

St Mary's R.C. Primary School and ELC.

Learning Together,



Creating our Future



Policy on:

Fire Safety

Rationale:



LEARNING TOGETHER, CREATING OUR FUTURE

Vision – **Relationships - SAFE**

HGIOS – N/A

GTC Standards – N/A

Research – N/A

Local Policy - **Falkirk Council Fire Safety Handbook**

Aims:

To ensure the safety of all pupils, staff and visitors in the event of a fire.

Practical approaches:

1. Address of Premises

St Mary's R.C. Primary School

Gauze Road

Bo'ness

EH51 9QB

2. Occupiers of the Premises

School - 156

Nursery – 30

Staff – 42

3. Use covered by this Emergency Fire Action Plan

School and Nursery

4. Fire Warning Arrangements

Electrical system with smoke detectors;

- Powered by secondary batteries kept fully charged;
- General alarm signal is audible throughout the premises and the sound is produced by bell/sirens;
- There are manually operated (break glass) call points distributed throughout the premises.

5. Appointed Personnel

Fire Marshall – **Mr McPeake/Mrs Jamieson**– responsible for ensuring the building has been evacuated and for liaison with the emergency services when they arrive on scene.

Mrs Duffy/Mrs Mein will be responsible in the event of Mr McPeake or Mrs Jamieson both being out of the building.

Marshalling Officer – **Mr Bett/Mr Hetherington**-act as a liaison between the Fire Evacuation officer and the Fire Marshall

Fire Evacuation Officer –**All staff** - liaise with the Fire Marshall and to ensure all children are evacuated from their sector of the building.

(Fire Marshall, Marshalling Officer and Fire Evacuation Officer will liaise to ensure no pupils/staff are left in the toilets.)

Switchboard Operators/Reception Staff – Mrs Russell/ Mrs Robertson/Mrs Cooper. Inform emergency services and bring staff register to assembly area.

Officers trained in the use of Fire Evacuation chairs:

Most staff have been trained with the exception of new staff from August 2022.

Currently there is no member of staff or pupil who would require a Fire evacuation chair.

6. Staff especially at risk

N/A

7. Arrangements for disabled, young and elderly persons evacuation

N/A

8. Identify arrangements for outside contractors and maintenance workers

Contractors must advise Janitor /HT of any Hot Works and produce Hot Works permit.

9. Specific arrangements if necessary for high fire risk areas in the workplace (e.g. Storage of flammable materials, gas, chemicals)

10. Identify the procedures for liaising with the Fire and Rescue at the incident

11.

See information above involving the following staff:

Mrs Russell / Mrs Robertson/Mrs Cooper

Mr McPeake

Mrs Jamieson (Mrs Mein, Mrs Duffy)

Mr Bett, Mr Hetherington

Playtimes and Lunchtimes.

Switchboard Operators/Reception Staff will make a duplicate copy of registers which will be kept in the school office. In the event of the alarm sounding the **Switchboard Operators/Reception Staff** or the **Fire Marshall** will bring these registers and the staff/visitors registers to the Emergency Assembly Point.

If the alarm sounds during a playtime or lunchtime teaching staff should make their way to the Emergency Assembly Point and the staff who are supervising the children at the time will bring them to the designated class areas.

Class teachers will then be met by the **Switchboard Operators/Reception Staff** or the **Fire Marshall** who will hand the Class Teacher the register and allow them to count the children as per the normal procedures.

Wet Playtime:

If the alarm sounds during a Wet Playtime, Class Supervisor should make their way to the Emergency Assembly Point. As above, class registers will be brought from the office.

Supervisors or Class Teacher will then account for the children as per the normal procedures.

Medication

Individual medication will be kept in class and the class teacher will take this out in the event of the alarm sounding.

At playtime and lunchtime all medication will be placed in a box in at designated points in the playground to be taken to the assembly point by the **Marshalling Officers** or **Playground Personnel** in the event of the alarm sounding.

