



FIRE SAFETY & EVACUATION POLICY INC INVACUATION & LOCKDOWN POLICY



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Statement of Intent

Hollinswood Primary School & Nursery is committed to protecting and preserving the health and safety of all our pupils, staff and visitors – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff, and ensuring the school's fire safety measures are checked regularly and are in full working order. In the event that a fire breaks out, we have put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school's designated Fire Safety Officers (Headteacher and School Business Manager) are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

We acknowledge our duty under the Regulatory Reform (Fire Safety) Order 2005 to take all necessary steps, as far as is reasonably practicable, to ensure the safety of all pupils, staff, volunteers and visitors in the school from the dangers of fire. The procedures in this policy apply to all staff and pupils of the school, as well as all visitors, guests, lettings and contractors present – there are no exceptions. **All the foregoing will take part in evacuation and/or invacuation procedures, whether implemented during a drill, real incident or false alarm. The procedures are the same for all evacuations and invacuations, whether a drill, real incident or a false alarm.**

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ☒ Health and Safety at Work etc. Act 1974
- ☒ Management of Health and Safety at Work Regulations 1999 (as amended)
- ☒ The Regulatory Reform (Fire Safety) Order 2005
- ☒ Department for Communities and Local Government (2006) 'Fire safety risk assessment: educational premises'
- ☒ DfE (2015) 'Supporting Pupils at School with Medical Conditions' This policy operates in conjunction with the following school policies:
 - ☒ Health and Safety Policy
 - ☒ School Emergency Plan
 - ☒ Fire Safety Risk Assessment
 - ☒ Fire Safety Training Plan

2. Roles and Responsibilities

- ☒ **The governing body**, in consultation with the Headteacher, will:
 - ✓ Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
 - ✓ Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
 - ✓ Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.

- ✓ Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

☑ **The Headteacher** will:

- ✓ Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- ✓ Take reasonably practicable steps to ensure this policy is implemented by all members of staff across the school.
- ✓ Employ or designate a School Business Manager to be responsible for the day-to-day implementation of this policy. This person will also be the designated contact with the LA and the HSE where necessary.
- ✓ Take steps to ensure all members of staff, pupils and visitors are familiar with this policy.
- ✓ Work with the School Business Manager to review and update this policy accordingly, every year.
- ✓ Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

☑ **The School Business Manager** will:

- ✓ Take responsibility for the school's fire safety matters, in collaboration with the Headteacher.
- ✓ Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- ✓ Sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- ✓ Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- ✓ Ensure new and existing staff members undertake training sessions at least once per year and also Fire Safety on Ollie (school learning platform), in line with the school's Fire Safety Training Plan
- ✓ Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing body.
- ✓ Review and, if necessary, update the school's Fire Safety Training Plan and other relevant procedures once per year.
- ✓ Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- ✓ Draw up a plan of the school, including the locations of all fire extinguishers, and fire exits.
- ✓ Create an individual Personal Emergency Evacuation Plan (PEEP) for each person (Staff member or Visitor to school) who will require assistance during fire drills when required.
- ✓ Contact the emergency services in the event of a fire.

- ✓ Work with the Headteacher to nominate a temporary School Business Manager in their absence.
- ✓ Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- ✓ Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

☒ **Staff members** will:

- ✓ Take reasonable care of their health and safety.
- ✓ Cooperate with their colleagues, the School Business Manager and Headteacher on all fire safety matters.
- ✓ Carry out their work in accordance with fire safety training and instructions.
- ✓ Inform the School Business Manager of any work situation representing serious and immediate danger, so that remedial action can be taken.
- ✓ Familiarise themselves with all their responsibilities as set out in this policy, and aspects of their work relating to potential fire hazards.
- ✓ Avoid any conduct which puts themselves or others at risk.
- ✓ Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- ✓ Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- ✓ Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- ✓ Use the correct equipment and tools for their work and any protective clothing supplied.
- ✓ Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- ✓ Report any defects in equipment or facilities to the designated School Business Manager and/or the designated health and safety officer.
- ✓ Take an interest in fire safety matters and suggest any changes they think are appropriate.
- ✓ Make suggestions as to how the school can reduce the risk of fires.
- ✓ Exercise good standards of housekeeping and cleanliness.
- ✓ Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- ✓ Ensure wastepaper bins in their classrooms are emptied to mitigate the risk of fire.

☒ **All pupils** will:

- ✓ Ensure they are aware of the school's fire safety procedures, with support from the school.
- ✓ Exercise personal responsibility for the health and safety of themselves and others.
- ✓ Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.

- ✓ Observe all health and safety rules of the school.
- ✓ Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- ✓ Report any defects in equipment or facilities to their teacher as soon as possible.

☑ **All visitors** and contractors will:

- ✓ Familiarise themselves with all health and safety policies and procedures including, but not limited to, this policy.
- ✓ Be aware of the school's evacuation procedure and fire assembly points.
- ✓ Respond to the instruction given by staff members in an emergency.
- ✓ Put a principal person in charge, who will take responsibility for safe practice, in the event the school is used for purposes not under the direction of the Headteacher, e.g. building works.
- ✓ Inform the Headteacher of all potential risks to staff, pupils and visitors.
- ✓ Assist the Headteacher and School Business Manager in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- ✓ Report any defects in equipment or facilities to the School Business Manager and/or the designated health and safety officer or, failing this, the nearest member of staff.
- ✓ Discuss any concerns regarding fire safety with the Headteacher or Fire Safety Officer.

☑ Evacuation Policy/Procedure –

- ✓ ***Instructions for pupils, volunteers, visitors, and staff members who are not trained fire marshals.***

If you discover a fire, do not attempt to tackle the fire. Activate the alarm by means of the nearest alarm call point and leave the building following the procedure below:

- ***When you hear the fire alarm, follow the exit signs and leave the building by the nearest exit***
- ***Assemble at the assembly points, which are located on the Key Stage 1 and Key Stage 2 Playgrounds (For both buildings)***
- ***Do not delay in leaving the building***
- ***Stay at the assembly point – do not move around the site unless instructed***
- ***Remain silent at the assembly point***
- ***Await further instruction***
- ***Do not return to a building until told it is safe to do so – the alarm no longer sounding is not the 'all clear' signal***

3. Risk Assessments and Checklists

The School Business Manager, in cooperation with the Headteacher, will ensure that a Fire Risk Assessment is carried out annually by a qualified assessor (article 9 Fire Safety Audit).

Fire Risk Assessors are appointed and checked by Telford and Wrekin Council, through the BIT team and the school advised of who to expect to carry out the assessment. The Fire Risk assessment is stored in the school policies folder on the schools network. This is reviewed on an annual basis unless there are significant changes before this. An assessment of the risks of fire is carried out by contractors on behalf of the Local Authority. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom. Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept locked while the premises are in use. The door lock is a simple "thumb lock" styles which is easy to open if needed in an emergency.

The caretakers check all firefighting and detection equipment monthly to ensure that is present in the correct locations and has been subject to a service check within the last 12 months.

In addition, there is an annual check of all fire extinguishers by a company contracted by the Local Authority.

The fire alarms, dorguards, fire alarm interfaced doors and gates are tested weekly by the school Caretakers and the emergency lighting is tested monthly by the Telford and Wrekin Council Caretaking team.

Records are kept in a log in the school office. The Risk Assessment will need to be updated earlier following;

- ✓ Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
- ✓ Any change to the use of the school grounds which may affect the risk rating.
- ✓ Any change to work processes or equipment which may introduce new fire hazards.
- ✓ Any change to the number of people using the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.

All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the school. The School Business Manager will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.

4. Preventative Measures

Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, will be identified by the School Business Manager and measures will be put in place to ensure these risks are mitigated and controlled. Hot surfaces, such as electrical heaters, will be kept uncovered and clear at all times.

All flammable materials and fuels, such as paper, cardboard and solvents, will be securely disposed of. Where possible, naked flames and radiant heaters will be replaced by fixed convector heaters or central heating systems.

Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding and using bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities. Relevant risk assessments will be undertaken before using certain equipment.

Stocks of flammable liquids, materials and gases will be kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they will be kept locked in secure cupboards, away from pupils. Flammable liquids, materials and gases will be kept separate from each other in storage, and stored properly in suitable containers or cages.

All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

Good Housekeeping

The risk of fire can be greatly reduced by a regime of good housekeeping within the workplace, and the need for good housekeeping cannot be overemphasised; if good housekeeping is not maintained, the risk of fire spreading is vastly increased. The school recognises the importance of good housekeeping, including not obstructing fire routes, fire doors and general tidiness. Pupils will also be made aware of the importance of good housekeeping.

