



OAKWOOD PRIMARY ACADEMY

Fire Prevention & Evacuation

Policy

Approved by the Board of Trustees by virtual meeting

15.12.21

REVIEW DATE: OCTOBER 2022

Copies of this plan are kept: Academy Office (Red Box), Head of School Office, Assistant Head of School Office, Site Manager Office & Staffroom

Person responsible for updating this plan: Alison Nettleship (Chief Executive Officer)

March 2019:

Revised: Oct 2021

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I AIM

The aim of the Fire Prevention & Evacuation Policy is to comply with The Regulatory Reform (Fire Safety) Order 2005, The Building Regulations 2010 and the general duties conferred by the Health & Safety at Work etc. Act 1974 and the various regulations made there under in relation to the protection of life from fire; and, where necessary. To explain how fire safety will be managed and communicated across the academy and identify those personnel who have been assigned specific duties or responsibilities. It identifies all procedures that must be followed by all staff members and visitors and other relevant persons in the event of a fire emergency. Where necessary, will make and give effect to such arrangements as are considered appropriate and necessary for the effective planning, organisation, control, monitoring and review of all measures put in place to ensure adequate fire safety measures exist within all buildings on the school site.

2 STATEMENT

Discovery MAT acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, The Regulatory Reform (Fire Safety) Order 2005 and The Building Regulations 2010 and supports the statements contained within the Discovery Mat General Health and Safety Policy Document. The school will take all reasonable precautions to prevent risk and the spread of fire by implementing the appropriate control measures in all of its relevant buildings.

3 FIRE SAFETY PLAN REVIEW

The Fire Safety Plan will be subject to review annually or where changes are made to the internal layout or structure of the building.

COPIES HELD IN THE FOLLOWING:	
Main Office (Emergency Box)	Site Control Log – Site Managers/Caretakers Office
Head of School Office	Staff Restroom - Health and Safety Noticeboard
Assistant Head of School Office	

4 MANAGEMENT STRUCTURE

PERSON IN CHARGE		ACTING PERSON IN CHARGE	
Name:	Alison Nettleship	Name:	Jackie Sparrow
Position:	CEO	Position:	Head of School
Contact Number:	01752 706361	Contact Number:	01752 775478
DEPUTY RESPONSIBLE PERSON		OTHER KEY PERSONNEL	
Name:	Kathryn Catherwood	Name:	Andrew Day
Position:	Asst Head of School	Position:	Site Manager
Contact Number:	01752 775478	Contact Number:	07519 562267
FIRE MARSHAL 1		FIRE MARSHAL 2	
Name:	Donna Pearson	Name:	Sara Widnall
Position:	Teaching Assistant	Position:	Teaching Assistant
Contact Number:	01752 775478	Contact Number:	01752 775478
FIRE MARSHAL 3		FIRE MARSHAL 4 / 5	
Name:	Jackie Stonehouse	Name:	Sue Vowden / Julie Jackson
Position:	Teaching Assistant	Position:	Communal Areas / Foundation
Contact Number:	01752 775478	Contact Number:	0752775478

5 FIRE MARSHALS

In the event of a fire, Fire Marshals will search ('sweep') their designated areas to ensure that all staff and pupils are leaving the building. The Fire Marshal will then direct any other visitors and staff members who have not evacuated to the appropriate fire exit and to the assembly point. They then report that their area is clear or otherwise to the PERSON IN CONTROL (PIC) at the assembly point. At no time should a Fire Marshal re-enter the building or proceed to the upper floors during an evacuation.

6 IMPORTANT TELEPHONE NUMBERS:

Fire Emergency Services	112/999
Education LA	01752 307463
Police reporting	08452777444
Police Emergency	112/999
Ambulance Services	112/999

7 FIRE RISK ASSESSMENT

The Person in Control (PIC) will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions needed to take to comply with the requirements and prohibitions under the Regulatory Reform (Fire Safety) Order 2005. This was undertaken by **FRA Compliance Ltd. (OCT 2021)**

7.1 REVIEW OF THE FIRE RISK ASSESSMENT

The Fire Risk Assessment will be reviewed by the PIC/FM at the conclusion of a 12-month period as a minimum. In the interim, the assessment will be subject to periodic review where:

- a) there is reason to suspect that it is no longer valid; or
- b) where there has been a significant change in the matters to which the assessment relates.
- c) if an event takes place.

Where changes to the fire risk assessment are required as a result of any such review the PIC will arrange.

