



## **Fire Safety Plan**

### **DARLEY DENE PRIMARY SCHOOL**

**Status: School Based Date Approved: September 2024**

**To be reviewed: September 2025 (unless major changes to premises are made)**

#### **1. Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

#### **2. Fire Risk Assessments**

It is the responsibility of the Headteacher to ensure that Fire Risk Assessments are carried out regularly, at least every three years. The Risk Assessments can be carried out either by a Health and Safety sub-committee, likely to be made up of 1 governor, a designated fire warden, a member of the Senior Leadership team and the Site Manager or this duty can be outsourced to an accredited Fire Risk Assessment company. If any material changes are made to the structure or layout of the buildings a new Risk Assessment should be carried out immediately.

#### **3. Staff Training**

All staff are expected to complete the annual online fire safety training as well as familiarising themselves with the evacuation procedures for the area of the building they are in at the time. All this information is kept updated in the Darley Dene Fire Evacuation Policy.

#### **4. Visitors**

Visitors will be instructed as to the evacuation procedure as they sign in, details of evacuation procedures are also provided upon arrival.

#### **5. Disabled Evacuation**

All fire exits are wide enough to enable wheelchair users to leave the building easily and safely. Risk assessments will be carried out on all disabled people to ensure safe evacuation and a Personal Evacuation Plan will be drawn up.

## **6. Fire Drills**

Fire drills will be carried out once a term at different times of the day. This will include a simulated evacuation drill. When a fire drill is held it will be recorded in the fire logbook. These will take place at different times of the day and also will include 'blocked routes' which will need staff to consider alternative routes.

## **7. Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the Site Manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

The Fire Alarm system is inspected annually by an accredited external company and clear records are kept. All Fire Extinguishers will also be inspected annually and details noted on the Fire Extinguishers.

Fire call points are located in all classrooms, corridors and shared areas in both bases. These are checked as part of the Risk Assessment process detailed above.

## **8. Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

## **9. General Fire Safety**

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. Generally, all doors are unlocked by the Site Manager before staff arrive. Fire doors will not be propped open.
- Please make sure that anything hanging on your classroom door will not impede its closure in the case of fire and that there is nothing on the floor that will do so either.
- There is 1 metre clearance to the routes of exit doors.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (Computers, printers, TVs, fans, laminators, toasters, etc) are to be switched off and if practical unplugged.
- All electrical items, plugs and cables are checked each year in PAT testing.
- If you bring in any of your own electrical item e.g. mobile phone charger, you must have it PAT tested by the caretaker before using.
- You are fully aware of your exit routes as this may differ from class to class.
- You sign in or out whenever you enter or leave the building. Failure to do either can mean either no-one will look for you if you do not make it out of the building or others may remain looking for you, putting themselves in danger.
- Class Teachers must ensure that children are aware of the behaviour expectations of a Fire Drill and that they must walk sensibly and quietly to the Assembly point following instructions.

## **10. Smoking**

Smoking is prohibited in or around the school.

## ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

### 11. Key Roles

The office staff are responsible for ensuring that all documentation is collected that identifies who is currently in the building at the time of the fire, essential medication and the Emergency Plan. The office will also call 999 to report the fire so please ensure any pertinent information is sent there as soon as possible.

- **Class teachers** must check that their class area is clear once children have left the classroom (in the teacher's absence this duty will fall to the TA) of children and follow the children out of class with their class radio.
- **Teaching assistants** must lead the children out of the classroom, sensibly and quietly **Class Teachers** will check the class, nearest toilets, vacated classrooms, PPA rooms, offices and communal areas for any children in their area.
- **SLT (out of class)/HSLW/ELSA** – will check areas to ensure that all spaces are vacated.
- **Office Staff** will alert the authorities, gather all class lists, absentee information and school plans, checking communal areas for any children.
- **Central Staff - Bungalow** - Due to the discrete location, limited size and easy accessibility of the Bungalow - and taking into account the seniority of the personnel, the small number of staff and the absence of children - all Central Staff are considered to have a key role in ensuring the fire procedures within the Bungalow. This applies in the case of fire either in the Main School Building or in the Bungalow itself.

