

Grangetown Primary School

Fire Evacuation Plan



**Reviewed & Updated November 2021 by L McAnaney (HT)
and C Fairrington (Office Manager)**

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Purpose of the Plan

This document is to communicate the fire and evacuation procedure for Grangetown Primary School to all staff working within the building.

The plan will be reviewed annually by the Headteacher, School Business Manager and Site Supervisor, and the updated Plan will be shared with staff.

The Fire Evacuation Plan and a Fire Notice will be used to ensure all employees in the building are informed of:-

- The Fire Evacuation Plan's purpose
- The means of raising an alarm
- The action to take if a fire is discovered
- The action to take if the alarm is activated
- The arrangements in place to ensure the building is evacuated
- The location of the assembly points
- Return to building procedure

The Headteacher will ensure all staff working in the the school are briefed on the fire evacuation procedure for the building.

It is the responsibility of Senior Leaders to ensure that all staff are fully up to date with fire safety procedures for the building, and that staff and pupils are familiar with evacuation procedures.

At Grangetown:

- Staff are briefed on a regular (at least termly) basis as to our procedures
- 4 staff are Trained Fire Wardens: A Batten, C Fairrington, L McAnaney, L Russell.
- We have accessed fire awareness & safety training led by HEADS (a Health & Safety organisation based in Newcastle upon Tyne) – 10 staff attended this session on site – these staff then took on additional responsibilities, within their phase of the school, for updating colleagues

All of the points below are covered in staff meetings, termly, with all staff. All staff receive a copy of our Evacuation Procedure, termly.

- What is the first thing I would do if I discovered a fire?
- Do I know what the fire alarm sounds like?
- What would I do if I heard the fire alarm?
- How is the Fire Service alerted?
- What is the route to the nearest fire exit?
- What is the alternative route?
- Where is my place of evacuation assembly?
- Do I know what extinguisher to use on each type of fire?
- Do I know how to use the extinguishers provided?
- Who would I report a defective or missing piece of fire equipment to?

Roles

	Person 1	Person 2 (if person 1 is not on site)
Overall Coordinator of the evacuation	Caroline Farrington (School Business Manager & Fire Warden)	Lesley Russell (DHT and Fire Warden)
Verifying the 'Active Zone' from the panel Contacting Fire Service	Andrew Batten (Site Supervisor and Fire Warden)	Caroline Farrington
Assembly Area Coordinators	<ul style="list-style-type: none">• Office Admin & Overall: Caroline Fairrington• Little Butterflies Nursery: Charlotte Stobbart• Early Years: Vicky Hanlon• Key Stage 1: Nicole Roberts• Lower Key Stage 2: Lesley Millican• Upper Key Stage 2: Sarah Hunter	
Fire Wardens	4 Grangetown staff are trained Fire Wardens <ul style="list-style-type: none">• Andrew Batten• Caroline Fairrington• Les McAnaney• Lesley Russell	

Evacuation Coordinator

Caroline Fairrington (School Business Manager) will take on the role of Evacuation Coordinator. If she isn't on site, the role will be taken on by Lesley Russell (DHT). Both are trained Fire Wardens. (SBM).

On hearing the alarm, the Active Zone will be verified (AB – see next section) at the fire control panel, located in the Office Foyer area. Action will then be taken dependant upon the circumstances (i.e. the zone activated). The Active Zone will be communicated immediately to the Evacuation Coordinator (in practice, both AB and CF or their deputies will be there).

The Site Supervisor will ensure the transfer of information to the Fire Service, the Emergency Control Room and where appropriate to Senior Leaders. In practice, this means that the Site Supervisor (if on Site) or the School Business Manager (i.e. the Evacuation Coordinator) if Site Supervisor isn't on site, will telephone the fire service (Emergency Control Room) with details regarding the fire (zones activated), and with details regarding numbers on site.

Following the fire alarm, the Evacuation Coordinator will be responsible for informing the Assembly Area Coordinators when it is safe to re-enter the building. Where the Fire Service are present on site this will be on their instruction.

The Evacuation Coordinator will also ensure that any first aid activity is managed.

Verifying the Active Zone (A Batten – Site Supervisor)

The Active Zone will be identified from the fire alarm panel, if it is safe to do this.

The Site Supervisor will take a suitable means of communication (mobile phone or walkie talkie) and re-enter the building only if it is safe to do so to check for evidence of fire and immediately report back to the Evacuation Coordinator. This role is purely to advise of signs of fire but not to tackle it. (See section 9).

Assembly Area Coordinators

Walkie talkies will be available to key staff (AB, CF).

