

Fire Safety Policy & Evacuation Plan

(Shared with North Star School)

Updated September 2022

Fire Safety Duties

The following people have fire safety responsibility within the School:

Headteacher:

- ❖ Will ensure there is a Fire Safety Risk Assessment, an updated Fire Evacuation Plan and that preventative and protective measures are in place.

Senior Leaders:

- ❖ Will conduct regular checks of the building and address fire hazards as and when needed.
- ❖ Will jointly check building to ensure everyone has evacuated.

Caretakers:

- ❖ Will, during the course of their duties, ensure that fire safety measures are in place.

Teachers:

- ❖ Will take charge of pupils and additional adults working with them to ensure their class evacuates the building in an emergency.
- ❖ Will actively ensure that the means of escape in their classroom is never obstructed or blocked.

Admin Team:

- ❖ Will check adults and visitors off against the entry system print out to ensure they have all evacuated the building safely.

Pupils:

- ❖ Will follow the expectations shared by their teacher for a safe exit.

All other staff:

- ❖ Will cooperate in the emergency procedures in the event of a fire.

Visitors:

- ❖ Will familiarise themselves with the nearest exits and follow instructions given by senior staff.

Fire Wardens are:

Gascoigne Primary School

Jo Preston	(Headteacher)
James Fox	(Deputy Headteacher)
Anrē Buchner	(Deputy Headteacher)
Cheryl Monks	(Assistant Head)
Paola Ferreira	(Assistant Head)
Rehana Miah	(Assistant Head)
Paul Vickery	(Year Group Leader)
Eugenia Coffie	(Year Group Leader)
Natalie Radcliffe	(Year Group Leader)
Ceyda Shermin	(Year Group Leader)
Roshni Bhudia	(Year Group Leader)
John Rose	(Teacher-In-Charge Horizon 360)
Eugenie Augustin	(Office Manager)
Tanya Whitlock	(Assistant Office Manager)
Ela Pashai	(Admin Assistant)
Thomas Kelly	(IT Technician)
Mikey Morrison	(Premises Manager)
Richard Puttnam	(IT Systems Manager)

North Star School

Mickie Foley	Fire Warden
Sasha Barnard	Fire Warden

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.

Non-Employees

The school will inform non-employees, such as students, temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

The School is shared with other organisations: North Star School (The Shaftesburys site / second floor). The School will cooperate and co-ordinate with other responsible persons to inform them of any significant risks and how the School will seek to reduce / control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the School's Emergency Evacuation procedures and will be expected to cooperate with the preventative measures put in place by the School.

Details of the School's Emergency Plan

How people will be warned if there is a fire?

The siren will sound as a continuous ringing bell throughout the school.

What staff should do if they discover a fire:

- ❖ Staff should press the nearest Fire Call Point button on their way out of the building as soon as possible, and then ensure pupils in their care are evacuated to the school playground.
- ❖ Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely (fire wardens only).
- ❖ Staff should evacuate the building by the nearest available fire exit. If you are in the hall, please leave by the hall Fire Exit and walk round outside of building to get to your assembly point.
- ❖ Staff should not stop to collect personal belongings on their way out.
- ❖ Staff should close doors including external doors behind them. **Please do not prop external doors open.**
- ❖ Under no circumstances should anyone attempt to re-enter the building until told to do so by the Head Teacher.

What pupils or visitors should do if they discover a fire:

- ❖ Pupils and visitors should press the nearest Fire Call Point button or inform the nearest adult of the location of the fire and leave the building by the nearest exit.

How the evacuation of the premises should be carried out:

- ❖ All occupiers and visitors of the premises should exit by the nearest available fire exit.
- ❖ Staff responsible for pupils should ensure that all pupils in the class have left the room before exiting themselves, i.e. the last person out of an area should be an adult.
- ❖ Teachers should ensure they collect the “Grab Packs” in each classroom.
- ❖ Staff should close all doors, including walk in cupboards (these should be closed when not in use) and external doors behind them on leaving the room/building.
- ❖ Staff and pupils should move quickly and quietly but should not run.
- ❖ The Class Teacher will take the class paper register and ‘evacuation card’ to the assembly points. Paper registers are updated by office staff when a pupil joins or leaves the class.
- ❖ All escape routes will be marked out by Green Fire Exit signs. Please leave only by the nearest and safest exit.
- ❖ All pupils, staff and visitors will go immediately to the assembly points. If the emergency evacuation occurs at the end of the school day or lunchtime, everyone will still report to the assembly points.
- ❖ If children are in the halls / dining hall, teachers should do a head count at the start and end of the session. Children should evacuate immediately without collecting belongings and make their way to the nearest assembly point.
- ❖ Office staff will print off a list of adults on site from the electronic entry system; they will then walk around the assembly points checking adults/visitors are out.

