



John E. Batty Primary

Fire Induction Information



- The person responsible for managing fire risks in school is the Head teacher. You should talk to them if you have any concerns or questions about fire safety.

- As a new adult in school you are required to familiarise yourself with the Emergency Evacuation Procedures for each room. These are displayed around school.

- If you discover, or suspect a fire you should use the nearest call point to raise the alarm and then follow the emergency evacuation procedures.

- You should not attempt to fight a fire but should help pupils to evacuate the building by the nearest exit, using the guidance in each room. If you are not responsible for specific children, you should exit the school and gather at the agreed assembly point on the far side of the playground. You must not enter the building once you have left it unless directed to do so by the Head teacher or Deputy Head Teacher.

- If you are a member of staff you will need to complete the Fire Warden Training on the National College Website. Please hand the certificate of completion to the school office. You will be directed to complete this by the Health and Safety Manager.

- All staff have a responsibility for managing fire risks in school. If you are aware of something that you think could be considered as potentially increasing fire risks, you must inform the head teacher.

- If you are to lead an activity which involves hot processes or increased risk of fire, you must either read and understand an existing risk assessment pertaining to this activity, or create a new written risk assessment. This should be shared with the head teacher, prior to the activity taking place.