



*'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.'*

*'We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'*

Date Adopted	Spring 2 2024
Signed (Governors)	Robin Lord
Signed (Headteacher)	E A Travis
Date for review	Spring 2 2025

# FIRE PLAN – SPRING 2 2024

IT IS THE POLICY OF THIS SCHOOL THAT:

NO ONE IS EXPECTED TO ATTACK A FIRE  
NEVER ATTACK A FIRE WITHOUT TRAINING IN USE OF APPLIANCES  
NEVER ATTACK A FIRE ALONE

1. Responsibilities
2. School Plan – see appendix 1
3. 3.1 Emergency Procedures  
Including playtimes and lunchtimes  
3.2 Actions to be taken in smoke  
3.3 Calling the Fire and Rescue Service
4. Training
5. 5.1 Good Housekeeping and Preventative measures
6. Fire Drill Procedures for Fire Marshall
7. Fire Risk Assessment
8. Duties
  - 7.1 Fire Marshall : Headteacher
  - 7.2 Fire Warden 1 : Site Manger

Appendix	1	School Plan: labelled
	2	Copy of Fire Notice/Emergency Procedures
	3	Training Record
	4	Contractors on site checklist
	5	Fire Inspection weekly checklist (White)
	6	Fire Inspection weekly log
	7	Fire Inspection half termly checklist (pink)
	8	Fire Risk Assessment: Annual
	9	PEEPs
	10	Roles and name

## FIRE PLAN – SPRING 2 2024

- Headteacher – Liz Travis
- Site Manager – Tim Wood
- Fire Marshals – Liz Travis
- Fire Warden – Tim Wood
- School business manager – Jane Rosebury
- Office Manager – Jane Rosebury
- Deputy Headteacher – Deborah Hodgkin
- Pre-School HLTA – Karen Dakin

## FIRE PLAN – SPRING 2 2024

### 1. Responsibilities

	<b>Main Person</b>	<b>Sub Person</b>
1	<p>Headteacher fire Marshall is responsible for checking Disabled, Staff and KS2 toilet areas.</p> <p>During holiday clubs the Pre-School HLTA is responsible for checking Pre-School</p>	<p>If Headteacher is not on site, responsibility lies with Deputy Headteacher.</p>
2	<p>Site Manager Fire Warden 1 is responsible for checking KS1 toilet area.</p> <p>During holiday clubs the Pre-School HLTA is responsible for checking Pre-School</p>	<p>If Site Manager is not on site responsibility lies with either the Headteacher or Deputy Headteacher.</p>
3	<p>Site Manager Fire Warden 1 is responsible for checking Nursery toilet area.</p> <p>During holiday clubs the Pre-School HLTA is responsible for checking Pre-School</p>	<p>If Site Manger is not on site, during holiday club, responsibility lies with the HLTA. The HLTA will contact the Headteacher in the event of an incident.</p>
4	<p>Class Teachers as Fire Warden are responsible for checking class areas.</p>	<p>If class teachers are not on site the supply teacher with class responsibility is responsible.</p>
5	<p>Fire Wardens responsible for support SEN children and visitors with mobility needs.</p>	<p>TAs assigned to SEN children through the PEEP process.</p>
6	<p>Fire Warden responsible for roll call of Visitors is either the business manager or office manager.</p>	<p>School Business Manager or Office Manager is responsible.</p>

2. School Plan

School plan is available from the site manager.

Labelled with:	Exit Doors	Green	
	Fire Doors	Blue	
	Location of Fire glasses	Red	<input type="checkbox"/>
	Location of Fire extinguishers	Red	<input type="radio"/>
	Assembly Point	Black	X

## FIRE PLAN – SPRING 2 2024

### **3.1 Emergency Procedures – including playtimes and lunchtimes.**

It is the Policy of this school that no one is expected to attack a fire using appliances available in school. It is expected they will get all children and others safely out of the building to ensure there is not loss of life or serious injury to pupils, staff or visitors.

In case of fire or other emergency, all procedures should be followed in a calm and confident manner to support pupils in a difficult situation.

#### IF DISCOVERING A FIRE:

1. Sound the alarm by breaking the nearest fire break glass.
2. Call First Response to notify. If it is not possible to call First Response they will automatically call the Fire Brigade on the School's behalf.
3. Close the door to the affected room.

#### EVERYONE ON HEARING THE ALARM

1. Leave the building by the nearest safe exit.

Class teachers to supervise.

