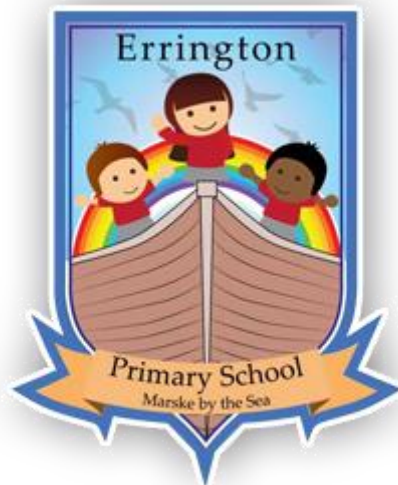


Errington Primary School

Fire Safety Procedure and Evacuation Plan



This policy has been subject to an Equality Impact Assessment by:

Author/Reviewer: Sarah Rule

SLT/EET: Sarah Rule/Allan Fishpool/Claire English

Governors/Trustees: Anthony Senior

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact? yes

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised? no

Statement

The purpose of the fire safety procedure and evacuation plan is to ensure that people in our premises know what to do if there is a fire and that the premises can be safely evacuated.

We are a responsible establishment and take our fire safety duties seriously. For this reason, we have formulated this procedure to help us comply with our legal obligations to all building users under the Regulatory Reform Fire Safety Order 2005.

1. Fire Awareness for Visitors and Contractors

Every visitor and/or contractor is made aware of the fire evacuation procedure on arrival when signing into the school premises.

2. Employee Responsibilities

All employees have a duty to take responsible steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we introduce as a measure to protect the safety and well-being of our staff, students, and visitors.

Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes and exits.

3. Fire Evacuation Plan

- Action to take on discovering a fire – Activate the nearest manual call point to raise the alarm and begin to evacuate the premises via the nearest available exit.
- People will be warned if there is a fire by the activation of the fire detection alarm systems. Upon activation the alarm will provide an audible notification that can be heard throughout the premises, this notification will set the evacuation procedure into motion.
- Evacuation of the premises is to be conducted simultaneously, via the quickest available escape route leading to the designated assembly locations.
- In the event of a fire evacuation, staff are trained and instructed to lead students out to a place of safety using their nearest fire exit.
- Identification of key escape routes – are displayed in classrooms.
- Evacuees should assemble to their designated assembly points located on the front and rear playgrounds.
- In the event of a fire the office will immediately notify the fire and rescue services.
- Sarah Rule, Angela Walker and Julie Poulter are responsible for sweeping the school to ensure full evacuation has taken place.
- Sarah Rule is responsible for liaising with the fire and rescue services.
- The fire evacuation procedure will be practised and timed at least termly and documented.
- Communication during a fire drill/evacuation is by two-way radio.
- Fire awareness training is provided to all staff
- All new members of staff and temporary employees are provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes are clearly signed and kept free from obstruction at all times.

- All firefighting equipment is regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the site supervisor or responsible person.
- Alarm systems are tested weekly by the Site Supervisor and documented.
- Staff have visual and audio training on fire evacuation procedures and know how to identify different alarms in the school.

4. Fire Wardens

Staff who are nominated Fire Wardens are expected to carry out specific roles during the evacuation process. Their role may include:

- Helping those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Shutting down vital or dangerous equipment
- Performing a supervisory role in any fire situation

Note - *Staff expected to undertake the role of fire warden would require comprehensive training.*

5. Personal Emergency Evacuation Plan

None as of 26.09.2023.

6. Lead Responsibilities

Sarah Rule/Angela Walker/Julie Poulter will lead and liaise with SLT in the event of a fire.

Roll call/checking the premises have been evacuated.

A roll call will be carried out as soon as possible at the designated assembly points, and/or receive reports from wardens designated to 'sweep' the premises. Any people unaccounted for will be noted. In a real evacuation this information will be passed to the fire and rescue service on arrival.

Class Teachers must stay with their class and take a register. Once the registers have been taken and every student in each class is accounted for, the registers should be given to the responsible person who will give notification of all clear and it is safe to re-enter the school premises.

No one is permitted to re-enter the building until all clear signal has been given by the responsible person, and in more serious cases, the Fire and Rescue Service Fire Officer.

Missing People

Class Teachers should report any missing students to the responsible person. The responsible person will notify the Fire and Rescue Service upon arrival, no person is permitted to re-enter the premises once they have evacuated. If that fails, the Fire and Rescue Service will be informed upon arrival.

7. Emergency Site Management Procedures

If the alarm sounds the on-duty Site Supervisor must immediately:

- Open the fire panel to identify where the activation is
- Advise staff via the two-way radio to avoid that area

Once the fire panel has been checked the office staff will make their way to the location highlighted on the panel. At the location there are two options:

Option 1 – Discovery of a fire

The site Supervisor will:

- Immediately call 999 to alert the emergency services and provide them with all information.
- Inform the Head Teacher of the seriousness of the incident, providing as much information as possible.

Option 2 – No fire

The site Supervisor will:

- Silence the alarm
- Investigate to see whether it is a real emergency or a false alarm
- Immediately inform the Head Teacher that it is a false alarm

The Head Teacher will inform staff that they can re-enter the building and retake registers to ensure no students are missing.

Support staff and visitors/contractors will return into the building.

As part of the emergency plan, it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving

- Unaccompanied children
- Getting people away from the building (transport)
- Inclement weather

You should therefore prepare contingency plans to determine specific actions and/or the mobilisation of specialist resources.

Date:

Signed:

Date of Approval/Revision	December 2023
Review interval (years)	1 yearly
Responsible Officer	Sarah Rule
Approval/review body (ies)	Local Governing Body
Date of next review	December 2024
Public File location	Errington website