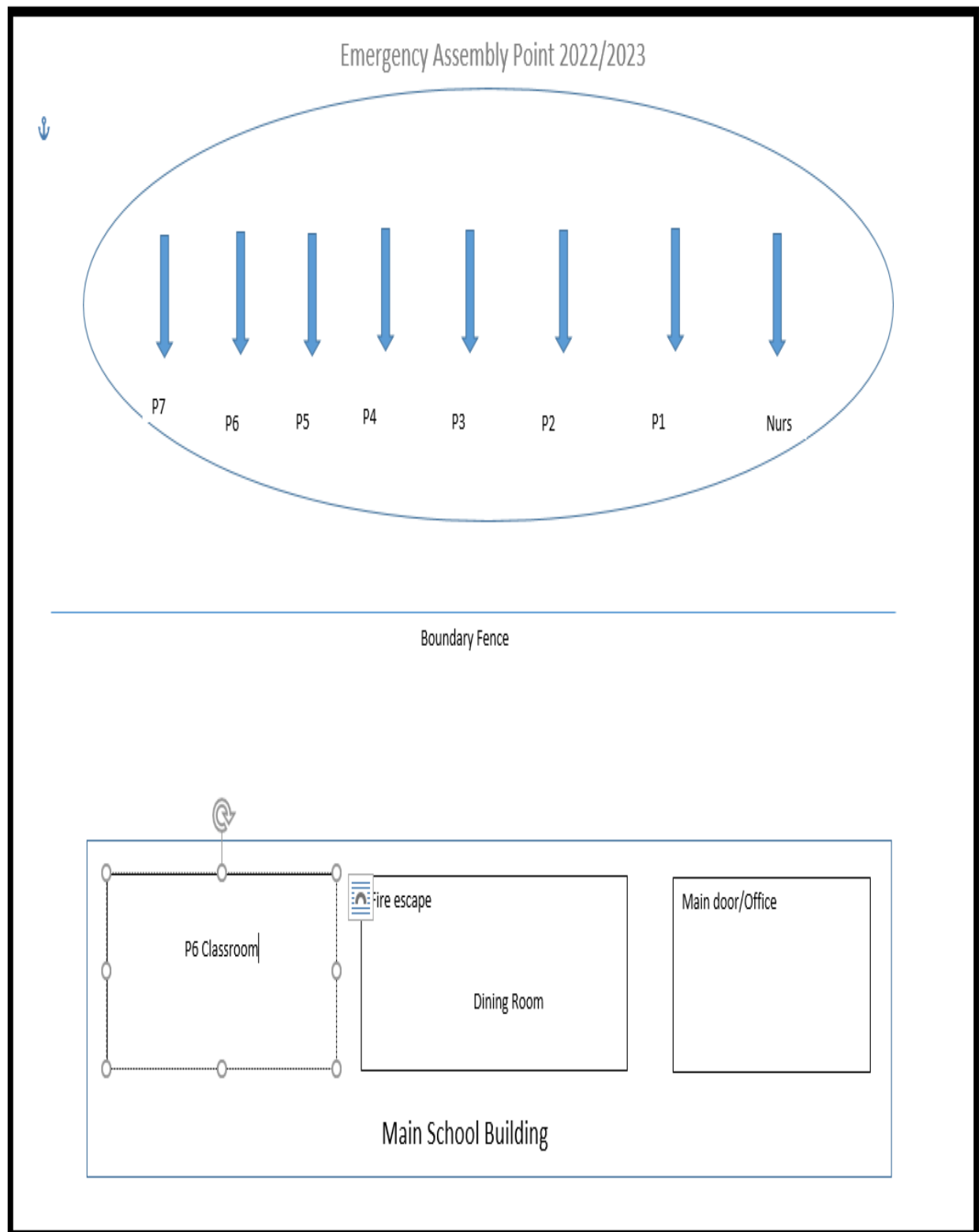
12. Identify those staff trained to assist members of disabled staff/pupils in an evacuation

N/A

13. Fire Training Programme

Precaution	All staff aware	Date signed off
Means of escape from the premises		
Appreciation of the importance of fire resisting doors and the need to close all doors at the time of a fire and on hearing the fire alarm		
Stopping machines and processes and isolating power supplies where appropriate.		
The method of calling the Fire and Rescue Service		
The location and safe use of firefighting equipment		
The action to be taken on discovering a fire		
The action to be taken when the fire alarm sounds		
Evacuation of the building (Staff/Public)		
The location of assembly points and the correct roll call procedure		

Instruction and Training	
For new staff on induction	
Refresher training for all every 12 months.	
Fire drills every 6 months	
Training specific to appointed persons	

Fire safety drawing

Additional Information:

References: