Fire Evacuation Policy
VERSION: January 2024
NEXT REVIEW: January 2027

The safety of all children, visitors and staff at Ashby Hill Top Primary School is paramount. The Executive Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

Note: the safe evacuation of the school is not the responsibility of the fire service.

Staff Responsibilities and Training

Information and training will be provided by the school Executive Headteacher and Premises Officer to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Protective Equipment – Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures / Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety / Fire Precautions log book, (which is kept in the Premises Officer office. Any defects or shortcomings should be brought to the attention of the Headteacher or Premises Officer who will ensure the arrangements for replacement or replenishment.

The Headteacher will complete a **fire risk assessment** and review it annually. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests and which members of staff attended them. Members of the Senior Leadership Team will be told beforehand of the drill and will act as observers.

The Premises officer or a delegated responsible will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the Facilities management team or a nominated person as follows:

- On the physical state of fire extinguishers
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Headteacher or other nominated persons who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier e.g. Abbey Fire, and will be recorded on each extinguisher.

The Evacuation Procedure

See attached at Appendix A evacuation procedure notices for staff and general display. Every occupied room will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will also be displayed at exit points.

The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises
3. Call the fire brigade (to ensure that they have been called automatically)
4. Report to the assembly point
5. Tackle the fire (if it is safe to do so)
6. Duties and Identities of employees with specific responsibilities
7. Kitchen Staff/Cleaning Staff
8. Procedures for liaison with the fire brigade

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Premises Officer or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Headteacher.

2. Evacuation of premises – On hearing the alarm children will line up and when instructed by the teacher in charge, exit the building following the route indicated on the fire drill procedure (see attached notice). Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises.

- Teaching Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.
- The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Headteacher (if absent – the Premises Officer) to make the call before vacating the premises, and to meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is bottom of the playground. All staff and children to line up here. The Office Manager will take the registers to the assembly point and distribute them to the person responsible for the class. The Office Manager will also check the visitors present against the visitor's register.

Call the roll – The member of staff in charge of the class will immediately call the register and show that 'all are present' by raising the register in the air.

5. Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties and Identities of employees with specific responsibilities

Headteacher/Premises Officer – On hearing the alarm will contact the fire brigade using the 999 telephone system.

Class teachers- have the responsibility for the taking of registers at the fire assembly point.

Office Manager– On hearing the alarm they should collect all class registers and the visitor's record and take them to the assembly point.

Headteacher – At the assembly point will liaise with the class teachers/teaching assistants//fire marshals to confirm that a roll call has taken place and establish if any persons are missing.

7. Kitchen Staff will:

8. Procedures for liaison with the fire brigade -The Headteacher or Premises Officer will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing; staff and disabled students/staff/visitors in refuge areas; the location of the fire (if known) and access points into the building.

Immediately cease all activities

Switch off all appliances

Evacuate the premises

Proceed to the assembly point

SBM to call the roll of support staff

Report to the Headteacher with the result of the roll call

Evacuation of disabled persons – student, staff or visitor

The Headteacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the safe area (refuge) and then to the assembly point. These safe areas, located near the lifts on the first and second floor, are clearly indicated on the attached plan.

It is not intended that a disabled person should be merely escorted to the safe area, which affords thirty-minute fire resistance, and left alone. Identified staff will remain with disabled persons until they can be safely evacuated from the building, or return to the classroom once the Fire Officer has determined it is safe to do so.

Personal Emergency Evacuation Plans will be developed by the Headteacher in consultation with individual disabled students and staff. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person eg ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the student or staff member to the safe area (refuge) or assembly point.

In the case of less disabled persons once the initial surge of evacuating persons has past its peak it may be reasonable for such persons to proceed with assistance along the evacuation route, perhaps at a slower speed but without causing undue delay to other evacuees. The Headteacher should be made aware of any difficulty being encountered.

Fire Evacuation Log Book is located in the Premises Officers Office.

Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Out of hours use

Open evenings etc., taking place outside normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape from the Sports Hall and Hive building.

Fire Alarm System

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturers requirements.

It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

Emergency Lighting

The emergency lighting should be tested in accordance with the relevant British Standard and Manufacturer's instructions.

Fixed firefighting equipment (sprinklers) and smoke detection equipment

These installations vary greatly in their design and application therefore any servicing, tests, and maintenance must be carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.

Fire Drill Procedure

IN THE EVENT OF A FIRE

- When the alarm sounds, staff should lead the children to the assembly point by the shortest safest route.

THE INITIAL ASSEMBLY POINT IS TOP OF THE PLAYGROUND. IF FURTHER EVACUATION IS REQUIRED, STAFF WILL BE INSTRUCTED BY EITHER THE HEADTEACHER/ A SENIOR MEMBER OF STAFF OR THE FIRE OFFICER.

- The children will line up and walk smartly to the assembly point, lead by the staff member.
- The children are expected to follow any instructions given to them by the staff.
- Staff will check that all rooms within their area are clear, shutting windows and doors as they go.
- At the assembly point the nominated person will call names on the register and hold up their hand to signal to the Headteacher that the children and staff are ALL accounted for.
- Staff and children will wait at the assembly point until told by the Headteacher/fire officer that it is safe to re-enter the building and the all clear is given.

THE SAFETY OF THE CHILDREN IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE FIRE SERVICE SHOULD BE ACTED UPON IMMEDIATELY.

FIRE DRILL

- Fire drill should be carried out once a term.
- The premises officer will activate the fire alarm.
- On completion, the Drill must be recorded and signed by the member of staff who activated the alarm.
- All actions during the Fire Drill must conform to the above procedure.

ON DISCOVERING A FIRE

- Raise the alarm.
- Evacuate the building using the nearest safe exit, following the above procedure.
- Telephone the emergency services: Dial 999 and ask for Fire Service, giving your name and address.
- ONLY IF IT IS SAFE TO DO SO, should an attempt be made to put out the fire, using the available and appropriate Fire Fighting equipment.

REMEMBER: The aim of all staff is to prevent any harm to the children whilst maintaining their own safety, and also not to give any hint of undue anxiety, which could result in panic. TAKE THE EVACUATION IN A CALM ORDERLY MANNER, LEAVING PERSONAL BELONGINGS BEHIND.
ON NO ACCOUNT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN.