



# Fire Safety Policy & Evacuation Procedures

This policy was reviewed in <i>(originally adopted in November 2009 and reviewed in November 2011)</i>	<b>January 2022</b>
This policy will be reviewed by	<b>January 2023</b>

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## **Responsibilities**

### **Responsible person (Duty Holder)**

The responsible person at Heamoor School is the Headteacher. In their absence it would fall to the Assistant Head and then the senior leaders.

Responsibilities include.

- Making a suitable and sufficient assessment of the risks to which all staff, visitor and contractor are exposed and ensure the risk assessment is reviewed.
- Identify fire precautions or control measures required and nominating one or more competent persons to implement them.
- Establishing fire safety procedures and nominating one or more competent persons to implement them.
- Recording the findings of the fire risk assessment.
- Inform all staff about the risks in the workplace identified in a fire risk assessment, the control measures taken, the safety procedures established and the identities of any nominated competent person.
- Establishing a reliable means of contacting the emergency services and providing them with any relevant information about specific risks.
- Ensuring that the school and any equipment provided in connection with fighting fire detection and warning of emergency routes and exits, are adequately maintained by a competent person

### **Competent Persons**

Under the Fire safety Order the Responsible Person has legal duty to nominate on or more 'competent persons' to assist with the preventative and protective measures where necessary. They are defined as people with sufficient training experience or knowledge to

- Implement fire safety Procedures
- Give effect to appropriate procedures to be followed in the event of serious and imminent danger to all relevant persons (staff, visitors & contractors)

### **Health & Safety/Site Manager**

#### **Duties include**

- Annually review the Fire Risk Assessment and Fire Control Plan
- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests and emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that all non-teaching staff understand their duties such as sweeping the toilets and other areas not in the classrooms.

## Non-Teaching Staff (Appendix 1)

The primary duty of non-teaching staff is to ensure evacuation of that part of the building they are responsible for. They must report any fire safety concerns that they may have to the Health & Safety/Site Manager.

### Duties include

- Must not put themselves at risk in carrying out their duties.
- Should check all areas such as rooms, toilets and store rooms within their designated area.
- Should encourage people to leave the building by the nearest available fire exit in an orderly manner and direct people to the appropriate assembly point.
- Should not use physical force or become involved in confrontation. If wardens are aware of somebody remaining in the building then they are to inform the Fire Brigade on their arrival.
- Report any other problems associated with the evacuation process to the Duty Holder & Health & Safety/Facilities Manager.

Day to day duties include ensuring that

- All fire exits and routes to them remain unobstructed
- Call points are visible and unobstructed
- Fire extinguishers are not missing or obstructed
- General house-keeping does not pose a fire risk e.g. storage of waste paper
- Any evidence of smoking inside buildings is reported

### Site Manager

The Site manager duties include

- **Daily check** that the **Fire detection system** is operational. This is normally by way of a visual check of the Fire Panel to ensure there is power.
- **Weekly checks** of the **manual call points** (Break Glass). The alarm is activated and all automated systems are checked. These checks are documented in the Fire Log Book.
- **Monthly inspection** of both **Emergency Lighting systems**. The new system (Sept 2015) is self-testing and therefore requires a visual check to ensure the green light is on. n.b. Red lights show an error with the battery back-up. The previous system requires the power to be cut using the rocker switch. These checks are documented in the Fire Log Book.
- **Monthly inspection** of the **Fire Extinguishers**. These checks are documented in the Fire Log Book. Best practice is for a daily visual check of the tamper tag to be made.

Day to day duties include ensuring that

- All fire exits and routes to them remain unobstructed
- Call points are visible and unobstructed
- Fire extinguishers are not missing or obstructed
- General house-keeping does not pose a fire risk e.g. storage of waste paper

- Any evidence of smoking inside buildings is reported

## Evacuation and Registration Procedures

In the event of a fire being discovered, the following sequence should be followed:

### Raise the alarm

The alarm should be raised as soon as a fire is discovered or suspected (however small). An individual can raise the alarm by activating the Fire Alarm. This can be done by way of the Break Glass Points at every exit door. These are clearly indicated on the Evacuation Plan (located in the Fire Log Book).