Procedure for checking the premises have been evacuated

- ❖ Roll calls will be made by class teachers against the register.
- ❖ Every class has a ‘Grab Pack’ positioned by their fire door. This contains a paper register (**It is the teacher’s responsibility to check that the register has been updated if children join or leave mid-year**), a green card and a red card, and a pencil.
- ❖ If a year group is setting / groups, the set / group’s teacher must take a paper register before the lesson begins.
- ❖ If any individuals are missing, then this must be communicated to SLT immediately. This information will be conveyed to the Fire Brigade on their arrival.
- ❖ Senior Members of staff will maintain constant mobile telephone / radio contact with the Head teacher and other nominated Fire Wardens.
- ❖ Office member of staff designated to stand at top of pedestrian gate/entrance to school to make sure no one enters the premises during the evacuation procedure.
- ❖ Fire wardens will observe the green ‘all clear’ signs displayed by each class teacher/North Star staff.

Please see plans attached for overview of zones

Gascoigne Site: Please maintain radio silence unless responding to HT/DHT

Area	Fire Warden(s)	Check Safe Evacuation of:
Investigation/Contact with Fire Brigade	Jo Preston (Lead Investigator)	Check in with Fire Wardens
Investigation/Contact with Fire Brigade	Caretaker on Duty	Check in with Fire Wardens
EYFS Annex / Reception Classes / EYFS Nurture	Paul Vickery	Receptions Classes x 5
Year 6 Annex / Food Technology Room / FLP Room (The Lodge)	Paula Ferreira	Year 6 classes x 5 Year 6 Intervention Room
Staffroom and Year 4 Classrooms (Upstairs) PPA room/ Michelle Schembri's office/ staff toilets	Roshni Bhudia	Year 4 classes x 5
Offices and Classrooms (Downstairs) / KS2 Hall / KS2 Nurture / Dining Hall	Selina Alexander	Year 3 classes x 5
H360 (ARP)	John Rose	H360
Year 1 Area / KS1 Hall / Library 3 Guduud / Finance Office / Conservatory / English Resource Room	Anre Buchner	Year 1 classes x 5
Main Office Area	Eugenie Augustin	Check off adults and visitors

Shaftesburys Site: Please maintain radio silence unless responding to HT/DHT

Area	Fire Warden(s)	Check Safe Evacuation of:
Investigation/Contact with Fire Brigade	James Fox (Lead Investigator)	Check in with Fire Wardens
Complete Ground Floor (Nursery / Reception)	Cheryl Monks	Nursery x 1 / Star Room
First Floor (Year 2)	Ceyda Shermin	Year 2 classes x 5 / KS1 Nurture / Rainbow Room
Second Floor	Rehana Miah	Year 5 classes x 5 - Ensure empty and external doors closed
Rooftop	Thomas Kelly	
PEEP x 2 individuals PEEP x 2 Group	Completed and shared with staff.	

In the event the fire bell sounds, the caretaker/SLT Investigating Officer will investigate and notify Fire Wardens of the outcome.

Where people should assemble after leaving the premises

- ❖ All children must line up at the nominated assembly point for their year group/ staff group.
- ❖ The lines must be as far away from the buildings as possible.
- ❖ The staff will be responsible for opening external gates to enable evacuation from the school itself (if necessary). Key members of staff will have an FB key which they will keep with them always.

Assembly Points for Gascoigne Road Site:

- **Reception: Holud and Amarelo staff, pupils and visitors** will muster in the Upper KS2 playground.
- **Reception: Ofefee, Yellow, Jaalle ah /EYFS Nurture staff, pupils and visitors** will muster in the Reception Garden.
- **Year 1: Blue, Azul, Bulu staff, pupils and visitors** will muster in the KS1 playground.
- **Year 1: E kalter and Buluug staff, pupils and visitors** will muster at allocated point in Upper KS2 playground.
- **ARP/Year 3 classes and visitors** will muster at allocated point in Lower or Upper KS2 playground as allocated.
- **Year 4 staff, pupils and visitors** will muster at allocated point in Lower or Upper KS2 playground as allocated.
- **Year 6 staff, pupils and visitors** will muster at allocated point in Upper KS2 playground.
- **Family Liaison Team staff and visitors** will muster at allocated point in Upper KS2 playground.
- **Nurture staff, pupils and visitors** will muster at allocated point in KS2 playground.
- **Office and Kitchen staff and visitors** will muster along the pedestrian footpath at the front of the school.

