



Snowflake School

'Improving the quality of family life'

Educational Visits Policy

Contents

Introduction	2
Fire Risk Assessments	2
Staff Training	2
Fire Drills	2
Testing of Fire Alarm System	3
Emergency Lighting	3
Emergency Exits	3
General Fire Safety	3
Smoking.....	3
Advice on the procedure in the event of a fire	3
Discovering a fire.....	3
On hearing fire alarm	4
After the event	4
Know	4
SAFE EVACUATION PROCEDURES.....	4
Classroom times.....	4
ASSEMBLY POINT.....	4
Revision	6

To be read in conjunction with Snowflake School Health and Safety Policy and Snowflake School Emergency Evacuation Procedure

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children, and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

Fire Risk Assessments

An independent fire risk assessment will be completed on an annual basis by a registered health and safety inspector. An annual review of the fire risk assessment will also be carried out by the headteacher and chair of the trustees.

- Identify any person especially at risk in a case of fire, e.g. a person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each room's instructions for this
- Look at the past years' records of fire practices etc
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive fire safety training / instructions in fire precautions at induction. This training will be recorded on the school's electronic computer system – Educare. All members of staff will also receive fire safety refresher training every 12 months.

Students and visitors will be instructed at the beginning of their attendance.

Fire Drills

Fire drills will be carried out once a term. This will include a simulated evacuation drill. When a fire drill is held, it will be recorded in the fire logbook.

Testing of Fire Alarm System

The fire alarm system will be tested weekly by the site maintenance manager. Each alarm point will be numbered, and a different number will be tested each week and recorded in the site maintenance log book.

Emergency Lighting

The emergency lighting will be tested each week by the site maintenance manager and recorded in the maintenance logbook.

Emergency Exits

All emergency exits are to be always kept clear and free from obstruction.

General Fire Safety

All staff will make it their responsibility to ensure:

- Their exit doors are unlocked when the first person arrives. The staff room door will be unlocked by the class on duty that week. The cleaner in charge generally locks the exits at night.
- Fire doors will not be propped open
- Tops and fronts of heaters are kept clear
- There is 1 metre clearance to the routes of exit doors
- Displays, where possible, will not be above heaters, and if this is unavoidable, they will be securely fixed
- Combustible materials (paper, card, fabrics etc) are not stored near sockets or lights
- Unnecessary lights or unused electrical appliances (Computers, printers, TV and video, fans, laminator toaster, etc) are switched off and where possible unplugged
- All electrical items, plugs and cables are Pat tested / electrically tested each year.

Smoking

Smoking is prohibited in or around the school.

Advice on the procedure in the event of a fire

Discovering a fire

1. If you discover a fire operate the nearest fire alarm call point by breaking the glass
2. Call the fire brigade by dialling 999

3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school
4. Attempt to extinguish the fire with the nearest suitable fire appliance (Staff must be aware that there are different extinguishers for different fires). Do not attempt if the fire has reached such proportions as to endanger life or escape

On hearing fire alarm

1. Proceed to your assembly point immediately and take the register.
2. Close all doors behind you when exiting the building

After the event

1. Do not re-enter the building until advised to do so by the senior fire service officer.
2. If the fire has been extinguished by school staff do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working order before re-occupying.

Know

1. Your means of escape, primary and secondary
2. The nearest fire alarm point
3. The nearest fire appliance and how it should be used
4. The assembly point

SAFE EVACUATION PROCEDURES

Classroom times

Escort all children from the building. A member of the management will check all areas of the class, take out the register and close windows and doors if possible.

Tutors will take responsibility for their own child.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible. If this route is cut off to them, they will exit by the nearest door and wait safely with their adult outside.

ASSEMBLY POINT

In the playground.

Admin staff will take the visitors book out with them and check this.

Tutors will wait with their pupil.

Any child without a pupil will report to the Supervisor.

Any missing pupil or member of staff will be reported to the Head, (Or member of Leadership team deputising.)

Revision

Version Update	January 2025
Review due	January 2026
Reviewed By	Sumen Starr
Approved by Board of Trustees on	February 2025