



## **Fire Policy**

The purpose of this policy is to outline the procedures that the school has put in place to ensure that fire is prevented and to protect the safety of all users of the building should a fire occur.

This policy will be reviewed annually, and as part of this review a Fire Risk Assessment will be carried out using the Cheshire County Council format. This will ensure that necessary checks are carried out and any required actions will be identified and carried out.

The school has identified the maximum capacity of the school hall to be 120 , which is the number who can be safely evacuated from the single exit within 2 minutes. This number will not be exceeded at any time for activities during or outside of school time.

All staff (including trainees) will receive appropriate awareness training regarding this policy and associated procedures as part of their initial induction to the school.

**ALL visitors should sign in and out using the visitors' book in the entrance hall.**

Anyone suspecting or discovering a fire in the building – Should immediately break fire alarm glass placed

1. **Inside main entrance immediately by Front Door**
2. **Inside the old Front Door (by kitchen)**
3. **Inside Oak Class by the Fire Exit**
4. **Outside Willow Class entrance door**
5. **Outside Horse Chestnut Class entrance door**
6. **Outside Acorns Class entrance door**

On hearing the bell, children should be instructed to leave in a quiet, orderly way and proceed to the designated area. This is at the back of the KS2 playground by the climbing frame in class order.

**Acorn Class** to leave via their back door in the classroom

**Hazel Class** to leave via their back door in the classroom

**Horse Chestnut Class** to leave via double doors at the back of the school

**Willow Class** to leave via Oak Fire Exit or front door of school

**Oak Class** to leave via own Fire Exit

**Classes in hall** to leave via the main entrance or the Kitchen door

**Staffroom** to leave via the main entrance

**Kitchen staff** to leave via the old front door



**Office staff** to leave via the main entrance (taking registers, telephone contacts and visitors book)

## **Staff responsibilities**

HEAD TEACHER to check the toilets before leaving the building, OFFICE STAFF to do this if Head Teacher absent.

Staff to check all children are present and report to Head Teacher or senior teacher.

Mrs A. Burns and Mrs N. Naylor or Head Teacher to carry out children with SEN.

Head Teacher to notify the Fire Brigade and guide them onto premises. If absent the LEAD TEACHER will do this.

**Reviewed September 2018**

**Policy to be reviewed and updated annually**