

Emergency Procedures

All staff have a responsibility to ensure that the school is safe and should follow health and safety policies at all times

We have clear procedures for the evacuation of the building or moving away from hazards or bomb threats. (This includes worrying or threatening behaviour from adults).

A formal risk assessment is carried out every term by the Premises Officer.

The fire alarm system is tested regularly.

FIRE SAFETY

One of the most serious hazards which can threaten any premises is fire. It is, therefore, essential to do all that is possible to prevent fire occurring and to minimise the risk of casualties and damage if it does.

Head Teacher to arrange annual testing plus fire blankets by cooks.

1. Combustible materials, such as cardboard boxes and packaging materials, should be kept in the designated storage area.	All staff
2. Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors which form part of escape routes should <i>always</i> be kept clear.	All staff All staff
3. Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.	All staff c/o PO
4. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.	
5. Stock rooms for stationery and other combustible materials should be kept securely locked.	All staff
6. Boiler rooms must be kept clean, clear and locked.	PO
7. Electrical equipment must be used properly and kept in safe working order. Electrical points should never be overloaded and wiring must be checked regularly.	All staff + electrical testing arranged by Head Teacher each
8. Clothing and costumes which are used for school plays and shows should never be placed close to any heat source, e.g. lights, radiators, etc.	March All staff
9. All visitors should sign the visitor's book on entering and leaving the school. (The book is used to check adults on site in the event of a fire/hazard).	All staff

Fire Extinguishers

Extinguishers are clearly labelled and should be used appropriately as out-lined, they are situated outside of the classrooms.

Red extinguishers to be used for wood, paper fires

Red with black stripe extinguishers to be used for electrical fires

Fire blankets to be used for fat fires.

Fire Drills are held once per term

(1) It is school policy to ensure that different staff are used to ring the alarm so staff should be alert to the siting of call points.

(2) Obstructions are placed in different points to alert everyone to using safe exits. Head counts should be done quickly to ensure that everyone has come out.

Fire Instructions

Official A4 cards are on display in all areas. The following instructions should be read and noted by all who come to the school.

Fire Bomb Alert Hazards

**BE ALERT TO HEALTH & SAFETY POLICY REGULATIONS -
DO NOT LET STRANGERS IN - FOLLOW POLICY.**

Corridor doors must be kept locked.

Strangers without school ID to be challenged by adults.

Buzzer system on gates for controlled entry.

Security cameras monitored.

Gate to be opened by Premises Officer 8:00 a.m. - closed by 9.30 a.m.
2.45 p.m. - closed by 4.30 p.m.

EXIT DOORS

Must be kept clear at ALL times.

BE ALERT TO SITING OF CALL POINTS i.e.:-

1. Near small hall entrance.
2. By exit opposite art store (near music room).
3. Outside kiln room (in Nursery).

IN THE EVENT OF DISCOVERING A FIRE/BOMB

- DON'T TOUCH - REPORT - BLOCK OFF.

1. Break glass in nearest call-point.
2. Alert Head or Deputy or SAO (adult messenger).

WHEN FIRE ALARM RINGS THE FOLLOWING RULES ARE TO BE OBSERVED

TEACHERS MUST:-

1. Ensure that classroom doors are shut after children are safely evacuated.
2. Check registers. Children must be counted and if number is not correct, then register should be called.
3. Hold register up when all children are present.

<u>SAO CLERICAL OFFICER</u>	To take registers, if they are not with class teachers at time of fire. To check Office, Head's Office To ring Fire Brigade/Police etc. before leaving building. In the absence of the Premises Officer to unlock Fire Gates.
NURSERY NURSE	To check Nursery toilets, outside Nursery area
RECEPTION TA	To check Foundation toilets
PREMISES OFFICER	The Premises Officer will check that the building is clear and will report to the teacher in charge when it is safe to return. She/He will then give permission to re-enter the building.
DINING HALL SUPERVISOR	will keep all children in the Dining Hall during Fire alarm.

**ALL STAFF MUST EVACUATE BUILDING WHEN FIRE DRILL IS IN PROGRESS.
SUPERVISORS SHOULD ENSURE THAT CHILDREN STAND IN QUIET LINES AND
ATTENDANCE CHECKED.**

RM/NURSERY	Line up children away from the building IN NEW PLAYGROUND
RJ	Line up children away from the building IN NEW PLAYGROUND
Yr 1/yr2/yr3/4C Art room Music room ICT room	Line up children away from the building IN NEW PLAYGROUND
4S/Yr 5/Yr 6	Line up children away from the building IN OLD PLAYGROUND
OFFICE	IN OLD PLAYGROUND
COOKERY UNIT	IN OLD PLAYGROUND
HALL	If undressed, children to slip feet into shoes and wrap garment around shoulders. If necessary fire exit through staffroom and fire gates to playground.

HEALTH AND SAFETY RECORD

Head:	Mrs. Monica Kitchlew-Wilson
School Fire Safety Officer	Mr. David White
School Deputy Fire Safety Officer	Mrs. C Heywood
Local Fire Service Fire Officer:	999 (duty officer)
Local Authority Fire Officer:	02088718001 (for advice)
Fire Alarm Company:	D.H.Crofts 01737246606
Fire Extinguisher Company	Home Counties Fire Caterham 01883370997