If children are using cookers in N/KS1/KS2 supervising staff to turn off electricity, if safe to do so before leaving the area.

2. Act quietly and sensibly.
3. Any – SEN children to be escorted according to their PEEP.  
Visitors with mobility problems should be supported by TAs.
4. Do not stop to collect personal belongings.
5. School Business Manager to take out registers and visitors books from front of school and to distribute registers to class teachers at Assembly point.
6. The Fire Marshall/Headteacher will check disabled, staff toilets, staff room, KS2 toilets and communal areas before leaving the building.

Fire Warden 1/Site Manger will check Nursery and KS1 toilets before leaving the building.

7. Everyone in school to assemble at the Assembly Point in the back playground in class lines with class teachers.

## FIRE PLAN – SPRING 2 2024

8. Kitchen staff to turn off all ovens/machinery, if safe to do so, before leaving the kitchen area to go to Assembly point.
9. Each class teacher to do a head count immediately class has assembled and report result of head count to fire Marshall (Headteacher).

If a child is missing, class register is to be taken to identify the missing child and information reported to Fire Marshall as soon as possible.

School Business Manager to check visitors and report to Fire Marshall.

10. Fire Marshall to go to front of school by nearest safe route to await arrival of the Fire Brigade and introduce him/herself to Incident Commander (White helmet).

Fire Marshall to remain with the Incident Commander in order to pass on information

e.g.     Where?  
          What involved?  
          Persons still in building?

11. Fire Warden 1 – Site Manager to remain at Assembly Point to ensure no one returns to the building until instructed to do so.
12. All staff fire wardens to remain calm, reassuring pupils especially those of a nervous disposition, and ensure that all pupils and adults understand all instructions and information given.

See Appendix 2 for Fire Notice/Emergency Procedures.

13. Personal escape plans are used (PEEPS) for any staff/pupils that have mobility difficulties. See appendix 9.

### **Playtimes**

If fire is discovered at playtime – same procedures will be followed.

Class teachers will exit from staff room via front door and go to classes assembled in back playground and proceed with their class head count/class register if necessary.

### **Lunchtimes**

If fire is discovered at lunchtimes the same procedures will be followed.

## FIRE PLAN – SPRING 2 2024

Midday staff will be responsible for exiting the children from the building by the nearest safe route NB the Hall if dining.

Teachers will exit from the staff room via the front door and go to their classes assembled in the back playground and proceed with their class head count/register if necessary. In the absence of the class teacher, at lunchtime, the class midday supervisor is responsible for the headcount of the class, reporting to the Headteacher and taking the class register if necessary and reporting the missing child to the Headteacher.

### **3.2 Actions in smoke**

#### **Smoke is:**

- Toxic – will quickly poison the body.
- Irritant – causes eyes to water and the throat to close up making breathing difficult.
- Hot – will burn the lungs and windpipe.
- Low in oxygen – will cause disorientations and has a narcotic effect.
- Reduces visibility – will disorientate and slow down your evacuation time.

#### **If moving through smoke you should:**

- Not breathe in the products of combustion.
- Remember smoke fills a room from the ceiling down.
- Get down low to find cool breathable air.
- Move out of the smoke as quickly as possible.
- If you become lost, head for a wall and follow it round to a door or exit.

#### **If you get cut off by smoke then:**

- Close the door to stop smoke entering the area you are in.
- Try to block any gaps (with coats or tape etc) to stop smoke entering the room.
- Open the window to summon help or telephone if one is available.

### **Doors**

If you suspect there may be a fire on the other side of a door do not open it, use another exit. Signs that there is a fire on the other side of the door are:

- Smoke coming from the gaps around the door.
- The door feels hot, especially the handle.
- Snapping or crackling sounds.



## FIRE PLAN – SPRING 2 2024

**Never open a door when there is a fire on the other side.**

### **3.3 Calling the Fire and Rescue Service**

#### **Remain Calm**

**Call the alarm room on - 0161 7702222 or 0161 627 2435**

If unable to contact the alarm room

Dial 999

#### **THE FIRST PERSON YOU SPEAK TO IS THE TELEPHONE OPERATOR**

They may ask for the telephone number – 01457 872860

They will then ask what service you require – reply 'FIRE'

#### **THE OPERATOR WILL CONNECT YOU TO THE FIRE CONTROL ROOM**

The telephone operator may pass your phone number to fire control. Please wait till they have finished talking.

