



POTT SHRIGLEY CHURCH SCHOOL

'Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you'

FIRE PROCEDURES (Spring 2023)

- Name of Premises:** Pott Shrigley Church school
- Address of Premises:** Shrigley Road, Macclesfield
- Occupier of premises:** Primary school
- Assembly point:** Along the perimeter wall away from the building.
OR On the field at the back of the school, via small gate near kitchen exit.
- Assembly point for visitors located next to the school gate, allowing room for entry of fire service

Reviewed: 16/3/23

Date to be reviewed: 16/3/24

Introduction

The aim of this fire procedure is to provide a response to a fire and achieve a safe and effective evacuation of the building. It includes instructions for Fire practice procedures

1.1 On hearing the Continuous Fire Alarm Classes must leave by the nearest exit:

	Exit	Assembly Point where field is used
Class One	Classroom door	Perimeter fence
Class Two	Classroom door (In Class Two)	Perimeter fence
Class Three	Classroom door	Perimeter fence

Where front door is exit assembly point is by playground perimeter wall

1.2 Management of the Fire Procedure is by:

Fire Control Officer	Anne-Marie Willis (Headteacher)
Deputy Fire Control Officer	Lisa Paton (Office administrator) Rachel Millington (Class two teacher)
Search Officer Group rooms and toilets	<ul style="list-style-type: none">• All toilets – Anne-Marie Willis• See “Vulnerable Children Risk Assessment” for special arrangements for evacuation of SEN and vulnerable children.

1.3 The role and responsibility of the Fire Control Officer is set out in Cheshire East Schools services under Fire Risk assessment. The role of the Search Officer is to search rooms if it is safe to do so and advise and assist occupants to the assembly point and to report to the Fire Control Officer whether their area is clear or not.

1.4 The fire alarm is a continuous bell supplemented. The fire alarm does NOT have automatic connection to the fire service and so the Administrator or most senior member of staff on duty should *telephone* the Fire Service on 9-999 (Office Administrator)

1.5 Fire escape routes and exits are:

- Marked in all rooms/On Plan of school

Normal Entry / Exit Routes 

Additional Emergency Exit Routes 

Exit through the nearest fire exit:

The assembly point is along the perimeter wall of the playground OR on the field at the back of school. For visitors at the front of the school next to the gates.

No one must exit from the gate onto the road at the back of school, unless there is an immediate danger.

Class 1 – Classroom door

Class 2 – Classroom door if exiting by main entrance. Or into Class 2 if exiting to field.

Class 3 – Classroom door if exiting main doors or Classroom outer door if exit to field.

Evacuation from the Hall to Assembly Point:

The assembly point is at the back of school via the kitchen door and into field.

Lunchtime: Arrangements

In the event of a fire alarm the children are to leave by the Kitchen door exit. If this exit is blocked (by a fire) we will use the stairs to the front entrance of the building.

At lunchtime: lunchtime organisers will take responsibility for evacuating children in the hall as above and they will be supported by any available teachers taking a roll call at the assembly point. **All members of staff who leave the premises at lunchtimes must let Anne-Marie Willis or Lisa Paton know.**

Staff who are eating lunch in the staffroom must leave the building by kitchen door exit. If this exit is blocked (by a fire) they will exit using the stairs to the front entrance. They will then make their way to their class to help supervise and conduct a roll call.

Lisa Paton to exit through nearest exit bringing Late/Leave early folder and sign in iPad with her.

During community events, visitors are asked to sign in at the main entrance. In case of

fire this list will be used as a roll call. All visitors to exit through nearest exit clearly marked.

Kitchen staff to exit through the kitchen door and congregate on field at the back of school.

1.6 The assembly point for visitors is the playground near the school gates allowing entry for the Fire Service.

1.7 The system for identifying whether the building has been successfully evacuated and it is unoccupied is a search of the rooms and a roll call of persons assembled in the assembly compared against the Registers, Late/Leave early book and the visitor's ipad.

Fire Action

2.1 Fire Action Notices are posted at each break glass point in the building.

2.2 On hearing the alarm (continuous bell) all persons will leave the building by the nearest safe exit.

In class: Teachers are responsible for the pupils in their class and will:

- Allocate a child to lead the evacuation
- Collect the register on exit of the classroom
- Instruct pupils to remain silent, calm and evacuate in a line
- Remind pupils where their assembly point is
- By termly Fire Practices ensure pupils know their school Fire Evacuation Procedure and have practiced it with the roll call at the Assembly Point.
- Ensure that there is always a clear route to their classroom Fire Exit
- Ensure that their classroom Fire Exit Door is available for use. If it is an exterior door, then it should be secured, but NOT locked. Search officer(s) will search their area (if it is safe to do so) and assist/direct occupants to leave the building.
- The Fire Control Officer or School Administrator (or if FCO is absent the most senior member of staff on duty) will telephone the Fire Service (9-999).

Before and after school: Search officers- members and teaching staff (if it is safe to do so) will assist/direct occupants to leave the building. The Fire Control Officer or School Administrator (or if FCO is absent the most senior member of staff on duty) will telephone the Fire Service (9-999). The Fire Control officer will maintain control of access to the premises.

Fire Practice Procedures these should be carried out once a term. The glass fire alarm should not be used but the children to know that the ringing of a large Hand bell means a Fire Practice. It should be unannounced. All staff and any visitors must follow all the procedures set out above for safe evacuation and it is to be carried out as if it were a real emergency.

Evening events: Search Officers and a Fire Control Officer will be appointed and trained in their role prior to the event.

2.3 Disabled persons will be assisted as identified in their personal emergency evacuation plan (PEEP) and Vulnerable children identified on the “Vulnerable Children Risk Assessment”.