### 12. Discovering a fire

- If you discover a fire, operate the nearest fire alarm call point by pushing the glass firmly.
- If you hear the fire alarm, evacuate the premises immediately through the nearest fire exit as detailed in the evacuation procedure for your area.
- If the fire is in the Bungalow, Central Office staff are to evacuate the premises immediately alert the School Office via radio.
- Member of office staff to dial 999 to report the incident.

### 13. On hearing fire alarm (**FIRE ALARM** – continual ringing of school bell)

- Classroom doors will close automatically (this is why it is vital that there is nothing to impede this). Close all other doors once the room has been checked (if possible).
- Proceed to your assembly point with your radio where registers will be handed out by the office staff. Once a child has confirmed their presence, they crouch down. To verify all your children are in attendance, please do a head count.

The office staff will also take the late book to account for any children that were late to school. Once agreed hold the Register in the air to signify all adults and children are accounted for.

- A member of office staff will check the visitor book and ensure all visitors are accounted for - including those in the Bungalow/Central Office.
- A member of office staff will take the Fire Evacuation Routine and Record book to hand to emergency services. This includes the floor plan of the building.
- All urgent medication should be taken by the Welfare Office/office staff - Auto injectors, Diabetic, asthma pumps.
- Class Teachers will be given the class lists. No pupil must be marked present unless seen by that teacher.

#### 14. After the event

Do not re-enter the building until advised to do so by the senior fire service officer or by the senior member of staff on base.

- If the fire has been extinguished by staff, do not disturb any evidence which could indicate the cause of the fire.
- Ensure that the premises are in safe working order before reoccupying.
- Take all class children back into their rooms for a final head count and explanation of what has happened before they return to normal activities.

#### Know:-

- **Your means of escape, primary and secondary**
- **The nearest fire alarm point**
- **Know where the class radio is located**
- **The nearest fire appliance and how it should be used**
- **The assembly point (if you are in a different room, please check on the list by the door)**

#### 15. SAFE EVACUATION PROCEDURES

**All Classroom Staff** – stop working. Leave all possessions and windows as they are.

- Nursery & Reception Classroom Teachers – retrieve Surrey padlock key from secure location (in classroom out of reach of children but not locked), exit via the Early Years playground and into the Main playground. Secure key location to be checked weekly by Premises Manager.
- Pupils should leave the building using the fire exit nearest their classroom.
- Please refer to the plan at the end of the policy. Assemble in the main playground. They should line up in the fire drill positions. Class Teacher to close the classroom door (do not lock) and follow behind the end of the class.

Teachers will be given the class list by a member of the office staff to check and children to sit down as they are checked off. **NO PUPIL SHOULD BE MARKED PRESENT UNLESS SEEN BY A TEACHER.**

- Class Teachers signal pupil attendance complete by raising their hand. School Office Staff to collect class lists from teachers once complete.
- All other support staff, including technicians, peripatetic, ancillary help etc. should report to the School Office Staff in the Gazebo.
- If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point. If a child is with an adult in the Sensory Room staff will leave the room with the child and proceed to the main meeting point which is by the tree in the main car park and await contact from the Office Staff.

### **Support Staff**

- Support Staff assigned to a specific class should assemble with their class. The class teacher is responsible for ensuring that the assigned member of support staff is present.
- Teaching Assistant to lead the children out of the class towards the assembly point.