#### **THE FIRE CONTROL OPERATOR WILL ASK THE FOLLOWING QUESTIONS**

"What's the address of the fire?" - Holy Trinity CE Dobcross Primary School  
Delph New Road, Dobcross, Oldham, OL3 5BP  
NB NOT WOODS LANE

"What is on Fire?" - i.e. skip outside, car park, computer in office or the kitchen.

"What's the nearest main road? - Delph New Road

"Are there any landmarks nearby?" - Mini roundabout

#### **IF THERE ARE PEOPLE STILL IN THE BUILDING TELL THE FIRE CONTROL OPERATOR**

**STAY ON THE PHONE (IF SAFE TO DO SO) UNTIL THE FIRE CONTROL OPERATOR HAS ALL THE INFORMATION THEY REQUIRE.**

The Fire Marshall Headteacher will go or direct someone else to go to the main road to direct the fire engine to the building.

## 4. Training

### 1. Fire Marshall

Training should be undertaken by the Fire Marshall every 3 years – more often if new legislation/regulations are introduced.

### 2. Fire Wardens

Training will be undertaken by all staff on an annual basis each September. Areas covered will be:

- i) Fire/Emergency Procedures
- ii) Sound of Alarm
- iii) Location of exit routes
- iv) Methods of opening fire doors.
  - a) Outside doors
  - b) Hall fire doors
  - c) Front door
- v) Assembly point
- vi) Method of raising alarm – red break glass.
- vii) Importance of keeping fire doors closed
- viii) Importance of good housekeeping – keeping corridors and exit routes clear.
- ix) Weekly inspections by Fire Warden (Site Supervisor and Pupil Safety Wardens)
- x) Location and type of extinguisher
  - NB. School Policy is for staff **NOT** to use extinguishers.
  - NEVER** without training
  - NEVER** when alone
- xi) Reality of fire
  - lots of smoke
  - Speed of spread of fire
- xii) School Responsibilities
  - Head/DHT
  - Site Manager
  - Class Teachers
  - Business Manager
  - Teacher Assistants – SEN/Mobility needs
- xiii) PEEPs
- xiv) Safety measures in school activities – cooking, class assemblies
- xv) Method of reporting faults if any found

## FIRE PLAN – SPRING 2 2024

### 3. Visitors/contractors

All visitors to school should read the fire notice in the window of the school office and in the hall of the entrance lobby near the buzzer.

### 4. Contractors

Contractors carrying out work in school will be reminded by the School Business Manager/Site Supervisor of our emergency procedures and any relevant issue should be discussed prior to the commencement of work.

### 5. New staff

Fire Procedures will be discussed as part of induction procedures.

### 6. Records

Records of all training undertaken to be attached to the fire plan in Appendix 3.

Records to be kept up to date by School Business Manager.

## 5. **Good Housekeeping and Preventative Measures**

1. Good security with entrance buzzer system and signing in register for all visitors.
2. Regular weekly checks should be made by the Site Manager with regard to
  - a) Fire extinguishers
  - b) Alarm system
  - c) Escape routes
  - d) Arson reduction
3. Training of all staff (see section 4)
4. Regular termly practice of Fire Drills (Headteacher responsible for arranging) (see section 5)
5. Involvement of pupils in curriculum work and extra curriculum work e.g. Yr5 Home Safety Officers, Exhibition, Quiz, Crucial Crew etc
6. Contractors on site: contractors undertaking lengthy work in school to use checklist Appendix 4 at preside meeting with project leader
7. Annual Fire Risk Assessment and Bi-Annual review of Fire Plan by Safeguarding Governor.

# FIRE PLAN – SPRING 2 2024

## 6. Fire Drill Procedures for Fire Marshall

### **1 To set off alarm**

1. DO NOT warn staff of fire alarm.
2. Try to make practice realistic e.g. block off some exits, door locks.
3. Ring Central Alarm Station 0161 770 2222 or 0161 6272435 and ask to take School off watch.
4. Test FCP's (Fire Call Points) by inserting black test key until sound operates then remove.

