

LYNDHURST SCHOOL

HEALTH AND SAFETY

Fire Drills:

As part of the Health and Safety Requirements, fire drill will be held at least twice a term.

At 10.00am every Monday, the alarm system will be tested. Staff should not respond to this unless it goes on longer than 10 seconds.

Teachers should be aware of the speed at which a fire can take hold and they should also be aware the smoke could cause more problems than the flames themselves.

Please note that it may be necessary to alter the exit route for your children if the normal way out is blocked.

The Fire Bell:

This is the same bell as the end of lesson one but, for a fire, it rings continuously.

Action if fire bell rings continuously:

1. TREAT EVERY INCIDENT AS IF IT IS THE REAL THING.
2. Your children should leave the classroom in an orderly fashion, in silence.
3. Leave everything in the classroom and do not go back to collect anything.
4. Close the doors behind you.
5. Always bring up the rear so that children do not get lost.
6. If there is heavy smoke, make an assessment of the safest exit route and get the children to hold hands.

The smoke will be densest high up so you may need to crawl.

7. The fire assembly point is on the playground. Pupil attendance list, will be brought out by the office staff.
8. On the playground, carefully check your children and, if there is anyone missing, report to the senior member of staff present. DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.

Fire (cont)

Discovering a fire:

If you discover a fire in the school:

1. Sound the alarm by breaking the glass in one of the call points.
2. If possible, contact the office to tell them where the fire is.
3. Leave the building by designated route (if safe).
4. Close all doors behind you.
5. Report to assembly point in the playground.
6. Take register of your children.
7. Report to senior member of staff present.

At the Assembly Point

Action for members of staff:

As above.

1. Count children - if any missing give their names to senior member of staff present and then await instructions.
2. Keep children quiet.

Action for senior member of staff present:

1. Receive reports about possible missing staff/children.
2. Double check with staff about their possible whereabouts.
3. When possible, move children to school hall (if considered safe from sparks, smoke etc.).
4. Be prepared to advise fire fighters on site of fire/missing staff/children.
5. Contact office staff about situation and about informing parents/relatives.

For further instructions, see Lyndhurst School instructions on how to deal with a major incident.