Here at St Joseph’s Catholic Primary School, we learn and grow through the love of Jesus. Our community is a safe, caring and happy place where everyone is supported and valued. We encourage and challenge everyone to achieve their full potential, spiritually, academically, morally and socially. We inspire others with a love of learning and aim for excellence in everything we do. Through our own faith, we treat one another the way we would like to be treated. We help every child to be gentle and fair: to always do their best.

‘Learning through the Love of Jesus Christ’

Introduction

St Joseph’s is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles. This policy should be read in conjunction with the other school policies particularly:

- Health and Safety Policy
- CCTV Policy,
- First Aid Policy,

All school policies are undated regularly or if there is a change of guidance from government or the Health and Safety Executive.

Fire Drills

There will be regular fire drills, usually once each half term, but not less than one every term, when the safe and orderly evacuation of the building will be practised. Any problems in the procedure must be reported to the Head Teacher, who will ensure that all necessary steps are taken to eradicate it. Details of all fire drills will be kept in the appropriate log book. On some occasions fire drills will take place with only the Head Teacher and Caretaker being aware beforehand.

During all fire alerts doors must be closed shut by the last person out using that particular exit route, providing to do so does not put any individual into danger. All persons in school must be accounted for.

The Fire Warden is Mr Stephen Weekes (Caretaker) and when he is not on site Mrs Kim Hannon (Office Manager).

If you find a fire or one is reported:-

- Staff discovering a fire or other emergency for which the building should be evacuated should activate the alarm [using the nearest available break glass call point]. The fire warden will know the exact location of the fire from the alarm panel.

Firefighting:-

- The safe evacuation of the school is priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, and that they know how to use the portable firefighting.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

Fire Exits:-

Date:  December 2016    Date of next review:  2018
St. Joseph’s Catholic Primary School
Fire Safety and Evacuation Policy

- Where a room or classroom leads directly outside, that door should be used when the fire
  alarm sounds. This door will have a fire exit sign above it.
- Where a room is without direct access to outside, a fire notice by the door will give
  directions of the route to exit the building.

Fire Evacuation

On hearing the fire alarm :-
- All staff, pupils and other visitors to the school must respond to the alarm activation. Each
  classroom should be evacuated directly to the outside and where this is not possible should
  follow the instructions on the wall by the door.
- The fire alarm is a distinctive continuous ringing bell.
- The fire warden will check the fire panel (if safe to do so) and go to the zone where the
  alarm has been activated to investigate if there is a fire or a false alarm.
- The Office Manager or a member of support staff close to the office will bring outside:
  - School phone.
  - Pupil Contact details (Red Files)
  - Class registers,
- If there is a fire the fire warden will ensure the building is empty and checking rooms that
  are accessible - and call 999.
- All staff will act as Fire Marshalls as they have responsibility for the safe evacuation of
  children in their charge to the designated assembly point – the ball court in the school
  field.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit
  and report directly to the Office Manager at the assembly point.
- Pupils should leave in single file when instructed by the teacher in the charge of the class.
  Pupils should then leave by the nearest available escape route. The last person to leave
  the classroom must close the door. Pupils should walk with their class.
- Any pupil with limited mobility who may have difficulty in exiting the building will have
  been identified and a member of staff will have been allocated responsibility for that child.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly
  point leaving the building by the nearest marked escape route.

A calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly point pupils must stand in silence in their groups while staff
  check their registers. Registers, visitor book etc. will be taken out to the assembly point
  by the Office Manager. Once each pupil has been checked against the register the teacher
  in charge raises the register to notify the head teacher.
- The fire warden is responsible for ensuring the school is cleared. The fire warden should
  ensure that in the event of their absence, another member of staff is available to take
  over.
- The Head Teacher will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire
  Brigade/Head Teacher.

Date: December 2016          Date of next review: 2018
St. Joseph’s Catholic Primary School
Fire Safety and Evacuation Policy

Lunchtimes
For health and safety reasons, it is imperative that children are never left alone in the classes, corridors or library during lunchtime. All staff, including the Midday Meal Supervisors (MMS), should be extremely vigilant during lunchtimes in ensuring children are not in the classes, corridors or library without an adult present.

If an evacuation is needed at lunchtime, a Senior Member of Staff will go onto the playgrounds, and ring the bell. Upon which the MMS will assemble the classes at the designated assembly points. Each MMS will be responsible for a class. In the absence of the teaching staff, MMS should take responsibility for the roll call and counting the children.

Dry Lunchtimes
MMS to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or class bases will check toilets, IT room, library, corridors and class rooms on their way out of the building.

Wet Lunchtimes
MMS and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

Planned Evacuation

It may be necessary to evacuate the school as a result of a local incident or a bomb threat. In the event of an incident or threat, the staff will follow the fire evacuation procedure but, unless advised otherwise by the police, will proceed to the St Joseph’s Catholic Parish Hall.

Receiving a Bomb Threat

Guidance
Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if the recipient of the threat knows how to handle it.

TELEPHONE THREAT
Most bomb threats are delivered by telephone because the caller:
1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; OR
2. Wants to disrupt normal activities by creating anxiety and panic

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

WRITTEN THREAT
If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.