8 TRAINING

The PIC will ensure that all staff members are provided with adequate training in relation to fire safety measures within the school site. The PIC undertakes to provide this training to its staff members in accordance with the following frequency:

- At the time when they are first employed.
- On being exposed to new or increased risks because of:
 - The introduction of new technology into the school.
 - The introduction of a new system of work into, or a change regarding a system of work already in use within the school.
 - The introduction of new work equipment into, or a change regarding work equipment already in use within the school.
- Following school building alteration or refurbishment.
- During the annual review of training requirements.

The PIC will ensure the training referred to above will:

- include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by all members of staff in order to safeguard themselves and pupils within the school;
- be repeated periodically where appropriate;
- be reviewed every 12 months with records kept in the Site Control Logbook section 8.
- be adapted to take account of any new or changed risks to the safety of the staff members concerned;
- be provided in a manner appropriate to the risk as identified by the risk assessment; and
- take place during working hours.

9 TESTING OF FIRE SAFETY SYSTEM AND EQUIPMENT

All Fire Safety Equipment will be checked and tested (weekly, quarterly and annually) in accordance with the Site Control Logbook with all details recorded. For Further information and details, please see section 8.0 FIRE of the Site Control Logbook.

10 FIRE DOORS AND EMERGENCY EXITS

All emergency exits and escape routes are to be kept clear and free from obstruction at **ALL** times, including external areas and pathways leading away from the building.

- Storage rooms with fire doors are to remain locked at all times.
- Classroom fire doors are allowed to remain open when in use to allow ventilation and must be closed on exiting the building in an emergency.
- Any defects to the easy operation of all doors and fire escape door mechanisms should be reported immediately.

11 SCHOOL EVENTS AND LETS

All events taking place such as Disco's or school lets must be risk managed and the PIC is to have a written Fire Marshal plan before the event takes place. A copy must be placed in the Site Control Log in Section 8.0 FIRE.

12 GENERAL FIRE SAFETY

All staff will make it their responsibility to ensure:

- All fire exit doors are unlocked during the working day. However, the Site Manager/Caretaker is responsible for the unlocking of all exit doors in the morning and locking the doors at night.
- That **ALL** heaters are kept clear and unobstructed.
- That escape routes and fire exits doors are kept clear at **ALL** times.
- Classroom displays where possible will not be above heaters, and, if this is unavoidable, they will be securely fixed and regularly maintained.
- Display boards to main escape corridors are not excessive so as to course a fire hazard.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets, lights or other electrical appliances.
- Do **NOT** overload plug sockets and extension leads.
- Do **NOT** daisy chain extension leads.
- Unnecessary lights or electrical appliances (Computers, printers, TV, DVD and video, fans, laminator toaster, etc) are to be switched **OFF** when not in use and where possible unplugged.
- All electrical items, plugs and cables are checked half yearly by visual inspection and to be PAT tested every year or as directed and registered on Parago Asset Register. All electrical items to display a current PAT test label.

13 SMOKING

Smoking and vaping is strictly prohibited in or around all school buildings.

14 ADVICE ON THE PROCEDURE IN THE EVENT OF A FIRE

Discovering a fire

1. Immediately operate the nearest Break Glass Fire Alarm Call Point.
2. You should **ONLY** tackle a fire if you can do so without risk of injury to yourself.

On hearing fire alarm

1. Leave the building by the nearest available exit.
2. Close all doors and windows on leaving your room or classroom.
3. Proceed to your designated assembly point and take the register.
4. Report to the PIC when the register has been taken and whether all pupils and persons have been accounted for.

After the event

1. Do not re-enter the building until advised to do so by the Senior Fire Service Officer, PIC or Fire Marshal.
2. If the fire has been extinguished by a trained member of school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are in safe working condition before re-occupying.
4. Follow instruction from the PIC or a Fire Marshal.

Know

1. Your means of escape, primary and secondary see route maps in classrooms.
2. Your nearest fire alarm call point.
3. The nearest Fire Extinguisher and how it should be used (if a trained Fire Marshal).
4. Your designated assembly points.

15 FIRE DRILLS

Fire drills will be carried out once a term at differing times during the working day. This will include a simulated evacuation drill. All fire drills will be detailed and recorded in the section 8.0 of the Site Control Logbook and in "Every". All class teachers are responsible for evacuating their class to the designated assembly points.

