



Bishop Aldhelm's C.E. Primary School

Loved by God; United in Learning

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*Love, Unity,
Courage
and Inspiration*



Fire Safety and Emergency Evacuation Policy



September 2020 – September 2022



Fire Safety and Emergency Evacuation Policy

Date of Policy: September 2020

Date to review policy: September 2020

Foreword To All School Policies

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

Policy Statement

Bishop Aldhelm's C.E. Primary School recognises the importance of good fire safety and emergency evacuation practices to ensure the safety of all children, staff and visitors.

Therefore it is imperative that the procedures detailed in this policy are put in place, adhered to and constantly checked.

Bishop Aldhelm's C.E. Primary School employees have a duty to report any potential fire safety or emergency evacuation hazards to the Head Teacher. They also have a responsibility to co-operate fully with this 'Policy for Fire Safety and Emergency Evacuation' in order to ensure the safe evacuation of all.

It is the duty and responsibility of each member of staff to be aware of the routines to be followed in the event of a fire/emergency evacuation alarm and to ensure that he/she is familiar with:

- the location of fire/emergency evacuation alarm points in school
- the location of the nearest telephone
- the recognised route of escape from his/her classroom/usual working areas. This is detailed on a yellow sign within each classroom/working area. Please note, also, the words at the base of the yellow signs - '*Only follow these instructions if it is safe to do so!*'. If it is not safe to do so, the member of staff must navigate a safe alternative. All exit routes are also detailed on the plans which accompany this policy.
- the recognised route of escape from any classroom/working area where he/she is based. This is detailed on a yellow sign within each classroom/working area. Please note, also, the words at the base of the yellow signs - '*Only follow these instructions if it is safe to do so!*'. If it is not safe to do so, the member of staff must navigate a safe alternative. All exit routes are also detailed on the plans which accompany this policy.
- the lettering of gates around the school site as detailed on the yellow signs. These are also detailed on the plans which accompany this policy.
- the location of the Fire/Emergency Evacuation Assembly Point
- the process of accounting for children, colleagues and visitors

Where staff are trained:

- the nearest fire-fighting equipment and its method of operation

This policy has been agreed with our Health and Safety Consultant.

IN THE EVENT OF A FIRE OR EMERGENCY:

Activating The Fire/Emergency Alarm

Staff discovering a fire or other emergency for which the buildings should be evacuated must activate the fire/emergency alarm using the nearest available break glass call point.

Procedure For Evacuation

On hearing the fire/emergency alarm – a continuous ringing bell – the following arrangements occur:

Staff Responsible For A Group Of Children At The Time Of The Alarm

Each teacher/teaching assistant/lunch time supervisor is responsible for ensuring that he/she and all children currently in his/her care:

- evacuate the building using the applicable exit route and go to the Fire/Emergency Evacuation Assembly Point
- **remain silent (apart from staff voices) and orderly**
- **maintain a sense of calm**
- do not stop to pick up personal belongings

Groups of children should not cross existing class lines when exiting the building.

Staff must ensure, whenever safely possible, that windows and doors are closed behind the group.

When possible there should be a member of staff at the back and front of groups of children leaving the school building.

Staff Not Responsible For A Group Of Children At The Time Of The Alarm

In the event of an emergency evacuation we ask if staff who are not directly responsible for a class check any close-by toilets/cloakrooms/shared areas, so long as it is safe and expedient to do so.

Other than this each member of staff not responsible a group of children at the time of the alarm is responsible for:

- evacuating the building using the nearest exit and going to the Fire/Emergency Evacuation Assembly Point
- closing windows and doors behind him/her whenever safely possible
- not stopping to pick up personal belongings

They must also assist, whenever possible, staff currently responsible for a group of children.

Visitors

Visitors are the responsibility of the member of staff whom they are visiting and must be briefed on the provisions of this policy by that member of staff. It is the duty and responsibility of that member of staff to inform any visitor left unattended in the building of the fire/emergency evacuation procedures.

It is the responsibility of the Extended Schools Leader to share this policy with all club leaders, etc..

General Evacuation For People With A Disability/Impairment

Mobility impairment - Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to the Fire/Emergency Evacuation Assembly Point. A member of staff will be nominated to escort those who need specific assistance from the building.

