



KALEIDOSCOPE
Multi Academy Trust

Fire Safety Plan

Approved by: Kaleidoscope Trust Board	September 2024
Next review	September 2025
Approved by: Local Governing Body	
Next review	

GUIDANCE FOR SCHOOLS COMMUNITY



Fire action

IF YOU DISCOVER OR SUSPECT A FIRE



Leave the room shutting the door behind you.



Operate the fire alarm using the nearest available call point.



ON HEARING THE ALARM
Leave the building **IMMEDIATELY.**



Proceed to the assembly point at:-



Do not stop to collect personal belongings.
Do not re-enter the building.



IMPORTANT

Before you go to bed make sure you know the means of escape in case of fire and know how and where to operate the fire alarm and how to call the Fire Brigade. Always ensure that doors across corridors and between corridors and staircases are kept closed, particularly at night. They are provided for your protection from fire.

PURPOSE OF THIS PLAN

The purpose of this Plan is:

To ensure that people occupying our school know what to do in the event of a fire

To ensure that all people within our school, including members of the public, temporary staff and visitors are safely evacuated in the event of a fire

To form a basis for the training of staff

The CEO, Executive Headteacher/Headteacher will review the Plan at least annually or sooner if the need arises.

The Plan will be made available to employees and their representatives.

ACTION ON DISCOVERING A FIRE

Fire Notices are prominently displayed at key points throughout the school._____.

These detail the action to be taken by person(s) who discover a fire. The procedure is as follows:

Raise the alarm by alerting those nearby and by operating the nearest red fire call point/break glass

Leave the building by the nearest exit

Report to the assembly point(s) located in the lane adjacent to the school - Christchurch Path

Do not stop to collect personal belongings

Do not use the lift (if applicable)

Do not re-enter the building until you are told it is safe to do so

FIRE WARNING SYSTEM

Manual call points are positioned around the building and are appropriately signed.

The alarm is a 2 tone continuous bell which is easily recognisable from break time bell.

The main alarm panel is located at foyer office and is linked to a remote call centre (where applicable).

The alarm will be tested by the caretaker on a Thursday or Friday at approx. 5pm every week.

The alarm will be initiated from different call points each week to ensure their correct functioning. An appropriate record of the tests will be kept.

CALLING THE FIRE SERVICE

The premises fire alarm system is connected to a remote call service. If smoke or heat detectors are activated or if a break glass call point is activated, the fire service will automatically be summoned. (Only use where applicable)

In all circumstances when the fire alarm system is activated the office will be responsible for calling the fire brigade.

STAFF EVACUATION ACTION

On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers in control of a class will:

- Commence the evacuation of children in an orderly way
- Lead children from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify: of any persons unaccounted for
- Ensure children remain at the assembly point
- Await further instruction from:

On hearing the evacuation signal:

School Class Fire Registers will be collected by: The class teacher

School visitors book will be collected by: The office

Children's medications will be collected by those responsible persons

The nominated first aid person is: Mrs Carpenter

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify: of any persons unaccounted for
- Await further instruction from:

All visitors to the premises will be briefed on the evacuation procedures and will be required to sign in when attending the establishment.

Any individual with mobility difficulties will be identified and an appropriate 'Personal Emergency Evacuation Plan' will be developed.

Vulnerable Pupils		
Name	Location	PEEP (Y/N)

The School Fire Wardens are Rachel Clarke, Colette Bagnall, Leanne Carpenter, Georgie Spear, and Heather Gregory. If safe to do so, they will conduct a sweep of the school to check that all classrooms are empty before moving to the Assembly Point. If safe to do so, pupils and staff will only

return to the building if authorised by the Head teacher. This may be after the fire brigade this has been authorised by the fire brigade.

IDENTIFICATION OF KEY ESCAPE ROUTES

All key escape routes are identified by use of appropriate signage, through induction training and undertaking of fire drills.

All escape routes are kept clear of obstruction and are inspected on a regular basis to ensure that they remain clear and to ensure that signage is in good condition.

FIRE FIGHTING EQUIPMENT

All staff are instructed that they should not attempt to use fire extinguishers unless they are specifically trained and it is safe to use extinguishers.

ASSEMBLY POINT/S

Assembly points are located at lane adjacent to the school – Christchurch Path South

ROLL CALL PROCEDURES

The roll call procedures are:

Children line up in silence

Teacher takes head count first and let it be known if the number is incorrect.

Then a name roll call is carried out to identify any missing persons.

LIAISON WITH FIRE SERVICE

The person responsible for liaising with the fire service will be Mr James – Head Teacher

Details of the premises and any hazardous substances are kept in the grab bag in the office. These will be collected by Mr James and given to the fire service.