### **School Office Staff**

- Office Manager to check the alarm panel to ascertain the zone that has triggered the alarm and the nature of the fire. The Office Manager will call 999 to report the incident.
- The office staff will ensure the offices, adult toilets, kitchen and hall are evacuated safely, closing doors and windows as appropriate and then proceed to the assembly point with registers.
- School Office Staff to carry class lists, Pupil in/out books, Visitors Book, Staff List and emergency medicines to assembly point along with class contact list and plan of the school.
- The School Office Staff should issue class lists to teachers. School Office Staff should confirm the presence of teachers to the Deputy Headteacher, checking ALL staff are present.
- The School Office Staff will receive ALL class lists and thus collate all information concerning missing pupils.
- Deputy Head (or in absence, SENCo) – once location and nature of fire established by Office Manager, is responsible for ensuring access for the emergency services either via the main playground gate or staff car park gate.

### **Catering Staff**

- If it is safe to do so, should exit the kitchen via the small hall and assemble in the main playground. If unsafe to do so, should exit the kitchen via the back kitchen door and assemble in the main playground by following the perimeter fence in the staff car park.  
(Head of catering staff to take the radio from the kitchen to communicate with office staff).

All catering staff should report to the Office Staff in the Gazebo. This is crucial to ensure all staff are accounted for.

### **Fire Marshals (SLT members and Office Manager - also Central Staff in Bungalow)**

- These staff are responsible for ensuring all rooms and areas other than classrooms are evacuated within their assigned area.
- They will ensure that all doors within their area are closed.

### **Lumen Learning Trust Office - Bungalow - Central Team Staff (and Schools Staff using the Conference Room)**

- All Central Team Staff and Visitors should sign in as usual via the Main School Office, whether they are remaining in the school building or using the Bungalow.
- The fire alarm will not sound in the Bungalow and staff are likely to be unaware that the fire alarm is sounding until they receive a radio message from the Office checking staff whereabouts. One member of staff to check the persons in the Bungalow and confirm them to the School Office.

- In the event of a fire in the School Building:
  - Central Staff using the Bungalow are to remain inside the building
  - School Staff using the Bungalow are to remain inside the building
  - Any staff member who has left the Bungalow and is approaching the school building will hear the alarm sounding - they should return to the Bungalow, informing the remaining staff immediately
  - Any staff member who has left the Bungalow and has already entered the School Building must evacuate to the nearest fire exit and make their way to the relevant evacuation point - they must not return to the Bungalow
  - Staff in the Bungalow should keep the radio frequency clear and await a message from the School Office. On request, staff should confirm those staff present in the Bungalow so that the School Office can mark them as 'accounted for'.
  
- In the event of a fire in the Bungalow:
  - One staff member to retrieve the radio and check all rooms.
  - All persons in the building to evacuate the Bungalow as per the routes attached and position themselves by the trees at the front of the car park.
  - The person with the radio should proactively radio the School Office and inform them of the incident, confirming those staff who have evacuated the Bungalow so that the School Office can mark them as 'accounted for'.
  - Any staff member who has left the Bungalow prior to evacuation and entered the school building should remain in the school building.
  - The School Office should radio all staff and advise all staff and children to remain inside the school building. Special attention should be paid to the Owls children and anyone in the Sensory Room, to move inside the school building, return to their Classroom and remain there.

## **PROCEDURE IF CHILDREN ARE NOT IN CLASSROOMS**

### **Dining Hall**

- Staff to lead children via the nearest, clearest exit.
- If the fire is in one of the classrooms surrounding the central courtyard, the children would evacuate via the Owls outside area, round the school building and into the school playground keeping as far from the school building as possible.
- If the fire is in one of the classrooms near the Owls area or facing the grassed field, the children would evacuate via the central courtyard area.

### **Lunchtime and Playtime Evacuation**

- Children will potentially be on the playground and in the dinner hall. For the hall, please refer to the exit points above.
- Staff and pupils should proceed to the main playground quickly, sensibly and quietly.
- The playground duty staff are responsible for ensuring that pupils stop play immediately and form in their class lines. The children on the playground / field will be managed by the staff on duty at the Assembly point.
- Senior members of staff and office staff will ensure that all inside areas are evacuated before leaving the building. They will be met by the class teachers and TA's and assembled in classes.
- Procedures will then follow as above.

### **Sensory Room Evacuation**

- Staff lead children from Sensory Room taking their radio and position themselves by the trees at the front of the car park and radio through to the Office Staff to confirm all are safe.

### **Breakfast Club and After School Club Evacuation**

- If the Fire alarm sounds please make your way to the playground. This is because there are fewer numbers and you being there will alert staff arriving at the school to remain outside.
- Senior members of staff and office staff will ensure that all inside areas are evacuated before leaving the building.
- Wraparound Care staff will ensure the paper register is taken to Assembly point. ●  
Procedures will then follow as above.

## **FIRE MARSHALLS**

**\*\*Classroom Staff are responsible for evacuating individual classrooms including children in their immediate care\*\***

- The following staff are responsible for ensuring all rooms and areas other than classrooms are evacuated within their assigned area.
- They will ensure that all doors within their area are closed.

### **Fire Marshalls**

#### **Red - Owls**

1. T'hanie Wilson
2. Zak Smith

#### **Yellow - Hall & Small Hall**

1. Tash Johnson
2. Catherine Webb

#### **Blue - Staff Room, Deputy's Office and HSLW Room**

1. Zoe Devonport
2. Karen Surey

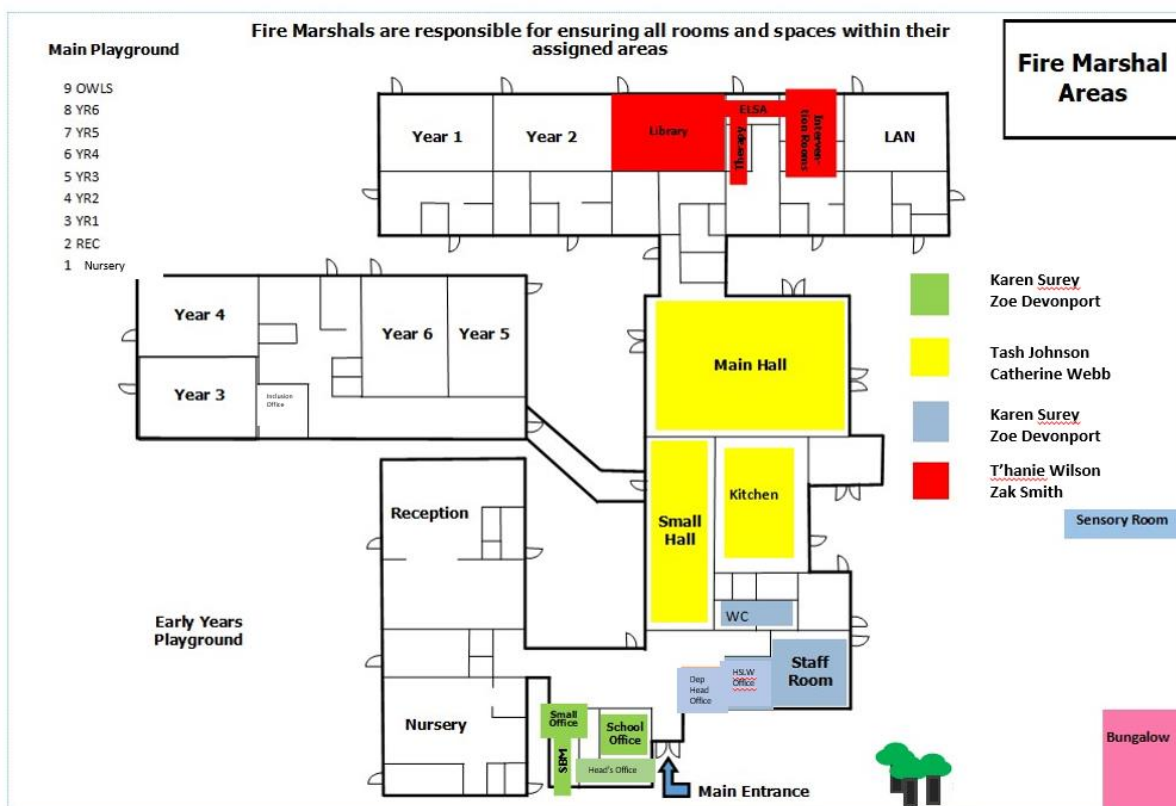
#### **Green - Offices**

1. Karen Surey
2. Zoe Devonport

#### **Bungalow**

1. Assorted senior staff

## School Plan Layout



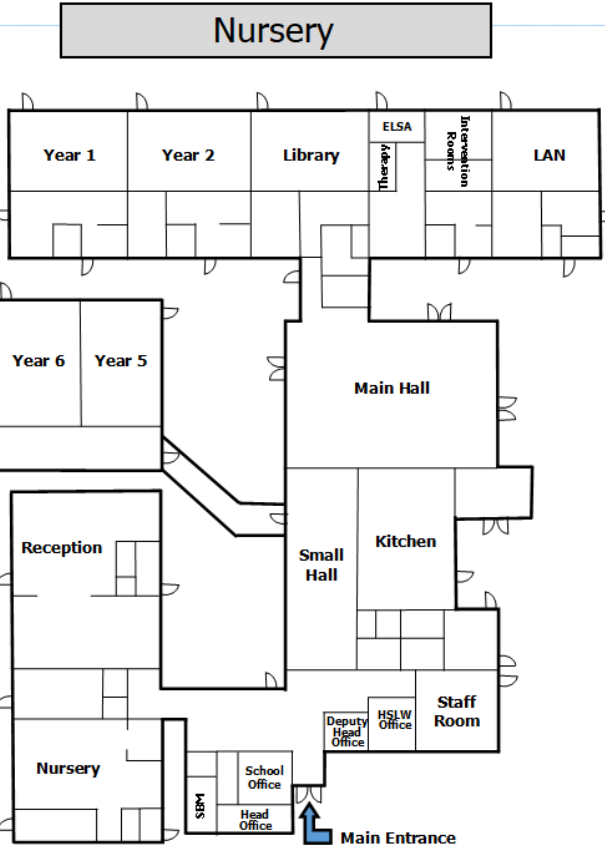
## DARLEY DENE FIRE DRILL POSITIONS 2024 - 2025

Nursery	1
Reception	2
Year 1	3
Year 2	4
Year 3	5
Year 4	6
Year 5	7
Year 6	8
LAN Owls	9
Sensory Room & Bungalow	