Visual disability - People with a visual disability will usually require the assistance of one person. On stairways the helper should descend first with the visually disabled person's hand on their shoulder; on level surfaces they should take the helper's arm and guide them.

Hearing disability - People with a hearing disability should be escorted out of the building by staff. In the event of children or staff with a hearing impairment, they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm, etc..

Wheelchair-bound/injured (i.e. on crutches, etc.) persons - Where a wheelchair-bound/injured child is involved, the member of staff responsible for the child at the time of the alarm will be responsible for ensuring that the child is escorted from the building to the Fire/Emergency Evacuation Assembly Point. The school must prepare a Health and Safety Plan for any wheelchair-bound/injured child.

Where a wheelchair-bound/injured member of staff is involved the school must prepare a Health and Safety Plan detailing procedures.

Where a wheelchair-bound/injured visitor is involved, the host is responsible for ensuring that the wheelchair-bound/injured visitor is escorted from the building to the Fire/Emergency Evacuation Assembly Point.

Fire/Emergency Evacuation Assembly Point

Our Fire/Emergency Evacuation Assembly Point is at the far end of our school field (the opposite end to where the school buildings are sited).

N.B. Any individuals who are in the grounds at the front of the school when the fire alarm sounds should remain at the front of the school and give their names to either the School Business Manager or the Personal Assistant to the Head Teacher or Headship Team (who will be by the blue gate which gives access to the area outside the lower school). Their names will then be communicated to the Head Teacher so that they can be accounted for.

Individuals at the front of the school should not attempt to make their way to the main Assembly Point on the main field.

At the Fire/Emergency Evacuation Assembly Point everyone must face the back of the school field (i.e. the opposite direction from the school buildings).

At the Fire/Emergency Evacuation Assembly Point there must be silence apart from staff accounting for numbers/those present.

At the Fire/Emergency Evacuation Assembly Point children line up in their classes but not in register order. This may mean some re-organisation of groups which have exited the building, for example if children evacuate in sets rather than classes.

The lining up order at the Fire/Emergency Evacuation Assembly Point

WEST (YF 'building' / Cornelia Crescent) end **to EAST** (heath/SSSI Area) end is:

♣, Y3, Y4, YF, Y5, Y6, Y2, Y1

♣ = staff (other than teachers) who are not responsible for a class at the time and visitors

Year Groups should assemble very close to each other to ease whole school communication with Head Teacher/Deputy Head Teacher.

Whenever possible class teachers should assemble with their class even if they are not teaching (e.g. on PPA, etc.) at the time of the alarm. In these circumstances teachers should resume responsibility for their class at the Fire/Emergency Evacuation Assembly Point.

The Head Teacher is responsible for coordinating and managing procedures at the Fire/Emergency Evacuation Assembly Point.

With the exception of the Headship Team, class teachers and one-to-ones, all staff should physically report to the Admin and Finance Manager, or whoever is performing the roll-call from the green sign-in sheet, in order that they are accounted for.

HLTAs are to report to the Admin and Finance Manager once the class teacher has taken back control of their class.

If the fire alarm is raised at home time i.e. 15.15pm then parents are requested to walk with their children to the nearest assembly point to ensure the school can account for all children. Staff who are also parents will remain with the class/ group they are responsible for and walk them to the assembly appoint where they can collect their own children. Staff are requested to leave the school immediately through the fire escapes as appropriate. The Headship Team will ensure the school building has been evacuated and that parents follow the procedures.

Registers In An Emergency Evacuation

In the event of an emergency evacuation the Office Team is responsible for bringing the registers to the Fire/Emergency Evacuation Assembly Point so long as it is safe and expedient to do so. **The Pastoral Care Worker and ICT Technician must meet with the Office Team at the Fire/Emergency Evacuation Assembly Point and support this team in taking/distributing registers. Other staff not directly responsible for a class at the time may be asked to assist with this process.**

It is the responsibility of the class teacher/lunch time supervisor/adult leading the class outside at lunch time to head count the children in their designated class(es) and to check this number against the total marked present in the register.

If the evacuation occurs during the lunch break, class teachers on site must take responsibility for their classes as soon as possible as there are more class teachers than lunch time supervisors.

Class Teachers/Lunch Time Supervisors must raise their arm, carrying the register with the 'large' class name side facing the Head Teacher/Deputy Head Teacher, when they have accounted for all children in the class(es). They should keep their arm raised until the Head Teacher/ Deputy Head Teacher has acknowledged their raised arm.

The Office Team is responsible for checking the adult registers in the event of an emergency evacuation.

Children's Registers

Class registers are taken at the beginning of morning and afternoon school. These must be returned to the school office. Morning registers must be sent to the school office at 9.05a.m.. Afternoon registers must be sent to the school office at 1.10 p.m..

Adults' Registers

There is a sign-in/sign-out register for staff which staff are responsible for keeping. This is kept in the lobby outside the staffroom right by the staff entrance to school. **Staff must keep this register up to date.**

N.B. Staff should only sign-out if they are leaving the school grounds. Staff taking breaks in the grounds at the front of the school should not sign-out.

There is a sign-in/sign-out register for visitors in the school reception foyer.

Contacting The Emergency Services; Responsibilities of the School Business Manger and Personal Assistant to the Head Teacher

In the event of a fire/emergency evacuation the School Business Manager and Personal Assistant to the Head Teacher are responsible for informing the emergency services, for co-ordinating with relevant agencies and for ensuring that the site is accessible by emergency vehicles.*

They are also responsible for noting the names of individuals who are at the front of the school when the alarm is activated, and reporting these names to the Head Teacher (see the section immediately below concerning communication).

In the event of the School Business Manger's / Personal Assistant to the Head Teacher's absence the Admin and Finance Manager takes on this responsibility. In the event of the absence of all three post holders, it is their responsibility to organise applicable arrangements.

It is essential that staff are aware of when a senior colleague is not in school so that they know which responsibilities to assume in the event of an emergency/fire evacuation.

*see 'Lookout Club' section below.

Communication Between Head Teacher, Deputy Head Teacher and School Business Manager/Personal Assistant to the Head Teacher

The Site Manager will use a mobile to communicate between the Head Teacher, Deputy Head Teacher and School Business Manager/Personal Assistant to the Head Teacher.

Off-Site Emergency Evacuation

If school personnel need to evacuate the school site due to health and safety concerns, the school has access to Gateway Church on Alder Road. The keys for the church are held by the Head Teacher and Deputy Head Teacher. If the Head Teacher and/or Deputy Head Teacher are off site they are responsible for ensuring that designated personnel are given access to these keys.

Key For Gates

The same key unlocks all school gate padlocks. There are key boxes (with a code to open) close to the blue gates, silver gates and the rear gates. All staff must see the Site Manager to obtain this code which must be kept confidential. In the event of an emergency a member of staff might be requested by the Head Teacher, Deputy Head Teacher, Assistant Head Teacher's, School Business Manager or Personal Assistant to the Head Teacher to unlock one/some of the gates.

Lookout Club*

If the fire/emergency evacuation alarm rings during a Lookout Club session the children attending the Lookout Club assemble at the back of the **WEST** (YF 'building' / Cornelia Crescent) side of the field in a line facing the back of the field.

Registers for the club are kept by the staff currently on duty in the club and they need to bring the current register with them, if it is safe and expedient to do so, in the event of a fire/emergency evacuation.

During a Lookout Club session the Level 3 Safeguarding Trained and Qualified Lookout Club staff member is designated to be responsible for accounting for the number of children present. The other member/s of staff is/are responsible for contacting the emergency services. **The Lookout Club staff assume these responsibilities during a Lookout Club session as other staff may not be on site.**

Fire/Emergency Evacuation Drill

A Fire/Emergency Evacuation Drill is held every term. The outcomes of this are recorded on an Emergency Evacuation Report form.

Testing of Fire/Emergency Evacuation Equipment

The Site Manager is responsible for testing the fire/emergency evacuation alarm and for checking that fire-fighting equipment is visually in working order on a monthly basis. The Site Manager keeps records of these checks.

The site has an annual Health and Safety Audit, conducted by Hamwic Education Trust. Written records are provided of this work. School Governor also monitors some of our fire/emergency evacuation drills.

Date Of Policy: 1st September 2020

To Be Reviewed: 1st September 2022