Pupils will normally inform a member of staff as soon as they see a fire. This instruction should not, however, inhibit them, particularly the older and more responsible pupils, from operating the fire alarm call point should they discover a fire and the teacher is not available.

A fire can also be detected automatically by way of the smoke detectors located in every room or by the heat detectors located in the kitchen and boiler room. These are clearly indicated on the Evacuation Plan (located in the Fire Log Book).

## Evacuation Procedures

### Pupils

On hearing the alarm children in class will stand quietly and when instructed by the teacher or person in charge, will proceed in single file and in an orderly manner, by the nearest safe route direct to the final place of safety. See Evacuation Plan. Classes evacuate through the following exits.

On hearing the alarm children are taught that if they hear the fire alarm sound and they are not in their classroom, or a teacher is not present, they will proceed by the nearest safe route to the assembly point where they will report to their teacher or the person calling the roll for their class.

Children need to listen carefully to ensure that any instructions given can be heard. Overtaking by classes or individuals is not permitted.

Class registers will be given to the appropriate teacher at the assembly point.

As the classes are leaving the building, all doors which will not be used again during the evacuation will be closed behind them where practicable.

**The Headteacher & School Secretaries** have responsibility for removing the following documents:

- Class Registers
- Emergency Contacts File
- Visitors Book
- Staff Signing In/Out Book
- Fire Safety File

The class teacher / person in charge will have responsibility for evacuating the children. The additional staff in each classroom (i.e. teaching assistants) will have responsibility for checking their classroom areas and immediate corridor / storage / toilets before leaving the building (see appendix 2).

## **Evacuation of Disabled Persons**

The evacuation of disabled persons must be managed effectively to avoid unnecessary risk to both the person concerned and others involved in the evacuation. A PEEP (Personal Emergency Evacuation Plan) will be in place for any adult or pupil where it is deemed necessary.

All evacuation routes are suitable for disabled persons to leave the building and make their way to the assembly point. Disabled pupils must be accompanied to this assembly point (or if impractical to do so, the alternative assembly point) with their helpers.

Persons in wheelchairs or who are using walking aids should be evacuated last, (with their helpers, if present) to avoid risk from other evacuees in the queue of people moving along the corridors.

## **Final Place of Safety (Assembly Point)**

There is one final place of safety at Heamoor School.

### **Bottom playground**



Indicated on the Evacuation Plan (located in the Fire Log Book).

When classes have assembled at the Final Place of Safety a careful roll call should be taken (use of registers). Anyone missing must immediately be reported to the Headteacher or Assistant Headteacher/Senior Leader in the Head's absence.

Teachers must not leave their classes to look for missing children unless instructed to do so.

The person in charge of the school will go to the bottom Playground / Final Place of Safety and await the arrival of the Fire Log Book, class registers and signing in sheets from the school secretary / person in charge of the school office.

## Evacuation Procedures during lunchtimes

Pupils and adults should not re-enter the building if already outside

Pupils and adults on the upper playground must move to the point of safety via the steps and main driveway gate. This will be accessible using the key box situated on the wall.

Inside the building, the children eating their lunch will leave via the nearest exits in the hall accompanied by the staff on duty.

It will be the responsibility of the kitchen staff to 'sweep' the building to check storage areas and toilets before exiting themselves.

### Call the Fire Brigade (to be missed if the alarm is a drill)

All outbreaks of fire, or suspected fire irrespective of size, should be immediately reported to the Fire Brigade. This must be done by way of calling 999 and requesting the Fire Service. The Head Teacher or the designated Deputy on the day will make the 999 call or elect another staff member to do so.