Assembly Points at Grangetown: EYFS playground, KS1 playground, KS2 playground, front of building. See Appendix 1 for details.

Upon the sounding of the fire alarm, the Evacuation Coordinator – and other members of the Admin Team will make their way to Fire Panel (Office Foyer) if safe to do so, with class lists, staff signing in book, a printed list of visitors, and keys for the gates.

The class lists will be pre-prepared, and updated daily based on registrations that day.

A list of who is in the building, at any given time, is available from the signing in books.

They will then make their way to the appointed assembly areas to pass out class lists.

Teachers will complete registers, and will communicate with Key Stage Leaders (Assembly Area Coordinators) – by raising their hand – that all children are present. In turn this will be communicated to the Evacuation Coordinator, by KS Leaders (by raising their hand).

Any issues or problems will be conveyed to the Evacuation Coordinator, verbally, and she will then decide on the correct action (e.g. inform HT, inform Fire Service, inform Site Supervisor) depending upon circumstances.

Fire Action

When the fire alarm is activated the Emergency Control Room will be alerted and will immediately liaise with the Fire Service.

Upon confirmation of a fire the Site Supervisor (or SBM if Site Supervisor not on site) will call 999 requesting the fire service and other emergency services as necessary, whilst also liaising with the Emergency control

All employees in building

Any person discovering a fire must raise the alarm immediately by pressing the nearest fire call point. Fire call points are red boxes on walls throughout the building.

Without endangering personal safety, an attempt may be made to extinguish the fire using the appropriate fire extinguisher, only if the person is confident to do so and the fire is no larger than a small waste bin. Fire extinguishers are located on walls throughout the building

- On hearing the fire alarm all employees must leave the building immediately by the nearest safe exit. They should ensure that any visitors they have are also escorted from the building and then make their way to designated fire assembly points (see section 2)
- Employees should close doors and windows if safe to do so
- Employees should switch off any equipment which may pose a risk if left unattended, only if safe to do so
- Employees should not return to their workplace for personal belongings.
- Employees must not use lifts during an evacuation.

Special Procedures / Access

All areas are easily accessible – we are on the ground level throughout (one storey), and we have a spacious site. Therefore there are no areas that require ‘special procedures’. See Appendix 1 for details.

Peeps (Personal Evacuation Plan)

We have 1 student at present, with a PEEP for academic year 2021-22).

A Personal Evacuation Plan (PEEP) should be completed by any line manager for any building occupant who require assistance to leave the building during an evacuation. All occupants that require a PEEP will have designated person to assist them and the Fire Wardens for their area should be informed of the PEEP and agree evacuation arrangements.

A copy of the PEEP will be kept by the relevant Line Manager and also in the Fire log book – the Site Supervisor has the Fire Log Book.

Refuge points are available if it is identified that someone cannot evacuate the building via a staircase – *we have no stairs at Grangetown, so we do not require a specific ‘refuge point’.*

Information will then be passed via the Fire Warden/Coordinator to the Evacuation Coordinator and Fire Service who will initiate a rescue.

First Aid arrangements during an Evacuation

Anyone requiring first aid should present themselves to a the Evacuation Coordinator or her Deputy, or to an Assembly Area Coordinator, so appropriate care can be sought. Immediate medical supplies i.e. inhalers should be taken to Assembly points by a nominated person during evacuation. Emergency inhalers are kept securely in each class, clearly marked with the child’s name.

If urgent care is required emergency services should be contacted by using 999 or contacting the Emergency Control Room on 0191 553 1999.

Records and Checks for Fire Safety (Fire log book)

The Site Supervisor will ensure fire safety records are kept up to date and reviewed frequently. This includes ensuring the requirements of the building Fire Risk Assessment are complied with, the building has designated Fire Wardens and deputies and fire safety training has been delivered to all duty holders.

All records and checks will be recorded and kept in the fire log book – held by the Site Supervisor.

Contact names and numbers

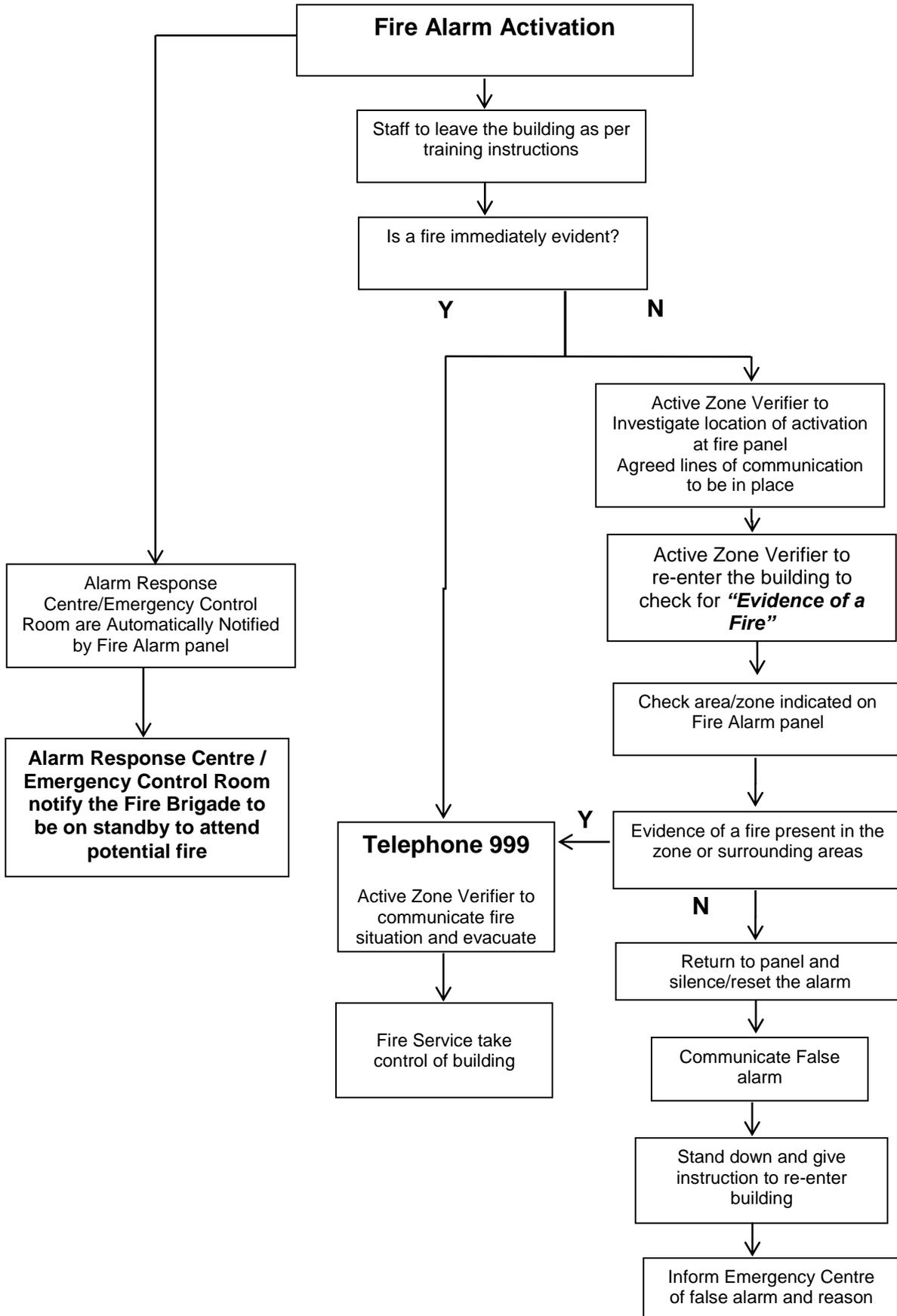
Duty Holder	Name	Contact Number
Emergency Control Room		553 1999
Evacuation Coordinator	Caroline Fairrington Lesley Russell	0191 814 9820
Active Zone Verifier	Andrew Batten	0191 814 9820
Assembly Coordinators	LB: Charlotte Stobbart EYFS: Vicky Hanlon ./ Alice Barnett (Th, F) KS1: Nicole Roberts LKS2: Lesley Millican UKS2: Sarah Hunter	Internal phones, plus mobile numbers for staff, are held by the Evacuation Coordinator, Admin team, HT, DHT

8. CURRENT FIRE WARDENS

4 staff are Trained Fire Wardens: A Batten, C Fairrington, L McAnaney, L Russell. This training was completed in Summer 2021 (LMc, LR) and Autumn 2021 (AB, CF). Certificates are in the Fire Safety File.

Ten staff attended Fire Safety training, provided by a Fire Safety Officer from HEADS - January 2019. This was comprehensive, and covered the areas included in the Fire Warden training.

9. FLOW CHART FOR FIRE EVACUATION



Appendix to Fire Safety and Evacuation Policy – further detailed school context for Grangetown Primary School

1. Policy Objectives

- To safeguard all persons from death or injury in the event of a fire by the effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment.

