



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

## Fire Policy

### 1. Risk Assessment

We have an old school building which poses a multitude of issues, especially as in places there are three levels to the building. We do believe however that it does meet the requirements of current fire regulations.

It has a fire alarm, numerous smoke and heat alarms and safe exit routes with steps in Year 3 which is downstairs. There is an exit through external doors to the lower level, which offer an alternative route to the outside. Doors open in the direction of travel when evacuating.

The two main areas where a fire is most likely to occur are the boiler house and the scullery. Their use is confined to adults who are not part of the school teaching establishment but Caretaking, Cleaning and Ancillary/ Kitchen staff. Each of these areas has its' own independent fire-fighting apparatus. There is a kitchen area in the Foundation Stage and in the Staff room although the only cooker is housed in the Foundation Stage in a separate area.

An electrical fault could cause a fire in any part of the building.

Accident or misuse of equipment or apparatus during the school day poses a very small risk of a fire being started.

**It is essential that ALL staff must sign in and out of the building using the staff sign in/ out board. All visitors must sign in and out using the visitors book in the school office. During lunch the book is moved to First Aid (Year 6 area).**

### 2. Emergency Plans

a) If you discover a fire then the alarm must be sounded immediately by breaking the glass in the alarm boxes and then evacuating anyone in your care.

The alarm will now sound.

b) Inform the member of staff present in the school office .

c) On hearing the fire alarm, evacuate the building immediately to the rear KS1 Playground yard or Cage area dependent upon which side of the building your classroom is placed. Seals



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

will remain on the Caged area along with any class who are outside on this area already due to a lesson taking place.

Children who are out of class must evacuate using the closest fire exit and assemble at the closest fire point where a teacher will register them.

d) Evacuation should be via the nearest safe exit. From the classrooms, this will be your external door if you have one. Fore doors must be closed after evacuating the building.

**Foundation Stage exit through their external door.**

**Year One through their external door.**

**Year Two through the dining room.**

**Year Three have two exits- either up stairs or an external door dependent upon the source of the fire.**

**Years 4,5 and 6 have their own external doors.**

**If you are in the hall exit via your nearest exit.**

**Exit from the dining room is via the dining room doors.**

**Exit from the classroom next to the Head teachers office is up the corridor to the exit opposite the entry/ exit staff door. If the additional classroom opposite the school office is utilised occupants should exit via the main entrance/ exit by the Office.**

**Count the children and take the register. Make sure this tallies.**

**The school administrator will take all emergency registers to the rear yard.**

e) Return any children to their own class if they have been in groups etc.

f) Report to the Headteacher or person conducting the count that all your children are evacuated or that you have someone missing, return your register to the school Administrator.

g) Account for any visitors, non-teachers etc.

h) The School Administrator should take the Visitors' book and Pupil sign out book for this reason.

**Onchan School Values**

**Compassion - Integrity - Endeavour - Courage - Respect**



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

- i) The office staff will bring out the emergency register and keys to the evacuation point (the community centre).
- j) A member of senior staff will photograph the staff sign in/out board.

### **3. Escape from Fire- non class based**

Evacuation should be via the nearest safe fire exit. This could be–

**Dining Room** - via scullery door (unless this was source of fire)/ dining room doors.

**Library** - via Library door

**Office** - via Library door

**Staffroom**- via the corridor door

**Children's Toilets** - nearest door and then register with a class at the closest fire safety point (KS1 Playground or Cage).

**No fire doors must be locked or obstructed in any way.**

### **Lunchtime Activation**

At lunchtime should the alarm activate you are expected to take charge. There will always be a member of the teaching team on site but it is essential that you know the procedure. The children are expected to line up on the main yard/ cage area wherever they are playing. It is essential that the dining room is emptied quickly. All areas must be checked to ensure no children remain inside. This includes classrooms, toilets, corridors, the Library and wet areas which should be checked by the staff on duty in the dining room. The member of SLT on duty will photograph the staff signing in/ out board to ensure all staff on site are accounted for. It is essential that staff use the sign in /out board.

The person on First Aid must bring outside the basket containing the signing in/out book and the emergency registers in the orange folder and the green bags. This person is in charge of ensuring registers are handed to staff along with the names of children who are absent or who have been taken off site.



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** [OnchanEnquiries@Sch.im](mailto:OnchanEnquiries@Sch.im)

**tel:** 01624 673465

The orange folder will also contain class lists to ensure children can be identified correctly. If children are on the field or playgrounds three long blasts on the whistle signifies the need to line up due to a fire alarm activation.

The Headteacher or designated member of staff will be vigilant for the arrival of the fire tender and will accompany the Officer in charge should it be a suspected false activation. No child or member of staff will go back into the building. A member of staff will bring any coats which are in lost property in case any children forget theirs and the weather is inclement. (Please ensure children are reminded regularly to wear coats if it is cold/ damp etc).

In the case of extreme bad weather the emergency procedure will be activated and we will aim to take the children to the Onchan Hub/ Community Centre.

If the Headteacher is off site and the Deputy Head is also off site a member of senior staff will have been nominated as Teacher in Charge. The Headteacher's mobile number is inside the Orange folder to be used in case of any uncertainty.

It is normal practice that some teaching staff will not be present. If this is the case it is the responsibility of the lunchtime staff to count the children in the class and if there is a discrepancy, take the register.

Because children will be potentially spread over two playgrounds staff will need to move between the two areas to account for all children.

#### **4. Means of Fighting Fires**

The following equipment is available for fighting fires.

**Main Entrance** - 2 fire extinguishers.

**Children's Kitchen** - 1 fire blanket.

**Upper School** - 2 fire extinguishers.

**Lower School** - 2 fire extinguishers.

**Boiler Room** - 1 blue electrical fire extinguisher.



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

Staff Room- 1 fire blanket

SPC- 1 fire blanket, 1 fire extinguisher

**\*No member of staff should attempt to fight a fire.**

## **5. Means for Giving Warning of Fire**

The school is fitted with a fire alarm. There are smoke/ heat detectors around the building.

Alarm boxes are situated throughout the school. The main box is on the main corridor.

## **6. Maintenance**

Contracts exist to maintain the fire fighting and detecting equipment in efficient working order. The alarm is tested regularly by the school Caretaker, to whom responsibility is delegated, when the school is not occupied by children.

## **7. Storage of Combustible Refuse**

Waste paper is removed daily to the outside bins.

Combustible liquids are stored in the designated safe area which is located in the Caretaker's Room.

## **8. Instruction and Training**

Every member of staff is instructed to read this document and ensure that they are familiar with the contents and procedures. It must be kept available at all times so that procedures can be checked. At the beginning of every school year the procedures will be reviewed and, if necessary, revised. Staff will then train their class in accordance with these new procedures. Regular fire drills will occur throughout the year. Staff may be notified of some drills but not others. Ancillary and domestic staff will be included in at least one fire drill per year. ( i.e. drills when they are on duty)

## **9. Keeping of Records**

A record will be kept in the Safety File which will include -



*"Inspiring minds to ignite lifelong learning"*



**Onchan Primary School**  
School Road, Onchan, Isle of Man IM3 4PD

**email:** OnchanEnquiries@Sch.im

**tel:** 01624 673465

- Maintenance work on fire equipment
- Fire Drills
- Alarm Testing

### 10. Avoidance of Risk

- Waste paper will be removed on a daily basis to the bin store
- No naked lights e.g. candles must be used
- Children must not be left unsupervised with electrical equipment, glue guns etc
- No paper must be kept or displayed near the children's cooker or any source of combustion
- Any activity which uses hazardous materials must be considered carefully in terms of the fire risk
- Displays should be checked for safety reasons and common sense adhered to
- Corridors and classrooms should be kept clutter free
- The IT room must be kept locked during the evening
- The Administration Offices should be locked when not in use
- Fire doors **MUST NOT** be wedged open at any times when an adult is not in the room. If a wedge is used for ventilation it **MUST** be removed when an adult leaves the room.
- Where burning could occur ie when making toast, windows should be open

Jo Richardson

December 2023