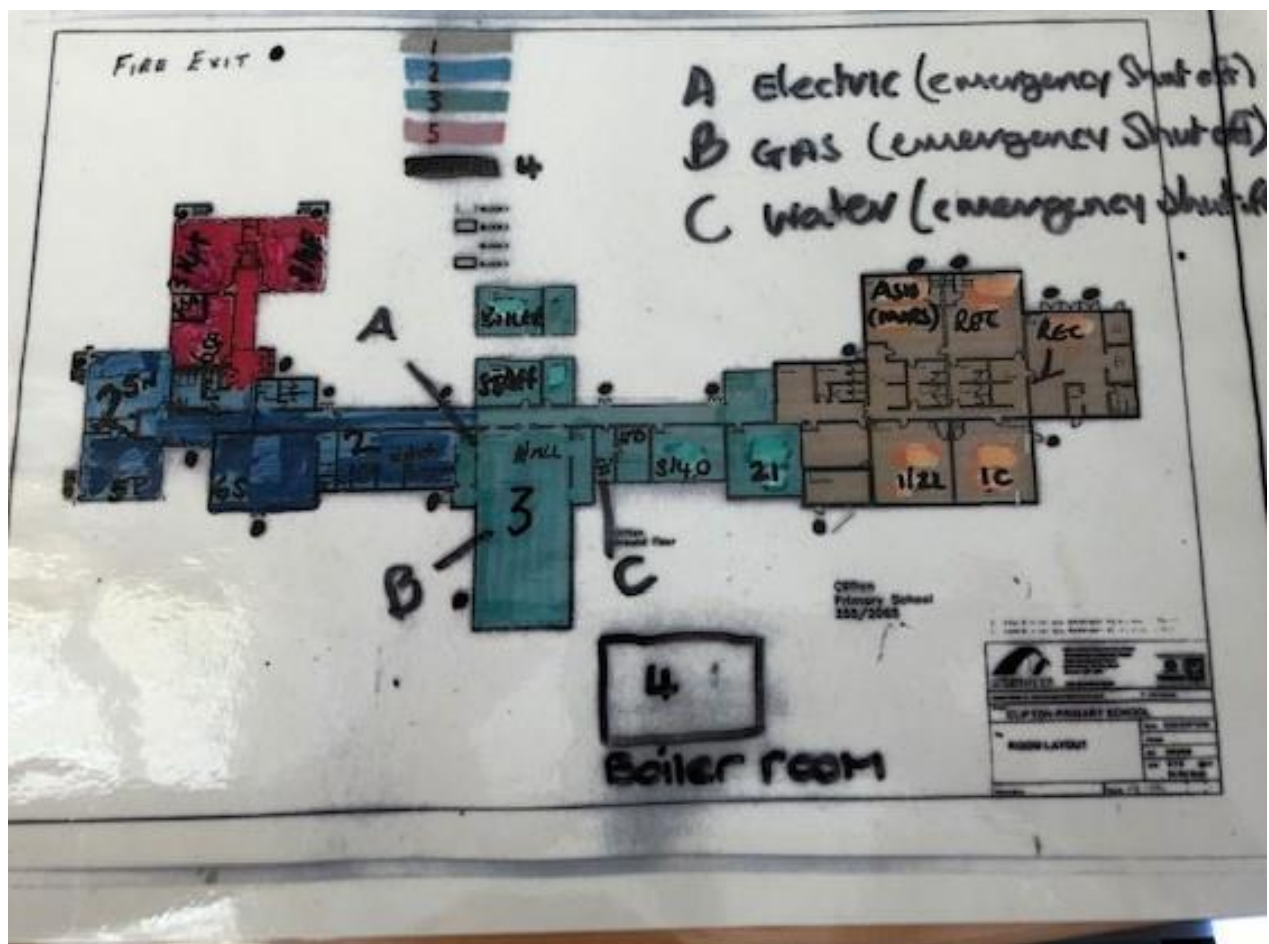
DHT will check from 5 & 2 (blue and red)

KS1 lead will check KS1 area of 1 (brown)

EYFS lead will check EYFS area of 1 (brown)

Cook will lead the kitchen staff out.

(see diagram)



5. The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the late collection folder which is kept in the office which can access the emergency contacts list will be taken outside.
6. If for any reason the designated Fire Safety Officer is absent at the time of an incident, DHT or SBM (in DHT absence) will assume responsibility or nominate a replacement member of staff.
7. Any new members of staff, contractors or any other workers signed on site will also be informed of the fire evacuation policy.

Signed

L.M.Jones Head teacher Date: __May 2022__

Annex A

During the outbreak of Coronavirus we will follow the same procedure as above however:

Children, where safe to do so, to follow the social distance marking whilst making their way to the bottom yard.

Once on the bottom yard children will form their lines according to each bubble, socially distancing.

When the weather permits the use of the field – children will be led to allocated zones on the field.

Staff will then follow the procedure as above.

Registers: Sims registers will be produced.

Contractors or any other workers on site will also be informed of the fire evacuation policy.

Actions:

Ensure KS leads are aware of their responsibility in the event of the fire alarm sounding.

Fire Marshal training to be undertaken by appropriate staff as soon as is possible.