St. Andrew's C.E. Primary School
Fire and Lockdown Policy and Emergency Evacuation Procedures 2025-2026

Afterschool/Breakfast Clubs and Extracurricular Clubs

The school is responsible for assessing the suitability of the group and its activities for the space they are hiring to them. Any implications the group's presence may have on the schools' normal occupation of the premises must be considered. The Hirer is responsible for assessing the risks to those taking part in their activities and providing the school with any information they need to decide on the suitability of the venue. The school must also provide the hirers with information regarding emergency procedures to ensure they can react appropriately if a fire occurs during the letting. Groups who let the premises regularly are recommended to have a drill at least once during the year.

Fire Exits

Please ensure that fire exits are never blocked, and the corridors or other escape routes are not obstructed. Ensure fire alarm call points, notices and signs are not obscured.

Activities

Where an activity includes the possible hazard of fire this should be advised to the school in advance so that the Headteacher can decide as to whether the activity can go ahead. If it is decided that the activity can go ahead then a Risk Assessment will need to be completed by the school and necessary control measures will be agreed with the Headteacher and implemented by the Hirer.

Smoking

St. Andrew's C.E. Primary School is a 'No Smoking Zone'. This policy must be made known to all staff, visitors, contractors and pupils. The restrictions on smoking will not be lifted for lettings.

Waste Handling

All accumulated waste should be properly disposed of at the end of each day. Waste materials must never accumulate in corridors or stairwells where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread.

Shows and Productions

All shows and productions undertaken by the hirers are subject to a formal written **Risk Assessment,** which should include the hazard of fire. This should be provided to the Headteacher in advance of the show/production and include details of all dangers considered.

Please note that we DO NOT permit the use of open flames during shows and productions.

Consideration must be given to the activities within the show/production, which may cause a fire or aid the spread of fire, such as the scenery or props. The number of people allowed into the space must be strictly controlled (Maximum capacity of the Large Hall = 300 and maximum capacity of the Small Hall = 100) ensuring that the seating layout does not obstruct exits or escape routes.

FIRE NOTICES AND SIGNS

Fire Action Notices

Every occupied room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm, and all teaching rooms (classrooms, halls, library, and small-group rooms) have a plan of the school with the escape routes and assembly points shown.

Fire Exit Signs

Signs direct people from their place within the building to the final fire exit. Signs are also located at the final fire exits. These signs include either the words "Fire Exit", and/or a directional arrow and a pictogram of a running-man.

Fire/Smoke Control Doors

Fire doors and Smoke Control doors, not on hold-open devices, should have "Fire door keep shut" notices on both sides. Many doors are wedged open for ventilation and to allow easy and safe access around the school**, in the event of an alarm sounding, these should be removed and all doors closed.**

Fire Point Signs

The location of fire extinguishers is indicated by the use of fire point signs.

EMERGENCY EVACUATION PROCEDURES

The fire alarm is a continuous bell and is used in case of any emergency requiring immediate evacuation of the building.

If you wish to run a fire alarm drill at your club please speak to the Site Manager to arrange a time.

Fire drills should endeavour to emulate the real thing in as many situations as possible. Staff must be aware of the location of fire exits, and fire alarm evacuation points (the main playground)

- On hearing the alarm all supervising adults will evacuate the children by the nearest fire exit in a calm orderly manner.
- Doors must be closed on exiting classrooms and the building, and registers taken outside by staff as applicable.
- A staff member should carry out a quick check of toilets and group rooms to ensure that nobody is left in the building.
- Children or staff with special needs or disabilities must be supervised by support staff to ensure rapid evacuation. An Evac chair is available at the top of the middle stairwell. Some staff in the school have had training, there is instructions on the chair for safe use.
- False alarms are treated as the real thing, and should be reported to the Headteacher.

If you discover a fire:

- Immediately operate the nearest fire alarm call point by breaking the glass.
- Dial 999 and inform the Duty Officer of the location of the fire.
- Staff are not expected to fight fires but may do so in minor circumstances without taking any risks.
- Exit the building following fire drill procedures and call the register.
- Remain calm and, if caught in smoke, get down below the smoke level, and use the back of the hand/fingernails to feel your way out of the room/building.
- Report someone missing and their last known location as early as possible.
- Do not re-enter the building until you have been given clearance to do so by the Fire Service.
- The Staff should liaise with the Fire Brigade and provide them with the Fire Log, containing a plan of the school - this can be found above the alarm panel in the entrance hall.
- The fire engine should be able to access via the field gate on Haddington Street. The lock can be opened with an EZ key which the Fire Brigade should have.

EMERGENCY PLAN

To assist the Fire Brigade, the Fire Log (situated above the alarm panel in the entrance hall in a red bag labelled 'IMPORTANT FIRE SAFETY DOCUMENTS') should be is given to them on arrival. This includes:

- A plan of the school.
- Main isolation valves/points.
- Areas of high fire risk such as the boiler rooms.
- An indication as to whether asbestos is known to be present in the building or not.

LOCKDOWN PROCEDURE

- Sound alert – Activate lock-down procedures immediately. In the case of a school letting, the alarm can be set in the school office.
- Dial 999.
- Direct all children, staff, parents/carers and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is).
- Secure rooms and take action to increase protection from attack – Lock and barricade doors and windows.
- Close windows/blinds.
- Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack).
- Hide, sit on the floor under desks, and away from windows.
- Stay as silent as possible – put any mobile devices to silent. (Consider using whiteboards to communication that can't be seen by the intruder).
- Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
- If possible, check for missing/injured students, staff and visitors.
- Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

FIRE RISK AND EVACUATION POLICY – DECLARATION

- I confirm that I have read and understood all the information contained in this Fire Risk Policy.
- I have studied the Fire Evacuation Plans.
- I am aware of the Fire Log to be provided to the Fire Department if they have to attend.
- I am aware of the location of the Field Gate Key to allow any fire engines access to the school.

If for a club:
NAME OF CLUB: ……

CLUB LEADERS FULL NAME: ……

If external hirer:
FULL NAME: ……

SIGNATURE: ……

DATE: ……