BREAKFAST/AFTER SCHOOL CLUBS

Staff in charge of Breakfast/After School Clubs will take the following action:

Commence the evacuation of children in an orderly way

Lead children from the premises by the nearest safe route

Proceed to the assembly point

Carry out the roll call procedure

Notify: of any persons unaccounted for

Ensure children remain at the assembly point

Await further instruction from The Head Teacher or the Fire Brigade.

Roll call using the Breakfast club or after school registers available.

Alert someone in the vicinity to call 999

Call the Head Teacher if they are not present when safe to do so.

HOLIDAY CLUBS AND SERVICES

Staff in charge of extended services will follow the procedures outlined above.

There are no holiday clubs and services in place.

TRAINING

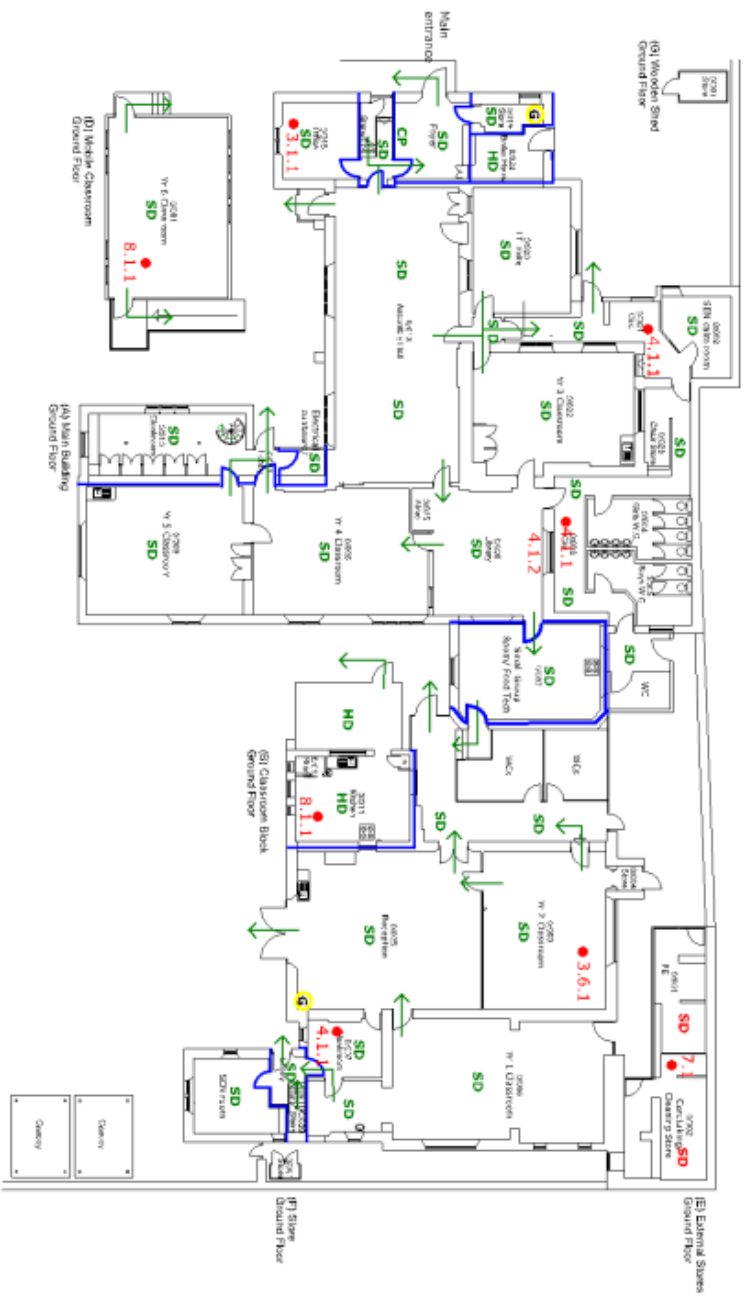
The Head Teacher will ensure that the contents of this plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.

At induction employees and temporary staff will tour the building and be shown the location of firefighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way. They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

The Following training will also be undertaken









Staff Role	Training	Provider
All Staff	Certificate in Fire Safety For Education Providers	National College
Headteacher	Certificate On The Role Of Fire Warden Certificate in Health and Safety For Education Providers Certificate In Handling, Storing And Disposing Of hazardous Materials - COSHH	National College
Caretaker	Certificate On The Role Of Fire Warden Certificate in Health and Safety For Education Providers Disposing Of hazardous Materials - COSHH	National College

Site Plan



Final FAP (on Christ Church Path)

Plan Legend

Existing features included on plan	Corrective actions required
 Indicates fire compartment with a minimum of 30 minutes fire resistance	 Fire compartment not currently in place.
 Fire shutter	SD Smoke detector
 Emergency exit route	HD Heat detector
FAP Fire assembly	 Directional arrow
CP Fire alarm control panel	 Other issue identified/ additional control measures required
SD Smoke detector	
HD Heat detector	
 Main gas isolation	
 Specific fire hazard	