



Finance, Premises and Personnel

24.06.26

Signed *pp enSmith*

Fire Safety

Policy Statement

Portway Infant School Staff and Governors place a high priority on fire prevention and safety within the school's overall Health & Safety Policy. Every reasonable effort will be made by the Staff and Governors to ensure the safety of all persons (children and adults) working in the school.

Risk Assessment

Derby City Council carry out an annual fire risk assessment and audit.

No Smoking

As in all Derby City Council (DCC) buildings smoking in any form is not allowed on the premises at Portway Infant School, this also includes e-cigarettes and vaping.

Exits

- Designated fire exits are clearly marked and kept free from obstruction.
- Doors can readily be opened in an emergency.
- Emergency lighting is tested twice yearly by the annual maintenance contractor designated by DCC and monthly by the cleaning contractor.

Equipment

- Adequate fire-fighting equipment is available and is permanently sited in accessible locations.
- This equipment is checked annually and renewed by the contracted firm under the annual maintenance schedule and a log is kept of this inspection.

Alarm System

- Fire alarms are sited throughout the premises.
- These alarms are audible throughout the premises.
- The alarms are tested on a regular basis by the office manager (weekly) and by the maintenance schedule contractor (bi-annually). A log is kept of these tests.

Evacuation Information and Drill

- Evacuation instructions are displayed in every room.
- Full evacuation drills are held at least termly. Evacuation drills are reported to the Finance, Premises and Personnel Committee in the Headteacher's Report.

Safety of all Personnel

- Attendance registers are completed electronically on Integris by all teaching staff at the start of the morning and afternoon sessions.
- All visitors to school sign in on the electronic system in the entrance on entry and out on departure.
- All staff sign in on the electronic system when they arrive and sign out whenever they leave the premises including lunchtime.

Evacuation Procedure during the school day

- Any person discovering a fire should
 - immediately sound the alarm
 - inform the headteacher or senior member of staff where possible
- One of the school administrators will telephone the fire service as confirmation of need for assistance.

- On hearing the fire bell, all teachers will assemble their class in an orderly line and walk out of their nearest exit to the playground. The register will be taken by the class teacher.
- All personnel will make their way outside to the playground through the nearest exit.
- One of the school administrators will be responsible for the distribution of the registers (and pens) to class teachers at their assembly point and will also print out the electronic sign/sign out registers as well as the Integris evacuation list.
- The Headteacher or office manager will check that the building has been evacuated. They will then check that all personnel are accounted for outside the building.
- Staff should ensure all doors and windows are closed without putting themselves or the children at risk.

Place of Safety

In the event of evacuation to a place of safety being required all children and personnel would be evacuated to Portway Junior School.

Evacuation Procedure - Parents onsite

- At the beginning of the day during drop off,
 - If a parent has handed their child over to a member of staff, then the child is the responsibility of the school.
 - Parents are to leave the school premises by the nearest exit.
- At the end of the day during pick up,
 - If the child has been handed over to the parent, then both the child and the parent should leave the school premises immediately.
 - If the child is still in the classroom with a staff member the child remains the responsibility of the school and will be evacuated in line with the evacuation procedures.
 - Any parents waiting to collect their child are to proceed to the trim trail area and not attempt to collect their child until they have been told to do so.
- During events in school (apart from weekend and evening events),
 - All children remain the responsibility of the school staff and will be evacuated in line with the school evacuation procedures.
 - Parents will evacuate onto the trim trail area next to the playground and not attempt to collect their child.
 - Fire evacuation procedures are explained at the beginning of an event.

Evacuation Procedure - Lunchtime

- The midday supervisors will evacuate children from the hall through the most appropriate door and assemble the children in their class lines on the playground with the supervisor allocated to them for that week. Once the register has been distributed by a member of the office team, it will be called by the midday supervisor.
- All other personnel will make their way onto the playground through the nearest exit.
- One of the school administrators will be responsible for the distribution of the registers to the midday supervisors on the playground and will also check the electronic sign/sign out registers.
- As the fire alarm is not always clearly audible on the playground, a walkie talkie will be carried by the senior midday supervisor (inside the building) and one of the midday supervisors stationed outside, in order that confirmation of an alert may be given and received verbally.
- The headteacher or office manager will ensure that the building has been evacuated. Electronic signing in/out sheet will also be checked. The midday supervisors have responsibility for the children at lunchtime as it cannot be guaranteed that all teaching staff will be on the premises. If teachers are on the premises, they will join their class and midday supervisor on the playground.
- If it is wet at lunchtime and the children are in class with the midday supervisor then the evacuation procedure is the same as for class time with the midday supervisor having responsibility.

Evacuation Procedure - Playtime

- As the fire alarm is not always clearly audible on the playground, a walkie talkie will be carried by a member of SLT or office staff (inside the building) and a member of staff stationed outside, in order that confirmation of an alert may be given and received verbally
- All personnel in the school building will evacuate to the playground.
- Class teachers will assemble their classes in class lines on the playground. The register will be called by the class teacher.
- One of the school administrators will be responsible for taking the registers (and pens) to the class teachers and for checking the visitors lists obtained from the electronic entry system.
- The headteacher or office manager will check that the building has been evacuated. They will then check that all personnel are accounted for outside the building.

Evacuation Procedure - Kitchen Staff and Visitors

- The kitchen staff and any visitors in school should make their way through the most appropriate exit to the playground.
- Kitchen staff and visitors should assemble as a group so that the kitchen manager can check all staff are present and so that the visitors' log can be checked.
- A notice informing visitors of this procedure will be kept by the signing in system and visitors will be made aware of this as they sign in.

Evacuation Procedure - Helpers in School

- Classroom helpers should evacuate the building with their class teacher and children.
- If helpers are working in the library, staffroom, school office or hall they should evacuate the premises by the nearest available exit. If helpers are working with children the helper should take the children with them and report with the children to their class teacher on the playground.

Training

- The fire safety policy and procedures have been discussed with all members of staff.
- The policy and procedures are included in the induction of all new staff and students.
- National College on line training is required for all staff annually

Review

- Staff review fire evacuation procedure following each evacuation drill.
- The Governors Finance & Premises Committee are informed of all evacuation practices and of the testing of equipment as well as the outcome of the DCC risk assessment.

Lisa McSherry

Reviewed summer 2026

To be reviewed summer 2027

