

St Joseph's Catholic Primary School Worcester
'following Jesus in all we do'
Health and Safety Standards

At St Joseph's we believe that the key to a successful fire evacuation is to ensure the safest and quickest evacuation of ALL occupants within the building.

We ensure that everyone knows what to do and where to go in the event of the fire alarms sounding. Every single person is responsible for their part. Children are instructed so that they know what to do and remain calm, listening to what they are told.

Every staff member has a responsibility and should react calmly and methodically in order to safely aid in the evacuation and checks that are to be carried out.

FIRE DRILL.

Office staff and Kitchen staff.

- Nominated office member/s will pick up registers portable First aid pack, emergency folder and radio.
- Nominated person will exit directly out of front doors with emergency folder and radio onto front car park, closing front gates, awaiting instructions from Fire Marshals for the emergency services. In the event of a fire, they will hand the emergency folder to the senior officer, give details of the fire and any injuries and direction to patient(s).
- Office members with registers and first aid packs, exit onto playgrounds via quickest route.
- Last one out ensure all doors are closed not locked, in immediate area.
- Kitchen staff make sure all knock off switches have been hit and to exit to front playground. Last one out MUST ensure all doors are closed.

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KS2 New Build

- All staff and children within classrooms, will evacuate directly out of classroom onto front playground. If the fire is in the new building itself then the children will be moved out of the double gates onto the field in front of the church.
- An evacuation chair* is located on the first floor corridor for any disabled child to be evacuated safely.
- All classes will line up through class and year.
- Teachers in charge will head count and stand at front of class with hands raised to signal all children are accounted for.
- Staff with registers will have handed them out.
- First aiders will be able to offer first aid if needed.
- Any key stage 1 child / staff who are in the new building will exit to the KS2 playground and Marshal will radio where they are to KS1 playground.
- Children that are not in class rooms will leave via either end of corridor depending which end is closest. Upstairs children will use routes via classrooms and outdoor steps.
- Staff who are within corridors will help evacuate then will follow on as last one passes exiting the building.

Fire Marshals.

- Both Fire Marshals will have their radios and 'hi vis' jackets.
- They will not proceed through the building without radios.
- They will inform the site manager if they don't have their radio. They have a clear and well-practised route:
 1. Starting at the lift end, checking the lift first.
 2. Checking rooms methodically. Looking before they enter for fire.
 3. Keeping regular radio contact informing the site manager via radio as they clear each area.
 4. Not opening doors that do not need to be opened.
 5. Maintaining contact on radio if there are missing staff and children.
 6. As they make way through building making sure all doors are closed behind them.
 7. **UPON FINDING FIRE** they will immediately radio details of fire.
 8. Finish by exiting the building via last classroom out onto the playground, reporting they are clear and out.

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KS1, Reception, Pre school & staff room.

- All staff and children within the classrooms, will evacuate directly from the classrooms out to the back playground. If the fire is in the KS1 building itself then the children will be moved out of the back gates onto the field on Shap Drive.
- All classes will line up in class and year order.
- The teachers in charge will head count and once registers have been handed out raise their hands to signal all children are accounted for.
- Any Key Stage 2 child / staff who are in the KS1 building will exit to the KS1 playground and the Marshal will radio where they are to KS2 playground.
- First aiders can carry out any first aid needed.
- Children not in class will be escorted to nearest exit point onto the playground and join their class.
- All staff from staff room must exit via reception class* out onto the playground
- The last member of staff out ensures all doors are closed behind them. A designated member of staff will go to back gate shutting if it is open and be ready to open should the need to evacuate the children to a safer distance.

Fire Marshals.

- Both Fire Marshals will have their radios and 'hi vis' jackets.
- They will not proceed through the building without radios.
- They will inform the site manager if they don't have their radio. They have a clear and well-practised route:
 1. Starting at years one and 2 working towards main hall through to staff room then reception and exiting through pre-school onto playground.
 2. Checking each room methodically. Looking before they enter for fire.
 3. Keeping regular radio contact informing the site manager via radio as they clear each area.
 4. Not opening doors that do not need to be opened.
 5. Maintaining contact on radio if there are missing staff and children.

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6. As they make way through building making sure all doors are closed behind them.
7. **UPON FINDING FIRE** they will immediately radio details of fire.
8. Finish by exiting the building via last classroom out onto the playground, reporting they are clear and out.

Site Manager

The site manager will (while maintaining contact via radio with all Fire Marshals):

- check all fire panels for fire call point location in new building
- sweep route from site managers office and utility room, nurture room, staff training room, kitchen, staff toilets, medical room and offices out into reception area
- check fire panel then through main doors onto front car park

School Hall

In the event children and staff are in the main hall:

KS1 / Reception / Pre-School teachers will instruct the children out via door out to KS1 playground.

KS2 teachers exit children via Studio door onto KS2 playground.

Outdoor Learning

*Woodland Warriors / Prayer Garden / Pond / Adventure
Playground*

- All children and adults will walk across the field to the nearest fire assembly point where children will line up. This may not be the correct place for their year group but the Fire Marshal will radio where they are to relevant Key Stage playground.
- If there is a lit camp fire, the Woodland Warriors leader will remain with the fire until it is extinguished remaining in radio contact.

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Fire Marshal Equipment and agreed fire procedures

- Radios and hi viz jackets should be kept in readily accessible place: a secure box, with coded padlocks, on the outside of the buildings in a strategic place. (The box(es) could be kept in covered area between buildings).
- A radio will be kept in the outdoor classroom.

This will ensure that staff do not have to go hunting around back and forth wasting time and possibly endangering themselves to locate the radios and 'hi vis' jackets. Also in the event that a nominated Fire Marshal is not present, then a stand in can easily locate items.

- All Fire Marshals will start their sweep from the point where the box is situated.
- A box will also be fitted in the front office. This will contain the radio, 'hi vis' jacket and emergency folder.

This will be checked and recorded as part of a weekly fire test.

*Indicates recommendations and future actions

Plan formulated and discussed 27/1/17 LB and AP
Will be reviewed after each fire drill (Half Termly)