

**Kempshott Junior School**  
**Fire Safety Plan**  
*(part of the H & S Policy)*

Policy Ratified by Governing Body	13 <sup>th</sup> March 2024	Review Annually
Date of Review	Spring Term 2024	
Date of Next Review	Spring Term 2025	

**Safeguarding Statement**

*At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

**Introduction**

This emergency plan has been developed following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 1999. The plan will specify action staff and other people need to take in the event of fire. It will cover all operational phases of the school.

**Fire Risk Rating**

The fire risk rating of the school is low. The rating applies to all operational phases i.e. term time, holiday periods and during the evening.

**Alarm System**

Type: Electrical break-glass with bell sounders.

Maintenance: Service contracts arranged by Property Services Department.

Routine Testing: Different call point to be tested each week using attached pro-forma.

For list of call points see **Appendix A**.

**Fire Extinguishers**

Located as per attached Plan - These are serviced annually by a Contractor.

**Means of Escape and Emergency Exits**

Emergency exits are shown on the attached plan. Adequate means of escape depending on the level of risk will be available in all operational phases. When the school is in session the designated exits can be opened without the use of a key. At other times the staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

## **EVACUATION PROCEDURE – See Appendix A & C1**

### **People with Special Needs (Staff & Pupils)**

Discussions will be held with people with special needs to see how their individual needs can be met.

**A Personal Emergency Evacuation Plan & Review Form (PEEP)** will be completed with the individual/s. A List of the children with a PEEP is kept on the CRASH TROLLEY in the School Office so that it will accompany the medication during an evacuation.

### **Contractors**

The Head Teacher, supported by the Site Manager, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school Health and Safety Policy and any instructions in work/specifications issued by the County Council.

### **Staff Training – See Appendix B**

### **Records and Monitoring**

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. These will be monitored by the Head Teacher once a term.

### **Review**

The plan will be reviewed following termly fire drills and if changes in layout or procedures are required these will be implemented and the procedures updated.

### **Fire Precautions**

The school is required to hold a fire practice once each term, alternating each half term with a Lockdown drill. New members of staff are made aware of the procedures as soon as they join the school in an Induction Staff meeting and through the inclusion of the procedure in the Staff Welcome Book.

The Teachers' and support staff's prime responsibility is to the children. When the fire bell rings, Teachers and other staff working with children conduct the children, with whom they are working, to the far side of the school playground but the safest practical route. Everyone must walk quietly to their assembly point. If for any reason we require an alternative assembly point, the school field will become the assembly point. Teachers remain with their class, registers are distributed by the office staff and the registers are called. Any missing personnel are reported to the Head Teacher or person in charge of school. Throughout this time the children stay at their assembly point and members of the staff should not attempt to find any missing people – adults or children. Responsibility for this lies with the Head or person in charge of school. This is then reported to the first fire staff to arrive. If children are separated from their main class at the time of the alarm sounding, they should go to their class assembly point by the safest practical route and report to the Teacher.

### **Assembly Points and Order of Classes**

School Fence - far side of the playground

**Yr 3                      Yr 5                      Yr 6                      Yr 4**

The Fire Service is automatically informed through the alarm system.

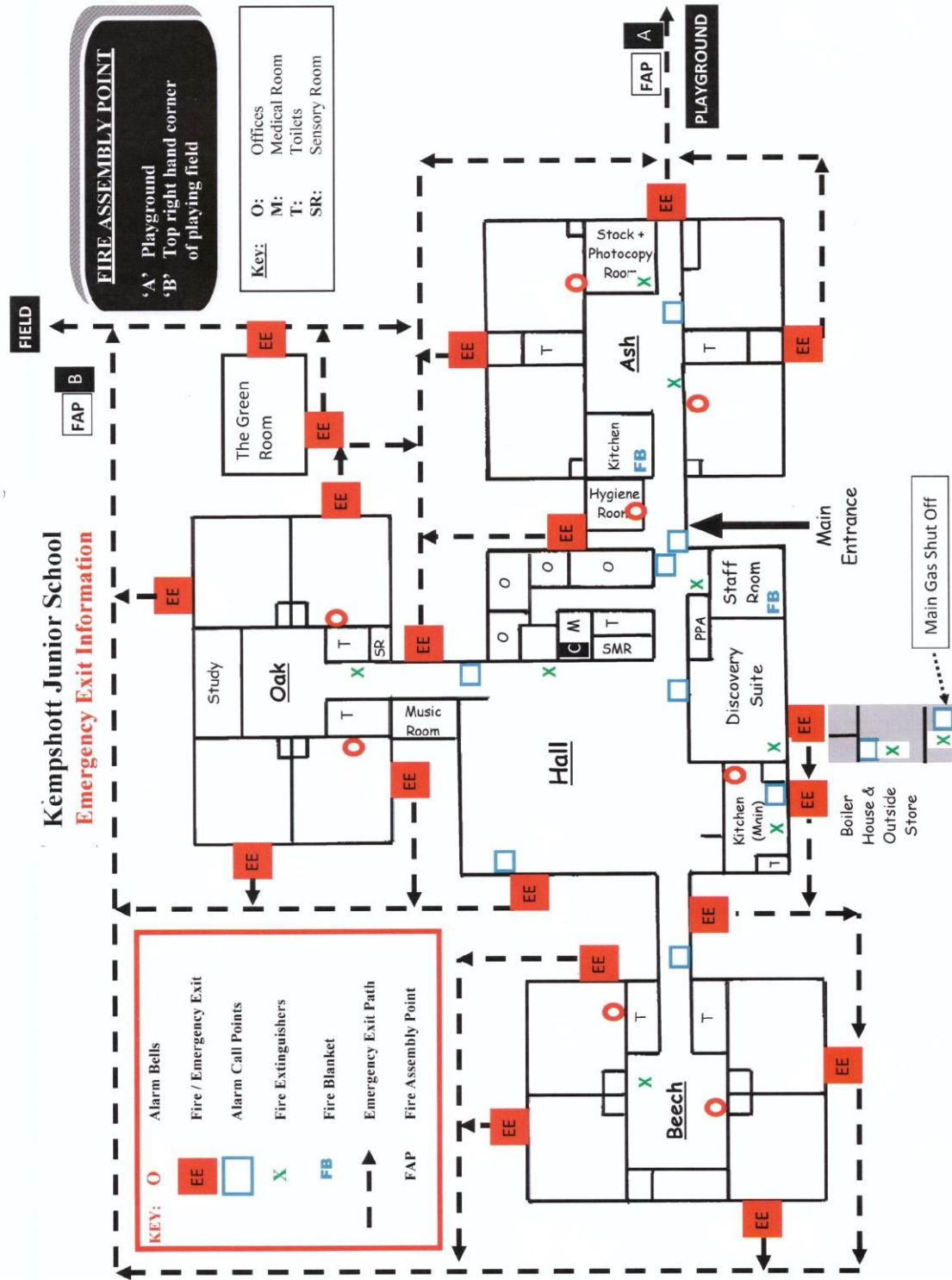
If an emergency occurs at lunchtime, similar arrangements are made – children make their way to the assembly points on the far side of the playground and available Teachers and lunchtime assistants call the registers. As previously, the children must stay at the assembly points until instructed by the person in charge of school to do otherwise and any missing personnel must be reported to that person who will make the decision concerning them.

**The alarm is always given by the fire bell. Should this fail, the hand bell will be used** and the Admin Team will telephone 999 to reach the Fire Emergency Service.

As the Registers play an important part in this procedure, it is essential that the roll call is made as soon as school starts and the registers returned to the office as soon as possible at the beginning of each morning and afternoon session.

To avoid panic behaviour, Teaching staff must train their children to walk and behave quietly in all emergency procedures. Staff are reminded to practise an emergency drill at the beginning of the school year.

# Kempshott Junior School Emergency Exit Information



## **APPENDIX A**

### **LOCATION OF CALL POINTS AND FIRE EXTINGUISHERS**

Call points are the red emergency buttons that require glass to be broken in an emergency.

***PLEASE FAMILIARISE YOURSELF WITH THE POSITION OF EXTINGUISHERS IN YOUR AREA***

### **EVACUATION PROCEDURES**

#### **1. All Staff**

- If you discover a fire, raise the alarm immediately using the nearest call point.
- On hearing the alarm leave the building using the nearest exit
- Do not stop to pick up personal belongings
- Guide visitors to follow you to the playground or to find the nearest exit
- Close the door behind you
- Proceed to the assembly point at the far side of the playground for roll call
- Do not re-enter the school until told to do so by the Head Teacher, person in charge of school or a Fire Officer

#### **2. Administrative Staff**

- Fire Brigade are alerted by the Alarm System. Call any other emergency services needed stating address of school. Kempshott Junior School, Old Down Close, Kempshott, Basingstoke, RG22 5LL.
- Check Medical room, Staff Toilets, Discovery Suite and Staff room and order anyone in them to vacate the building with you. Upon evacuation of the building stop and check the staff and pupils have evacuated the Modular Classroom.
- Take registers, visitors sign in app (on admin phone), medication and Emergency documentation (stationed on Office 'Crash-Trolley')
- Hand out to Teachers and staff in charge of the children
- Collect up Registers once they are no longer needed

#### **3. Teachers**

- Ensure all children evacuate calmly and quietly, walking to designated point
- Take any visitors with you or tell them where the nearest exit is
- If your Register is still in the classroom, take it with you
- Call Register and report to the Head Teacher as to whether everyone is accounted for. If someone is missing, tell Head Teacher who it is.
- Remain with class

#### **4. Support staff**

- Check toilets, Study, kitchen and Music Room in the work area in which you are working
- Exit via the nearest exit, taking anyone you find with you and any visitors
- Take the children to their class assembly point and hand to Teacher
- Guide visitors to office staff to check against the Reception area signing in system

#### **5. Lunchtime Supervisors**

- Ensure children evacuate calmly
- Proceed to the assembly points in the playground
- Keep children calm, attending particularly to those classes without a teacher
- Await further instructions from the Head Teacher or person in charge of school
- Remain with the children

## **6. Head Teacher or Person in charge of school**

- Proceed to the assembly point in the playground
- Confirm that a member of the office staff has alerted any emergency services needed. Assume responsibilities of office staff if none present.
- Confirm that all staff and children are accounted for
- Liaise with the Fire Brigade
- Instruct school on further actions or dismiss them to return to normal activities

These procedures apply during a normal working day. During other periods, the most senior member of staff assumes control and carries out the necessary procedures.