2. Responsibilities

The Fire Safety and Evacuation Policy forms part of the school's Health and Safety Policy and, in common with that policy, extends throughout the whole school, with specific responsibilities as listed below:

- Governors ensure that an appropriate policy is in place and that arrangements are made for its effective implementation
- The Headteacher has ultimate responsibility for the implementation of the policy
- The Site Supervisor is the 'responsible person' and has responsibility for the daily implementation of the policy.
- In the absence of the site supervisor, the Headteacher will be the 'responsible person'. Senior staff will deputise in the Headteacher's absence.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effect and must not do anything that will place themselves or other people at risk.

3. Managing Fire Safety

The school has delegated the day to day responsibility for managing fire safety to the responsible person i.e. the site supervisor. The site supervisor will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times and that means of escape have adequate emergency lighting.
- Maintain in working order all fire-fighting appliances and devices including: fire detection and alarm system, emergency lighting systems, fire-fighting equipment, notice and signage relating to fire procedures, means of escape, taking into account the needs of all users.
- Carry out a fire safety risk assessment on each area of school to ensure that the school's facilities are compliant.
- Provide appropriate guidance for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school
- Ensure that all staff, students, contractors, visitors and third party hirers are made aware of and comply with the school's fire procedures.
- Identify any special risks e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
- Liaise with third parties, the emergency services and the local authority to ensure that best practice for fire prevention and procedures is in place.

- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

4. Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of equipment. The following are checked weekly/monthly by the Site Supervisor and annually by the Local Authority personnel:

- The school fire detection and alarm system (the site supervisor checks these on a weekly basis)
- Emergency lighting - monthly
- Fire Doors - weekly
- Notices and signage - weekly
- Fire-fighting equipment – monthly
- A Fire Log Book contains record of fire safety issues and is maintained by the site supervisor. These issues include fire drills, hot work permits, the storing of hazardous materials, the inspection and testing of fire detection and alarm systems, emergency lighting systems, fire-fighting equipment and staff training records

5. Fire Risk Assessment

The school has carried out a comprehensive fire risk assessment. This is kept with the Fire Log Book. The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby e.g. members of the public, contractors etc and where these people may be at risk. The fire risk assessment will be reviewed on an annual basis and will be amended if it is no longer valid or if any changes are planned e.g.

- any structural changes which may affect the spread of a fire
- any change to the use of the premises
- any change to work processes or work equipment which may introduce new fire hazards
- any change to the numbers of people using the premises to ensure that escape routes can accommodate numbers safely

6. Fire Safety Training

- All staff receive basic fire safety induction training and attend refresher sessions when required
- Key staff receive more detailed training including the use of fire fighting equipment
- Pupils are given instruction on the action to take in the event of a fire
- Fire drills take place termly, to evaluate the effectiveness of the school's evacuation procedures and to familiarise staff and pupils with those procedures.

7. Evacuation Procedures

7.1 Action to be taken on discovery of a fire

- Shout "Fire"
- Break Glass Alarm
- If it is safe to do so – telephone main school office on telephone number 21

7.2 How occupants are warned if there is a fire

- By the shout of “Fire”.
- Automatic fire alarm system – very loud electronic siren.

7.3 Arrangements for calling the Fire Service and other Emergency Services

- See main document: Fire Evacuation Plan

7.4 What fire-fighting equipment is provided?

- Extinguishers.
- Fire Blankets in the kitchens and staff room.
- Small fires may be tackled by members of staff if they feel confident to do so without putting themselves at risk and as long as any children under their supervision are evacuated safely.

7.5 Specific actions required before evacuating

- Close doors behind you.
- Staff – ensure rooms are evacuated and switch off any equipment which would prevent a further hazard.
- Activity leaders – take registers and visitors book out with you.

7.6 How the evacuation of the workplace should be carried out

- All staff, children and visitors must make way out immediately.
- Walk in an orderly fashion: DO NOT RUN.
- Do not stop to collect belongings.
- Make your way out by the nearest exit.
- Leaders will check toilets on the way out if possible.
- Headteacher & Deputy Headteacher check whole school on their evacuation, ensuring whole school has evacuated successfully.