**Main Playground**

- 9 Lan
- 8 YR6
- 7 YR5
- 6 YR4
- 5 YR3
- 4 YR2
- 3 YR1
- 2 Rec
- 1 Nursery

Children to face the road  
←



**FIRE DRILL EVACUATION ROUTE**

**Key**

- ■ Route out
- ① Playground position

Early Years Playground

Staff Car Park

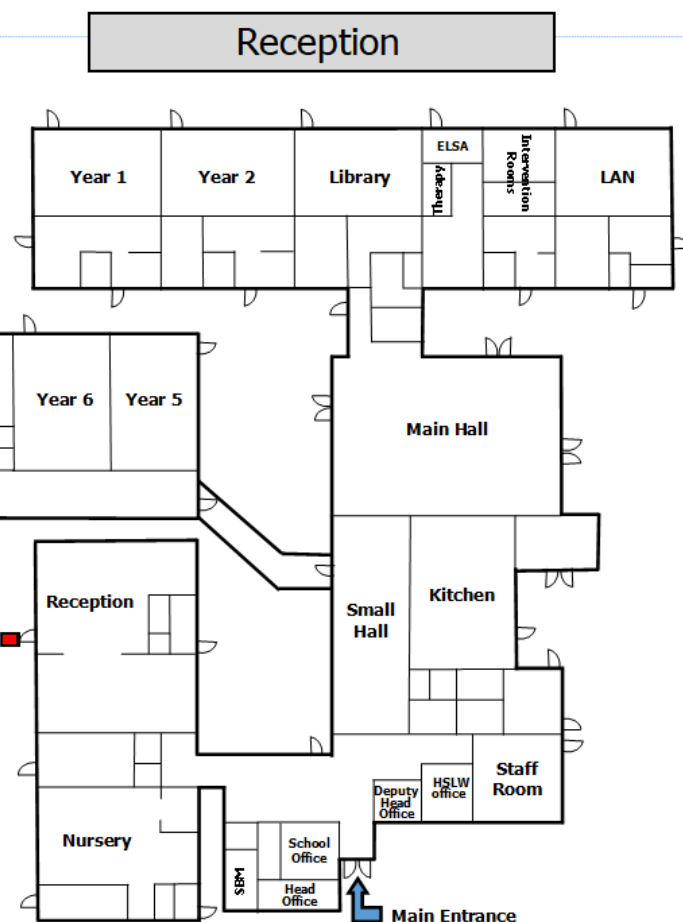
Boiler Room