The school's housekeeping rules include:

- ✓ No smoking anywhere within any of the school buildings.
- ✓ Spillages will be cleaned up as soon as possible.
- ✓ Rubbish will be cleared away and will not be left in fire routes or against the building fabric.
- ✓ Flammable waste and contaminated rags will be kept in separate metal bins with close fitting metal lids.
- ✓ Provision and maintenance of emergency routes and exits.

As part of the school's fire safety inspection, the School Business Manager will ensure that:

- ✓ All fire escape routes are clear of obstruction.
- ✓ Emergency routes and exits lead as directly as possible to a place of safety.
- ✓ Emergency routes and exits are identified by suitable fire signs.
- ✓ Emergency fire doors open in the direction of escape wherever possible and are unobstructed.
- ✓ Emergency fire doors are not locked and can be easily and immediately opened by any person who may need to use them in an emergency.

- ✓ Emergency fire escape routes and exits are provided with emergency lighting, of adequate intensity in case of failure of their normal lighting.
- ✓ No items are stored under stairways.

5. Educating Pupils

At least one PSHE lesson, per year group, per academic year will be dedicated to fire safety and mitigating the risk of a fire. The school will invite the local fire service to perform a presentation to pupils once per year. Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.

The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons. Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

6. Measures for Disabled People

The School Business Manager and Headteacher will be notified of anyone who may be unable to evacuate the school unassisted – this person will be subject to a Personal Emergency Evacuation Plan (PEEP), created by the School Business Manager for any staff members/visitors and by the class teacher for any pupils. This may include being led out by a teacher.

To avoid serious injury, extra measures, such as editing timetables and moving classes, will be taken to ensure disabled pupils, members of staff or visitors do not attend lessons up flights of stairs, unless reasonable provisions, e.g. lifts, are in place.

Staff will be taught to modify evacuation routes for people with disabilities as part of their annual training.

Visual alarms, such as flashing lights and beacons, are available throughout school to ensure those with hearing difficulties are aware should a fire break out. Evacuation procedures for disabled people who have been identified as having disabilities have an individual risk assessment in place. A designated person/s working with the child or staff member, or visitor will ensure the safe evacuation of the person by the nearest exit. Children who have issues with noise levels should have their ear protectors with them at all times.

7. Cooking Facilities

To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum and in the main school kitchen, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors. The school kitchen will be thoroughly cleaned at the end of each day by the school's catering team, to ensure potential fire hazards, such as excess grease, are mitigated.

The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson by the adults in that session. The cleaning team will undertake a thorough clean weekly.

An electrical engineer will check all electrical equipment in the school kitchen and classrooms annually, to ensure their usability and carry out any maintenance.

Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.

Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.

Pupils aged 10 and under will not be permitted to use the cookers and microwaves. Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if the school receives permission from parents.

Staff members will report any defective equipment to the site manager, School Business Manager or Headteacher as soon as possible.

8. Fire Hazards

Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed. Wastepaper bins are emptied daily to mitigate risks. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times.

Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed after gaining permission from the Fire Safety Officer.

Electrical equipment will be reviewed in accordance with relevant school policy, and steps will be taken, e.g. regular checks by the Fire Safety Officer, to ensure equipment is maintained to a high standard.

9. Procedure in the Event of a Fire

In the event of fire, the person who discovers the fire and/or smoke will sound the nearest fire alarm. As soon as the fire alarm sounds the fire brigade will be called, automatically by the automated fire alarm system.

All staff, pupils, volunteers and visitors will be advised never to fight fire; instead, they will simply sound the alarm and exit the building via the nearest route out to a safe area.

On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the admin team (for staff and visitors), or for pupils, by their class teacher.

Lifts will not be used during an emergency evacuation. People will only be allowed to re-enter the building once it has been deemed safe by the Headteacher/School Business Manager or other responsible person, e.g. member of the fire brigade.

If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the Headteacher/School Business Manager and a trained professional, e.g. member of the fire brigade.

In the event someone is injured in the fire, the Fire Safety Officer/member of the admin team will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any first aid required.

Measures such as multiple fire escapes and exits will be put in place to ensure all staff members, pupils and visitors can escape the school. Fire exits will be kept clear and are clearly signed.