A call can be made from the School Office. In the event of a fire being in the School Office then a call can be made from the following areas

1. Head teacher's office.
2. AHT Office
3. Kitchen
4. Staff Room
5. Reception Class
6. A mobile phone

Calling the Fire Service must not be delayed whilst searches are made to check whether or not it is a false alarm. **Such delays can prove fatal.**

### Tackling the Fire

Obviously, circumstances will dictate as to whether firefighting operations should be attempted and must be left to the discretion of the senior person in charge.

FIRE FIGHTING must always be secondary to LIFE SAVING.

Trained staff ( Non-teaching staff, see appendix 1) should know the position of the fire extinguishers, these are indicated on the Evacuation Plan (located in the Fire Log Book)

### Shared Use of School Premises

Willows Educare, a pre-school setting that shares the Heamoor School site. They have a current copy of the Fire Safety Policy & Fire Evacuation Procedures. In the event of a fire drill or the need for a school site evacuation, the head teacher will inform the manager of Willows Educare by phone or in person.

A copy of Willows Educare's Fire Safety Policy & evacuation procedures is filed at the back of the school's Fire Safety File.

## **Alternative Accommodation in an Emergency**

In the event of any significant emergency requiring total evacuation from the school, arrangements have been made for an alternative indoor venue to be used. This venue is within walking distance.

### **Mounts Bay Academy**

**Tel no. 01736 363240**

An Emergency Evacuation Contact File is located in the school office which will be taken by the secretary for every evacuation drill.

We recognise that a major emergency in the school may also arise out of many events other than fire, e.g.:

- A serious accident involving children and school personnel on or off the premises
- A violent intrusion onto school premises by malicious persons, either in person or by means of arson or a bomb
- A school building becoming unsafe as a result of fire or structural damage
- The release of hazardous substances (chemicals etc.) near or on the school site
- Severe weather such as floods, high winds, extreme storms, etc.
- Epidemic (e.g. meningitis, legionnaires disease)
- The death of a child, staff member or governor (through accident, suicide or murder)

Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time. Such events could be:

- an incident in the community which is seen or experienced by the pupils or staff
- an incident affecting relatives of pupils and which is known about within the school
- an incident affecting a nearby or comparable school
- an incident of the type described in the above 'in school' incident list .

## **Emergency Plan for Dealing with any Unsafe Areas**

In the event of an area being considered potentially dangerous or unsafe e.g. broken glass across the floor, the member of staff should immediately take steps to prevent children or other adults entering the area. This can be done by putting cones around the danger area or if appropriate putting signage on doors to prevent people entering that area. Exact measures to be taken will vary depending on the nature of the danger. Once made safe / isolated the member of staff should immediately notify the Headteacher or caretaker who will take the appropriate action to remove the danger and make the area safe.

Where an area considered to be unsafe cannot be isolated e.g. strong smell of gas throughout the building and it's considered necessary to evacuate the school the member of staff should as appropriate either sound the alarm system using the break glass call point or immediately contact the caretaker or senior member of staff to make them aware of their concerns. This will depend on their assessment of the risk, the school's evacuation procedure would then be to



contact the emergency services and if necessary relocate the children to alternative accommodation, as outlined above.