Main Entrance

**Main Playground**

- 9 Lan
- 8 YR6
- 7 YR5
- 6 YR4
- 5 YR3
- 4 YR2
- 3 YR1
- 2 Rec
- 1 Nursery

Children to face the road  
←



**FIRE DRILL EVACUATION ROUTE**

**Key**

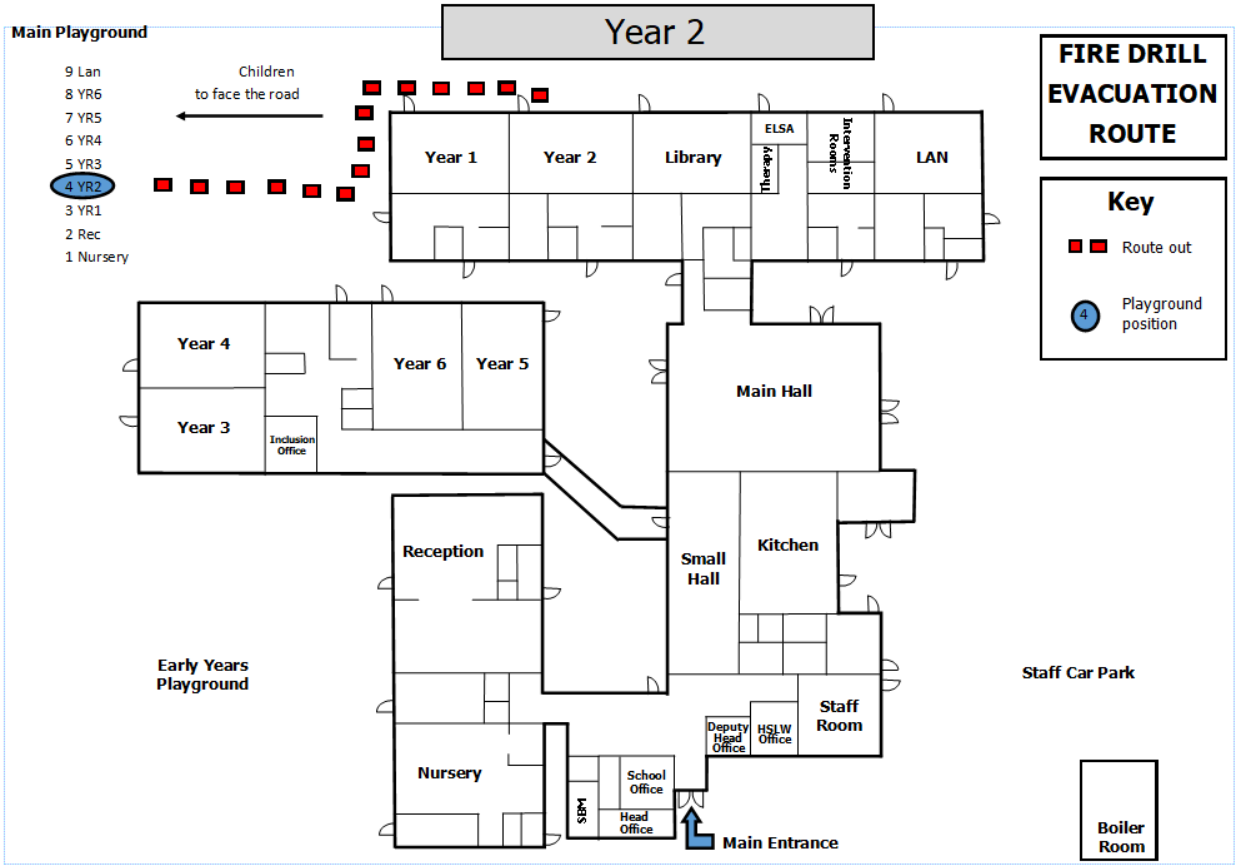
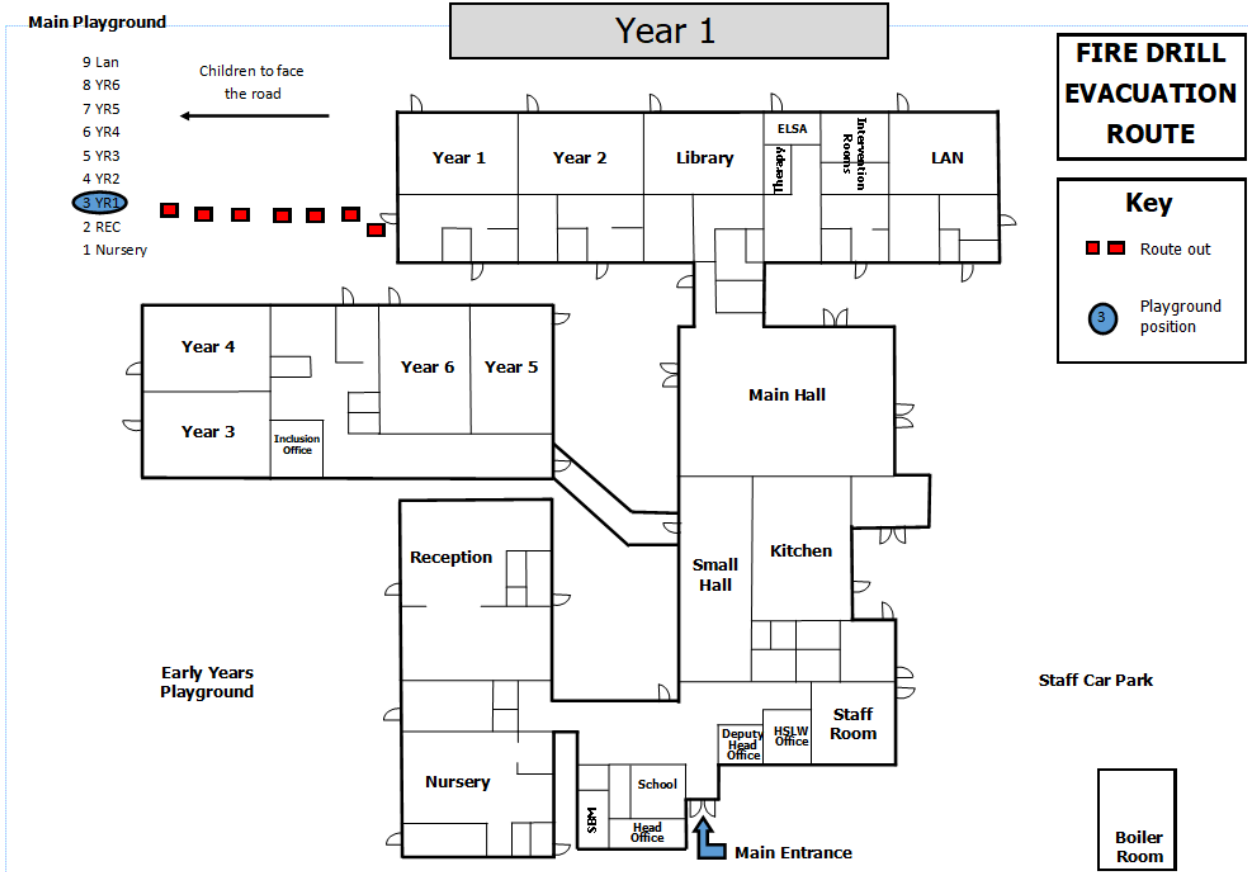
- ■ Route out
- ② Playground position

Early Years Playground

Staff Car Park

Boiler Room

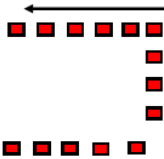
Main Entrance



**Main Playground**

- 9 Lan
- 8 YR6
- 7 YR5
- 6 YR4
- 5 YR3**
- 4 YR2
- 3 YR1
- 2 REC
- 1 Nursery

Children to face  
the road



**Year 3**



**FIRE DRILL  
EVACUATION  
ROUTE**

**Key**

- Route out
- 5 Playground position

Early Years  
Playground

Staff Car Park



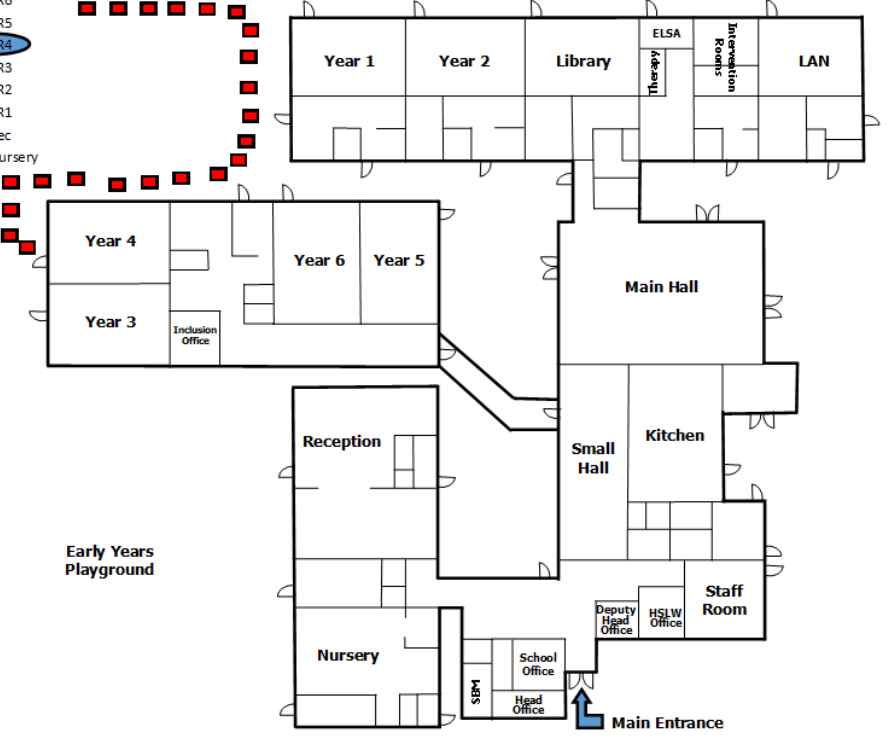
**Main Playground**

- 9 Lan
- 8 YR6
- 7 YR5
- 6 YR4**
- 5 YR3
- 4 YR2
- 3 YR1
- 2 Rec
- 1 Nursery

Children to face  
the road



**Year 4**



**FIRE DRILL  
EVACUATION  
ROUTE**

**Key**

- Route out
- 6 Playground position

Early Years  
Playground

Staff Car Park