2.4 The Administrator will pick up the visitors ipad and the Late/Leave early folder. They will also talk to the search officer(s) to undertake a roll call at the assembly point and establish whether the building is unoccupied. They will open the main gain lock to allow access for the Emergency Services.

2.5 If an adult discovers a fire, sound the alarm by activating the nearest break glass point. Tackle the fire only if it is small and safe to do so. Do not use more than one extinguisher to tackle a fire, leave the building once your first extinguisher has expired.

2.6 Close doors and windows if safe to do so. Turn off sources of ignition where safe to do so. Report the presence of flammable materials to the Fire Control Officer.

2.7 Do not delay to collect personal belongings.

Visitors

On arrival visitors should be made aware of the location of exits, break glass points, the fire blanket and fire extinguishers.

Location of Exits, Call Points and Extinguishers

4.1 Fire exits are:

- Clearly marked and shown on a map in each room along with the escape route

4.2 Break glass call points are:

- Next to all emergency exits

4.3 Fire extinguishers are located at:

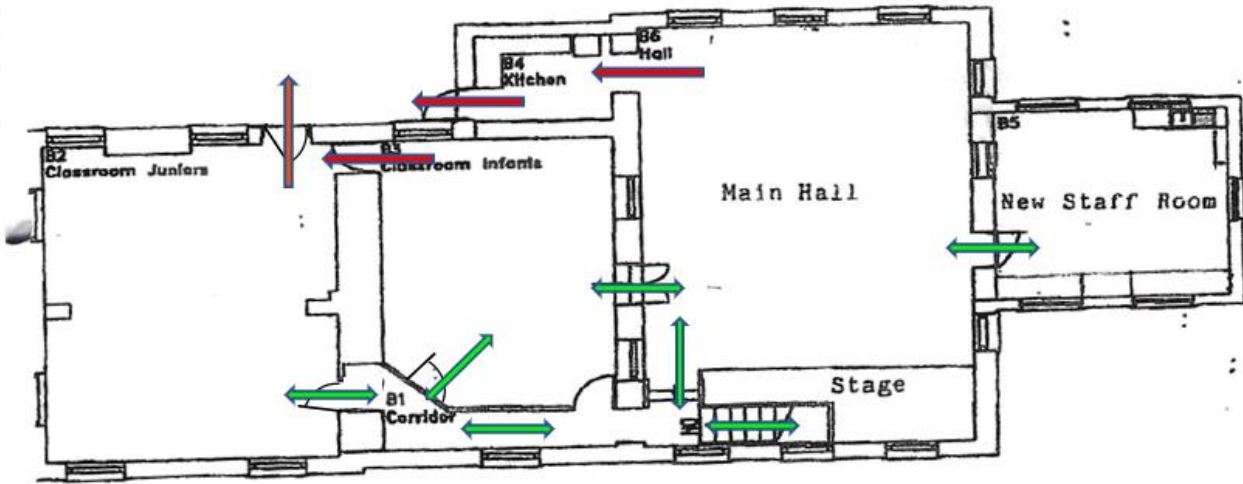
- Frequent locations throughout the building.

Headteacher: Anne-Marie Willis

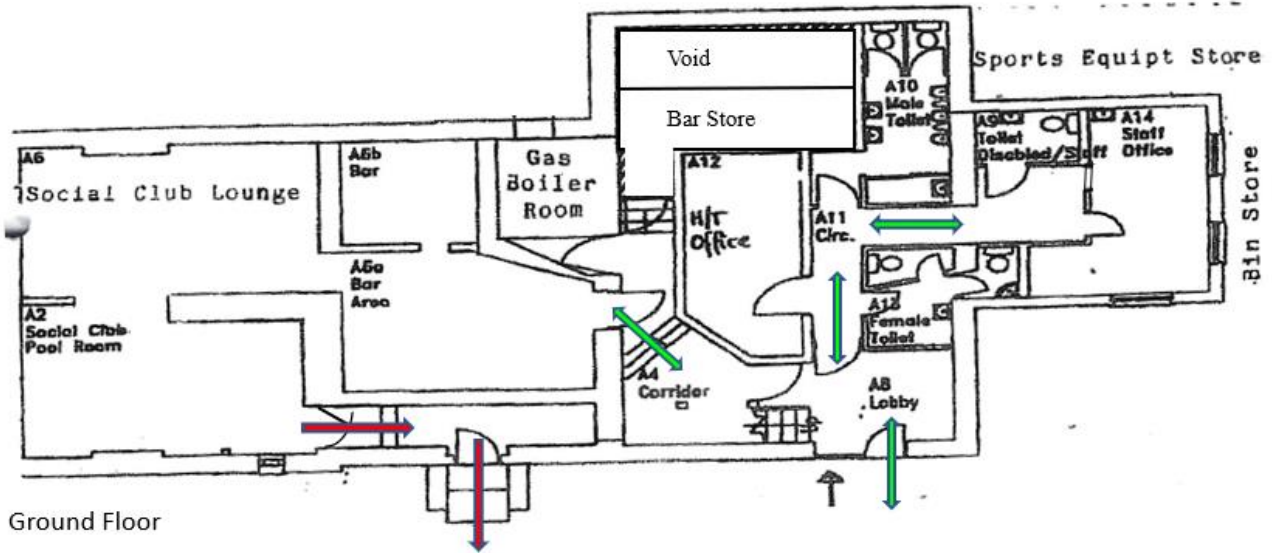
Dated: March 2023

Chair of Governors: Jane Langdon

Dated: March 2023



First Floor



Ground Floor

Normal Entry / Exit Routes 

Additional Emergency Exit Routes 