SLT/Fire warden Muster Points will be with their Year Group / Staff Group

Assembly Points for Shaftesburys Site:

- **Nursery staff, pupils and visitors** will muster along Abbey Road.
- **Year 5 staff, pupils and visitors** will muster on grass by The Maples.
- **Year 2 staff, pupils and visitors** will muster by Perryman House.
- **North Star staff, pupils and visitors** will muster by The Maples
- **Star and Rainbow Room, pupils and visitors** will muster outside school along the fence.
- **Office and Kitchen staff and visitors** will muster by The Maples

All adults must stand at the front of their class/allocated muster point so they can be checked off by their Fire Warden.

Arrangements for fighting fire

- ❖ Staff should only attempt to fight a fire if they can do so without risk to themselves or others and they feel they are competent to.
- ❖ The Fire Warden meeting the Fire Brigade will bring them straight to the front of the building where the control panel is located.

Fire Extinguisher Type / Use

Type	Use
Water	Combustible materials such as wood, paper, cardboard. Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock.
Dry Powder	Flammable liquids. Electrical fires.
Carbon Dioxide (Co2)	Electrical fires and small fires involving flammable liquids
Foam	Flammable liquids and combustible materials
Fire Blanket	Deep fat fryers and frying pans etc.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire.

The duties and identity of staff who have specific responsibilities if there is a fire:

Admin staff	take registers and contact details to the assembly point; take keys for opening external gates.
Kitchen staff	turn off cooking appliances before leaving kitchen.
Caretakers	telephones the fire service assist the Headteacher and Fire Wardens

Arrangements for evacuation of people especially at risk

Children with severe mobility difficulties will be assisted by the Teaching & Learning Advocate assigned to them. A refuge call point is located on the first floor of the main building (Gascoigne Site). PEEPs will be in place for these children/adults.

Any appliances or power supplies that have to be isolated if there is a fire

- ❖ Kitchen equipment

Specific arrangements for high risk areas

- Kitchens – cooking appliances will be isolated
- Boiler House – keep flammable materials to a minimum

Contingency Plans for when safety systems are out of order

- ❖ In the event of the fire detection system being out of order, a hand bell/whistle will be rung (located in office on each site).

How rescue services will be called and who is responsible for this

- ❖ Admin/caretaking staff will call the fire service from the main office

Procedure for meeting rescue services on their arrival and notifying them of any special risks

- ❖ The Head teacher or Deputy Head teachers will liaise with the emergency services on their arrival.

What training employees need and the arrangements for ensuring that this training is given

- ❖ Fire drills will be held every term.
- ❖ The emergency procedure will be shared with staff, including the induction of new staff.

Firefighting equipment training will comprise of:

- ❖ Which extinguisher to use.
- ❖ The location of the nearest appliance to relevant workplace.
- ❖ Information on how to operate the extinguishers.
- ❖ Instruction to keep themselves between the fire and the exit.

All senior leaders, office staff and caretakers will have fire warden training.

Plans for dealing with people once they have left the premises

- ❖ SLT will liaise with the Fire Brigade whilst the premises are empty.
- ❖ If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils.
- ❖ Contact details will be available in the event that the building cannot be reoccupied.
- ❖ If the building cannot be re-occupied after a reasonable time the school will enact its Business Continuity Plan.
- ❖ Liaison between building owners, employers, residents and rescue services.
- ❖ In the event of a fire, the Town Hall will be notified.
- ❖ All resetting of alarms / panels etc. will be coordinated in consultation with the appropriate services.

Emergency Evacuation Procedures

On discovering a fire:

- ❖ (Pupils or adults) sound the alarm from the nearest FIRE CALL POINT.

On hearing the fire alarm:

All children and adults must:

- ❖ Quietly and sensibly line up at the fire exit door;
- ❖ Walk quietly and sensibly to the Assembly point;
- ❖ An adult must leave the room last to check everyone is out safely;
- ❖ All doors MUST be closed;
- ❖ DO NOT collect belongings;
- ❖ DO NOT use the lift;
- ❖ DO NOT re-enter the building unless instructed to do so by the SLT member nominated Investigating Officer.

Adults

- ❖ Take 'Grab Pack' from the fire exit door as you leave;
- ❖ Close the fire exit door behind you;
- ❖ Make sure you exit after all the children;
- ❖ Check children against the register;
- ❖ Hold up the 'green' sign to indicate to the Fire Warden that *all* adults and children are out safely;
- ❖ Hold up the 'red' sign to indicate to the fire warden that not all adults and children are out safely;
- ❖ Wait and do not enter until instructed to by the SLT member nominated Investigating Officer.

Radio Etiquette

- ❖ There should be 'radio silence' and only the SLT Investigating Officer will communicate with wardens.

All adults must carry their gate keys at all times so that children can be moved around the school site if necessary.

Be aware of fire engine access points:

- Staff Car Park (Gascoigne Road)
- Emergency Access onto Upper Key Stage 2 Playground (Gascoigne Road)
- Front of site by Main Entrance (The Shaftesburys).