## **THE ABOVE ARRANGEMENTS APPLY WHEN THE SCHOOL, BREAKFAST/AFTERSCHOOL CLUBS ARE IN SESSION**

**PLEASE NOTE: A summary of this procedure, titled Emergency Procedures, is available in every classroom. It is included in this pack as Appendix C1.**

## **SPECIFIC DUTIES**

### **Reception**

- On sounding of the fire alarm, the Head teacher (in her absence/Deputy Head teacher or designated member of SLT to advise whether the fire brigade is required.
- Admin Team may receive a call from Southern Monitoring Centre, or (if call not received) contact Southern Monitoring Centre to request callout/not call out of Fire Brigade.

### **Site Manager**

- To check site of alarm call and take necessary action.
- To advise the Head Teacher when the alarm is corrected and building can be re-entered.

### **Administration**

- Admin Team to take 'Crash Trolley' containing registers, emergency medication/care-plans etc.
- Admin Team to take out the Sign In I-pad to ensure late arrivals and visitors are accounted for.
- Admin staff to place the notice on the front door as they exit to advise of fire emergency and check central offices and toilets
- Admin Team to check staff/pupils have evacuated the Modular Classroom
- Admin staff to ensure all visitors are accounted for and reports to Head teacher or designated person in charge.

### **Head Teacher (or in her absence Deputy Head Teacher or designated member of SLT)**

- Review cause of alarm and advise Admin Team on required action
- Proceed to assembly point in playground.
- Confirm all students; staff and other persons are accounted for.
- Liaise with Fire Brigade if necessary.

**The above arrangements apply when the school is in session.**

**PLEASE NOTE: A summary of this procedure, titled Emergency Procedures, is available in every classroom. It is included in this pack as Appendix C1**

## APPENDIX C1

### Classroom Instruction

## EMERGENCY PROCEDURES

### **IN THE EVENT OF OUTBREAK OF FIRE – MAIN BUILDING:**

1. Activate Fire Alarm – **continuous bell sounds as an alarm.**
2. In the event of fire bell failure Site Manager/Admin will ring Hand Bell
3. Help to evacuate students from the building
4. Alert the Green Room (*if occupied*)
5. Go to the fire assembly point on the playground or school field

### **WHEN THE FIRE ALARM SOUNDS:**

1. Tell students to leave their coats and belongings and exit the building quietly and quickly via the nearest fire exit. Supervise the orderly exit of students.
2. Go to the fire assembly points on large field.
3. Check your tutor group register to ensure all students are accounted for. Inform a member of the Senior Team immediately of any student(s) unaccounted for. **NO STUDENTS MAY MOVE FROM THE ASSEMBLY POINT UNTIL INSTRUCTED TO DO SO BY A MEMBER OF THE SENIOR LEADERSHIP TEAM.**

### **IN THE EVENT OF OUTBREAK OF FIRE – MODULAR CLASSROOM:**

1. Adult and children to exit the building via the nearest safe exit.
2. If safe to do so, check the toilets for child/adult
3. When outside, send a responsible person to alert Reception of 'Fire in Modular Classroom'
4. Reception/Fire Safety Officer will telephone the Fire Brigade and staff to move external facing classes closest to Modular Classroom to the Hall

### **BOMB ROUTINE:**

1. Follow the evacuation procedures as for the fire routine above.
2. All windows and doors should be left open.

### ***EXCEPT:***

***STUDENTS SHOULD TAKE BAGS AND COATS THEY HAVE WITH THEM.***

**ASSEMBLY POINT IS THE PLAYGROUND**

**UNLESS OTHERWISE DIRECTED**

**TO THE SCHOOL FIELD**

## **FIRE SAFETY PLAN –**

### **APPENDIX B**

#### **STAFF TRAINING**

##### **Staff will be trained in fire safety procedures as follows:**

- By provision and discussion of written information.
- By carrying out a fire drill each Half Term.
- As part of the induction procedures.
- E-Learning Fire Awareness/Fire Warden Training
- Extinguisher Training

##### **The areas to be covered by training will include:**

- Action to take on discovering a fire.
- How to raise the alarm and what happens then?
- Action to take upon hearing the fire alarm.
- Procedure for alerting children and others, including directing them to exits.
- Arrangements for calling the fire brigade.
- The evacuation procedures for everyone to reach an assembly point at a safe place.
- Location of fire-fighting equipment – attached map
- Location of escape routes, especially those not in regular use.
- Importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- The importance of general fire safety and good housekeeping.
- Use of Extinguishers

*Visitors are informed of our Emergency Procedures by means of an information leaflet in Reception, upon arrival. The Administrative Team will draw their attention to this information*

**Please note that we as staff are role models during such procedures – please walk with students rather than other staff & maintain the silence rule**