### **2 Responsibilities**

1. Headteacher responsible for checking Staff Room, Staff toilets KS2 toilets
2. At Assembly Point check with:
  - Class teacher that all children and staff present
  - Admin that all visitors are present
  - Cook that all kitchen staff are present

### **3 To reset alarm**

1. Check fire call point has been reset
2. Press silence on panel
3. Press reset on panel
4. Reset intruder alarm in office (enter code twice)
5. Ring Central Alarm Station 0161 6272435 to check for signal and to put back on watch
6. Complete Log Book
7. Make note of – Evacuation time

# FIRE PLAN – SPRING 2 2024

Any problems encountered

Report to Governors' Safeguarding Governor

## 7 Fire Risk Assessment

### 5 Step Method

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove or reduce and protect people at risk
4. Record, plan, inform, instruct and train.
5. Review

Local Authority format to be used annually and completed by Governors' Safeguarding Governor.  
See Appendix 7 for latest assessment.

# FIRE PLAN – SPRING 2 2024

8

## Duties

	<u>FIRE MARSHALL</u> Headteacher	<u>FIRE WARDEN 1</u> Site Manager
Housekeeping	<ul style="list-style-type: none"> <li>• Termly checks with Site Manger and report to Safeguarding Governors committee and recorded on Termly checklist and in minutes.</li> <li>• Responsible for actioning any reported faults and signing off record when work completed.</li> <li>• Ensure that LA tests/inspections for fire alarms, emergency lighting, sprinklers, and extinguishers are included in Annual Budget.</li> <li>• Carry out Annual Fire Risk Assessment with site Manager and Safeguarding Governor in November and attach to Fire Plan as Appendix 8.</li> <li>• Formulating new procedures as necessary with Safeguarding Governors committee.</li> <li>• Bi-Annual review of Fire Plan with Safeguarding Governors committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly checks and recording in weekly log held in Site manager's office with School Yr5 Health and Safety Officers.</li> <li>• Reporting of any faults to Headteacher on weekly checklist (Appendix 5).</li> <li>• Supervision of contractors repairing faults and recording work undertaken in Site Manger's Log Book.</li> <li>• Responsible for weekly testing of fire alarms and recording in Site Manger's Log Book.</li> <li>• Responsible for weekly testing of sprinkler systems and recording in Site Manager Log Book.</li> <li>• Responsible for weekly testing of emergency lighting system and recording in Site Manager's Log Book.</li> </ul>
Fire Drills	<ul style="list-style-type: none"> <li>• Responsible for arranging termly fire drills (procedures in red file in Head's office)</li> <li>• Responsible for checking Staff, Disabled, KS2 toilet areas, staff room, Babbage room and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for checking Nursery and KS1 toilet areas in fire drill.</li> <li>• Responsible for recording all fire drills in Site Manager's Log Book.</li> </ul>

## FIRE PLAN – SPRING 2 2024

	<p>communal areas.</p> <ul style="list-style-type: none"> <li>• Responsible for receiving Class Teacher and School Admin roll call.</li> <li>• Reporting to Governors Safeguarding Governor termly.</li> </ul>	
Training	<ul style="list-style-type: none"> <li>• Undertake fire Marshall training every 3 years – more regularly if new legislation/regulations introduced.</li> <li>• Arrange and/or deliver training of all staff members annually each September.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake in-house annual training each September with all staff.</li> </ul>
<p>Emergency duties</p> <p>Emergency duties (contin)</p>	<ul style="list-style-type: none"> <li>• Follow procedures.</li> <li>• Encourage speedy evacuation whilst maintaining calm attitude.</li> <li>• Responsibility for checking staff, disabled, KS2 toilets, staff room, Babbage room and communal areas.</li> <li>• Taking roll call.</li> <li>• Calling Fire and Rescue Services.</li> <li>• Acting as liaison person with Fire and Rescue Services and passing on information.</li> <li>• Assisting Fire and Rescue Service.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow procedures.</li> <li>• Encourage speedy evacuation whilst maintaining calm attitude.</li> <li>• Responsible for checking Nursery and KS1 toilet areas.</li> <li>• Ensure no-one re-enters building without permission from fire and Rescue Service.</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Every Child Matters</li> </ul> <p>Safety in School elements to be included by class teachers in topic work plans.</p> <ul style="list-style-type: none"> <li>• Appointment of 2 Yr5 pupils as Health and Safety Officers for</li> </ul>	

## FIRE PLAN – SPRING 2 2024

	<p>school each September.</p> <ul style="list-style-type: none"><li>• Arrangements for attendance at Saddleworth Home Safety Exhibition annually and participation in Saddleworth Home Safety Quiz.</li><li>• Involvement in Oldham Safety issues when applicable.</li></ul>	
--	--	--