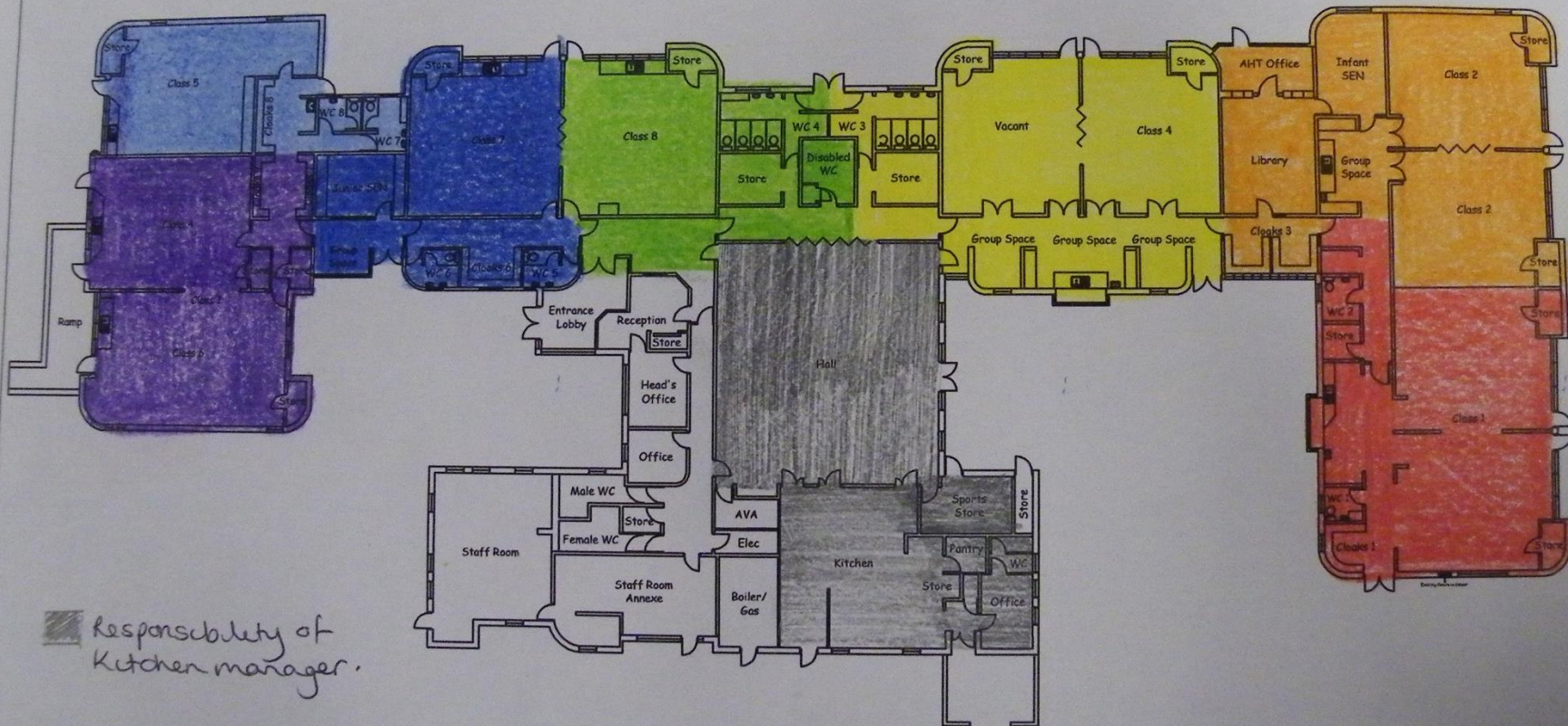
**This policy will be reviewed on an annual basis.**

## **Appendix 1 List of Non-Teaching Staff**

1. Headteacher
2. Assistant Headteachers
3. Site Manager: Dennis Tresidder
4. Learning Mentor: Brigitte Barr
5. Classroom Teaching Assistance
6. Office Staff: Carol Nicholls & Alison Steer

## Fire Evacuation

In the event of a fire evacuation – the **additional adult** from each classroom must take responsibility for checking the area **colour coded by their class colour**. The adult undertake a 'sweep' of their designated area and inform pupils/adults in those areas to exit the building. They must then exit the building by the nearest fire exit.



REV	DATE	NATURE OF REVISEMENTS
1	14.10.09	ORIGINAL



**Peter Mar**  
HEAD OF PROP  
Oceans House, Truro  
Threemilestone, Truro, C

LOCATION  
Heathmoor Community Primary  
Bosvenne Way, Boscastle  
Heathmoor, Penzance, Cornwall

PROJECT

DRAWING TITLE  
Existing Layout  
(following Summer 2009 work)