7.7 Location of assembly points

- If evacuating from classrooms, evacuate from external classroom door and assemble at a designated point in the school yard away from building.
- If evacuating from the main school corridor/hall/PPA Room or Community Room, evacuate from main entrance and assemble in the pedestrian area of the car park.
- If evacuating from kitchen or community room, assemble in area adjacent to the school field/car park.
- If evacuating from the 2YO Nursery Provision, evacuate from external door or main entrance and assemble in the pedestrian area of the car park.
- If evacuating from main school hall follow procedures as detailed in appendix 1.
- Site Supervisor or admin staff will unlock the gate between the school yard and the pedestrian area of the car park.
- Do not evacuate from doors leading directly in the school courtyard.

7.8 The procedures for checking that the premises have been completely evacuated

- All teachers have a ‘live’ class list, updated daily
- Admin staff will have spare class lists for everyone (registers)
- Class teacher and activity leaders will carefully check class lists and do a head count.

- Class teachers will raise their right hand to indicate that each member of class is accounted for.
- Each Key Stage Leader will raise both hands to indicate that the entire Key Stage has been accounted for.
- If a drill, Head Teacher (or DHT if HT not in school) waits until all pupils/adults are accounted for, and then gives the signal for teachers to take the children back into class. If not a drill, then obviously everyone stays where they are whilst the alarm is attended to.

7.9 Key fire exit routes and fire exits

- Main school entrance
- Exit in between community room and school hall
- Rear exit from hall
- Front exit from hall
- External classroom doors
- End of KS1 and KS2 corridors
- Exit from 2YO Nursery Provision

7.10 Specific responsibilities of named staff

- Class teachers and/or activity leaders to take register and do head count then inform evacuation co-ordinator
- Head teacher will co-ordinate the evacuation. Deputy Head to lead in their absence.
- Admin staff will be responsible for distribution of registers and ensuring the Office, Photo-copying Room and Disabled Toilet are evacuated.

7.11 Evacuation arrangements for those at risk:

- All children, particularly the youngest, will be supervised by staff
- Parents as visitors will evacuate with their children supervised by staff (e.g. in the event of a Family Learning session, Class Workshops etc)
- Those with mobility difficulties will be supervised 1:1 by a member of staff. Personal evacuation plans will be created as and when needed.
- Contractors and members of the public will be given verbal fire safety information on arrival

7.9 Meeting the fire service on arrival:

The Site Supervisor will:

- Report any missing children or visitors
- Give situation report to the Fire Officer

8. What Fire Safety Training and Arrangements are in place?

- Site Supervisor accesses Fire Warden training.
- Fire Safety Team (7 staff) in place, and have accessed training as a group.
- Termly update for staff, in a Staff Meeting.
- Groups using the building are informed about the Fire Safety and Emergency Evacuation Procedures.
- All users are given any updated information.

Evacuation Procedures from the School Hall

P.E. Lessons

Should the fire alarm sound whilst a class are in a P.E. lesson in the hall, the following procedures should be followed:

- Children evacuate using the main school entrance, supervised by the teacher. Assemble in the pedestrian area of the school car park. Admin staff will unlock the gate leading onto the school yard for children to assemble in the agreed place on the yard.

Assembly Time

Should the fire alarm sound whilst an assembly is taking place, the following procedures should be followed:

- YR, Y1 and Y2 to exit the hall using the fire exit at the bottom right of the hall, using the corridor next to the storage areas. Admin staff to unlock gate the leading onto the KS2 yard for children to assemble in the agreed place on the yard.
- Y3 and Y4 to exit the hall using the main exit doors leading into the school foyer. Assemble in the pedestrian area of the school car park. Admin staff will unlock the gate leading onto the KS1 school yard for children to assemble in the agreed place on the yard.
- Y5 and Y6 to exit the hall using the fire exit at the top of the hall and exit onto the yard via the green learning den.

Harvest Assembly/Celebration Assembly/End of Term Shows

Should the fire alarm sound during these occasions, the following procedures should be followed:

- All children to remain with school staff and following exit procedures as detailed above.
- Parents/Carers & Visitors to leave the hall using the main exit doors leading into the school foyer. Assemble in the pedestrian area of the school car park.

Lunchtime

Should the fire alarm sound during lunchtime, the following procedures should be followed:

- Children waiting to be served and children sitting at the six tables at the rear of the hall to exit the hall using the fire exit at the bottom right of the hall, using the corridor next to the storage areas. Admin staff to unlock gate the leading onto the KS2 yard for children to assemble in the agreed place on the yard.
- Children seated at the tables parallel to the exit or the EYFS tables to exit using the main exit doors leading into the school foyer. Assemble in the pedestrian area of the school car park. Admin staff will unlock the gate leading onto the KS1 school yard for children to assemble in the agreed place on the yard.

Appendix:

L Russell, Deputy Headteacher

Reviewed September 2021