## **FIRE EVACUATION PROCEDURE FEBRUARY 2024**

### **Any person discovering a fire**

- 1. Sound the alarm by breaking the nearest fire break glass.**
- 2. Call the Fire Brigade or notify the Headteacher or School Business Manager and they will call. Ring 999 and give information as required.**
- 3. Close the door to the affected room.**

### **Everyone on hearing the alarm**

- 1. Leave the building by the nearest safe exit.**
- 2. Act quietly and sensibly.**
- 3. Report to the Assembly point on the back playground in class lines with class teachers.**
- 4. All adults to assemble on main playground.**

**DO NOT stop to collect personal belongings.**

**DO NOT re-enter the building until instructed to do so.**

## Training Record

A complete training record is available on request. Fire wardens are Liz Travis, Tim Wood and Deborah Hodgkin. Training is updated every three years and is due to be updated by May 2024 . First aid training is offered to all members of staff and is included in the training matrix which ensures that this is updated every three years.

## CONTRACTORS

The risk of fire increases when work is being carried out within the workplace by outside contractors. In some cases this work can also affect the fire safety systems within the workplace. Whenever work is to be carried out you should ensure the following have been assessed:

- Will the work affect the means of escape?
- Will the work affect the means of detecting or giving warning of fire?
- Will the work involve generate heat, sparks or other possible ignition source?
- Can flammable materials be removed from the area whilst work is carried out?
- Is the firefighting equipment readily available and of the correct type?

## FIRE PLAN – SPRING 2 2024

- Do any special measures need to be put in place?
- Do staff require any training in relation to special measures taken?
- These issues are to be addressed at the pre-site meet at school before work commences.

## HOLY TRINITY CE DOBCROSS PRIMARY SCHOOL

### Weekly Fire Safety Check Sheet

Date:

Extinguishers free of damage – anti tamper device in place

Location	OK	Fault
Class 1 by classroom door near outside exit		
Class 2 by classroom door near outside exit		
Class 3 by classroom door near outside exit		
Class 4 by classroom door near outside exit		
Class 5 between stock cupboard & cloakroom		
Nursery by exit door to covered play area		
Crush Hall alongside Main Hall entrance doors		
Hall in cupboards by Fire Exit doors		
Entrance Hall in cupboard beneath trophy cabinet		
Kitchen near exit door		
Boiler House near door		
School Office adjacent to Head's door		

## FIRE PLAN – SPRING 2 2024

Alarm System visual inspection only

Location	OK	Fault
Entry Door		

### Escape Routes and Clear Visible Signage

Location	OK	Fault
Front Door Exit		
Nursery Exit		
R Exit		
Y1/Y2 Exit		
CI 3 Exit		
CI 4 Exit		
CI 5 Exit		
Kitchen Exit		
Hall Exit		

### Arson Reduction

Location	OK	Fault
Perimeter Fencing		
Wheelie Bins		

## Fire Housekeeping

### Termly Check List (Headteacher)

Term \_\_\_\_\_

Date	Signature	Faults  X / ✓  If X complete weekly check list and hand in to Head

### MINOR FIRES

#### FIRE EXTINGUISHERS & FIRE BLANKETS

##### 1. Wall-mounted extinguishers in school are located as follows:-

Class 1 by classroom door near outside exit

Class 2 by classroom door near outside exit

Class 3 by classroom door near outside exit

Class 4 by classroom door near outside exit

Class 5 between stock cupboard & cloakroom

Nursery by exit door to covered play area

Crush Hall alongside Main Hall entrance doors

Hall in cupboards by Fire Exit doors

Entrance Hall in cupboard beneath trophy cabinet

Kitchen near exit door

Boiler House near door

School Office adjacent to Head's door

The policy of the school is that extinguishers may only be used by staff who have been trained in the use of fire extinguishers and by following these instructions:-

1. Use upright
2. Pull out the safety clip



## FIRE PLAN – SPRING 2 2024

3. Aim the muzzle at the base of the fire
4. Squeeze the handle

### 2. Fire Blankets

Fire blankets are also available in the kitchen near outside door and Nursery cooking areas. Instructions for their use is as follows:-

1. If clothing is on fire, force the victim to the ground, wrap in the blanket and treat the victim for shock
2. Drape the blanket over the fire, to seal off the air and block heat