To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted throughout the schools buildings.

The school has a relevant and up-to-date Evacuation Procedure in place. The Evacuation Procedure will be reviewed by the School Business Manager and Headteacher once per year, to ensure it is accurate and relevant. A copy of the school's Evacuation Procedure is kept in every classroom.

As part of their training, all staff members will familiarise themselves with the Evacuation Procedure. Details of the school's fire evacuation points are available in the Evacuation Procedure.

10. Detection Equipment

All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors. A trained electrical engineer will test the smoke and fire detectors every 6 months, any required maintenance will also be carried out by the engineer.

The school's budget will be adjusted to ensure the upkeep of fire detection equipment.

11. Protection Equipment

Fire protection equipment is available and easily accessible all around the school. There are six recognised classes of fire as follows:

- ☒ Class A: Fires involving solid materials, e.g. wood, paper or textiles
- ☒ Class B: Fires involving flammable liquids, e.g. petrol, diesel or oil
- ☒ Class C: Fires involving gases
- ☒ Class D: Fires involving metals

- ☑ Class E: Fires involving electricity
- ☑ Class F: Fires involving cooking oils, e.g. deep fat fryers

The school will ensure that the type of fire extinguisher provided is suitable for the risks involved around the premises, that they are adequately maintained, and that appropriate records are kept of all inspections and tests.

All fire protection equipment will be checked by the caretaker termly. The school's budget will be adjusted to ensure the upkeep of fire protection equipment. Fire Extinguishers are serviced every 12 months by an outside company approved by the LA and marked with the date they were checked. Any that are broken or expired are changed.

Emergency lighting is installed; in the event that normal lights fail during a fire, these emergency lights will illuminate exit routes and help people escape if visibility is poor.

Emergency lighting will be tested and checked by the Local Authority to ensure it remains in full working order, and remedial action taken in the event of a failure.

The School Business Manager will also ensure that the emergency lighting is annually inspected, tested and maintained by specialist contractors. All tests will be recorded, together with any remedial action taken or any changes made to the system.

12. Fire Drills

The Headteacher and School Business Manager will carry out random fire drills at least once per term. All staff members, pupils, visitors and contractors will be expected to take part in the drill.

Pupils will go to their class's designated evacuation point for a registration call. Class teachers and pupils will only be allowed to return to their lessons or activities once all registers have been called and the Headteacher/School Business Manager say it is safe to do so.

Visitors, contractors, and non-teaching staff will be allowed to return to their work once all registers have been called and the Headteacher/School Business Manager say it is safe to do so.

The School Business Manager will make notes based on the evacuation, e.g. speed and organisation. Depending on the success of the fire drill, e.g. how long the evacuation took, the School Business Manager may make suggestions based on how the school can ensure the safe and quick evacuation of the school. Any improvements will be recorded.

During the fire drill, teachers will take a zero-tolerance approach to pupils misbehaving or running. Pupils will be expected to behave vigilantly, as they would in the event of a real fire.

Security lockdown procedure – June 2025

Staff responsibilities

STAFF MEMBER	RESPONSIBILITIES	EMERGENCY CONTACT NUMBER
Headteacher	Decide on the type of response needed, co-ordinate the response, follow the plan and record actions taken, maintain contact with the emergency services. Deputy Headteacher in absence of Headteacher	07704675802 07966191404
Admin assistants – Susan Gill, Anne Hitchin and Louise Tipping	Escort visitors to agreed safe place. Communicate with parents/carers.	
Teachers and support staff	Bring class pupils to classroom. Take register and stay with pupils. <ul style="list-style-type: none">• Base 1 to use cloak room area as a holding point which is out of view.• Base 2 to use the area by the screen.• Base 3 and Base 4 to go into the hall.• Base 6 to go into the hall.• Nursery to go in the area behind the office. Make sure all doors and windows are shut/locked. Close the blinds and turn off any lights.	
School Business Manager (Donna O'Reilly) and Admin assistant (Anne Hitchin)	Make sure all access points are secured.	

Security lockdown signals

ALARM OR SIGNAL FOR LOCKDOWN	SIGNAL FOR ALL CLEAR
<p>Signal in KS1 and FS – As the school bell isn't loud enough, the airhorn is to be used for outside and a verbal message from SLT for inside.</p> <p>Signal in KS2 - 10 rings of the school bell for inside and outside – An available member of the Admin team to initiate the signal once the verbal message has been given from SLT.</p>	Verbal message from the Senior Leadership Team

Security lockdown plan

Our safe assembly points	<p>Pupils and staff to be locked down in the classrooms.</p> <p>Visitors in Farah site to be locked down in Base 16.</p> <p>Visitors in Bushell site to be locked down in staffroom.</p>
Secure entrance and exit points	<p>Staff to lock doors and windows in classroom areas.</p> <p>Staff to close blinds and turn the lights off.</p> <p>Donna O-Reilly and Anne Hitchin to secure windows and doors in other areas.</p>
Bring pupils inside	<p>On 10 rings of the bell (KS2)/sound of the airhorn (FU & KS1), children to be brought into school by their class teacher.</p> <p>Register to be taken.</p>
Steps to increase protection	<p>For example:</p> <ul style="list-style-type: none"> • Blinds on external doors and windows. • Position children away from sightlines from external doors and windows. • Turn off lights and monitors • Make sure mobile phones and electronic devices are on silent, or turned off • Turn off fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical or pollution) • Cover windows and air vents (if the risk is pollution or a gas cloud)

Internal communication during a lockdown	<p>Email will be used to support with communication with staff in classrooms.</p> <p>Walkie talkies will be used for communication with visitors in Base 16 and staffroom.</p>
Communication with parents/carers during a lockdown	<p>A combination of ParentPay, ClassDojo and email will be used to communicate with parents, as you're using more than 1 channel to communicate with them.</p> <p>Parents/carers will be asked not to call the school, as this will tie up lines that would be used to contact emergency services, and not to come to the school.</p>
Arrangements for pupils or staff with additional needs	PEPs – consider invacuation procedures for all pupils and staff who have a Personal Evacuation Plan
Lockdown duration	Until a senior member of staff or in the case of a serious threat, the emergency services confirm that it has been lifted.
Evacuation plan, if needed Remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruder is known, a "blind" evacuation may be putting people in more danger than if they had remained within the building.	<p>Message from Senior Leader or in the case of a serious threat, from a Senior member of the emergency services.</p> <p>Name: Randlay Primary School</p> <p>Type of venue: School</p> <p>Contact name and number:</p> <p>lynda.stolic@taw.org.uk</p> <p>01952 386986 www.randlayprimaryschool.co.uk</p> <p>Also Randlay Parish Council for Randlay Community Centre.</p>
Security lockdown drills	<p>A security lockdown will be scheduled once a term.</p> <p>Pupils will be informed by class teachers in advance.</p>

Lockdown drill action check list

Use this checklist to take actions and record them during a lockdown. Recording the time could be especially useful during drills to practice going through these actions at pace. In an emergency, use the actions listed to help you make sure nothing is missed.

Step	Time	Signed
Sound alarm/signal and begin lockdown procedure		
Dial 999 and alert emergency services		
Direct all children, staff, parents/carers and visitors to the nearest safe place (this may be dependent on what and where the risk is)		
Account for pupils, staff and visitors using registers		
Secure rooms by locking doors and windows, and take action to increase protection as set out in the plan		
Close blinds and curtains		
Turn off the lights, fans and/or mobile air conditioning units		
Direct all children, staff, parents/carers and visitors to hide, including under desks and away from windows if necessary.		
Stay as silent as possible – put any mobile phones on silent		
Make sure everyone is aware of an exit point in case an intruder gains access		
If possible, check and search for missing or injured pupils, staff or visitors		
Keep doors and windows locked shut and remain inside until the all clear has been given, or until you're told to evacuate by the emergency services		

14. Staff Training

Staff will undergo mandatory fire safety training after joining the school. This will be led by the School Business Manager and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).

The School Business Manager will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.

Refresher training will be undertaken by all staff at least annually and in accordance with the school's Fire Safety Training Plan, to ensure staff are reminded of the procedures in place and know what to do in the event of a fire.

To help ensure staff members are knowledgeable about fire safety, the School Business Manager will communicate regular updates and correspondence.

15. Monitoring and Review

This policy will be reviewed every two years by the School Business Manager and the Headteacher, and after any changes to relevant legislation or statutory guidance.

Any changes made to this policy and other relevant documents will be communicated to all members of staff. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