15.1 EVACUATION PROCEDURES

All emergency evacuation procedures should be tested regularly by way of emergency drills with the objective of monitoring such events. All reports are to be forwarded to the Facilities Manager.

The emergency drills will allow teaching, non-teaching staff, parents, contractors, visitor and pupils to become familiar with the exit routes and doors, which may not be used during normal occupancy.

An emergency drill is to be carried out at least once per term at the beginning to allow both staff and pupils to become familiar with new surroundings. All new staff should be made aware of emergency procedures on arrival as part of their induction. An informal walkabout should be undertaken to highlight evacuation procedures.

- Staff should be made aware of the procedures, which are necessary to ensure that all class members are escorted to a predetermined assembly area.
- Teachers should accompany their classes until all pupils have reached the assembly point.
- Where staff may be required to carry children or lift them into wheelchairs, nominated persons should assist. Exact details for such evacuation need to be agreed as part of the individuals Personal Emergency Evacuation Plan (PEEP)
- The Head of School should notify the relevant emergency services, if not already done automatically by the school fire alarm.
- On leaving the building, teachers are to collect their attendance register card showing Green/Red to enable a head count to take place once they have been evacuated from the building. Green highlights as present and correct with Red identifying as a child unaccountable.
- Staff should also be aware of parent helpers and other visitors to the building who may be allocated to a specific year group or be working onsite (Contractors etc). A separate headcount should take place for other members of staff and helpers in school using the visitor's book for reference.
- A detailed list of pupil contacts will be regularly updated and taken from the building on departure by the senior administrator. This will enable staff to contact parents in the event of an emergency.
- All members should be accounted for at the assembly point. Class registers should be available to recall pupils present. A visitors' book should be available to account for any visitors to the building. A staff register should be available to check all staff present. The PIC/Head of School will be responsible for collating this information and communicating to the emergency services on their arrival.

Practice emergency drills will be called by the Head of School /PIC who may or may not inform members of their intended action. Emergency drills should be carried out at different times of the day so those pupils are aware of the different exit routes from different parts of the school.

On practice emergency drills if required to do so the Alarm Company should be notified in advance as to not activate the calling of the emergency services. This can only be done by a nominated key holder. All evacuation procedures should be displayed throughout the premises. The suggested time taken to fully evacuate the building should be in the region of four to five minutes.

During class times

ALL teachers and teaching assistants will escort children from the building and report to the designated assembly point. One should evacuate the class pupils, the other should check all areas of the classroom (if required), take out the register and close windows and doors, if possible and safe to do so.

If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible.

Variations of the above (break times etc.) will need to be specifically agreed within each school and detailed here. These details will need to include ALL areas within the school, such as the Dining Hall, Environmental area, playgrounds, etc. during times when they are likely to be occupied (lunchtimes, breakfast club or after school clubs).

15.2 ASSEMBLY POINT

The designated assembly point(s) for **OAKWOOD COMMUNITY PRIMARY ACADEMY** is on the playing fields.

The School Administrator/receptionist will take the visitors book and Staff registration sheet out with her and check this at the assembly point with the PIC. The Administrative Assistant or receptionist will take out registers that have been returned to the main office.

All staff with registers will report to the Head of School (PIC) or senior teacher that the roll call is complete. This PIC will then brief the Fire Service Officer that the roll is complete, or if any persons has not been accounted for.

16 FURTHER GUIDANCE ON FIRE SAFETY

There are two factors, which determine the degree of risk present in relation to fire.

Fire Hazard- A fire hazard is something which has the potential to cause fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire may occur, (e.g. a science experiment, which uses naked flames).

Fire Risk – A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage, (i.e. the harm potential) which may be caused. The risk assessment will take into account the competence of teachers, non-teaching staff, parent helpers, contractors and other visitors to the school and the age and competence of pupils.

Unwanted fires can occur by:

- Accidental ignition
- Malicious ignition

A fire can only happen if three phenomena are present:

- Oxygen - in the air or in chemicals.
- Fuel - paper, wood, flammable liquids, chemicals, furniture.
- Heat or ignition source - chemicals, friction, electrical resistance/fault, nearby heat source or open flame.

The first two steps are always present, so, in order to prevent unwanted fires, sources of heat or ignition must be controlled.

Accidental fires are caused in many ways:

- Carelessly discarded smoking materials.
- Manipulation of flammable liquids or gases in close proximity to a naked flame.
- The lack of maintenance on machinery.
- Installation of electrical wiring by non-competent persons.
- Dangerous portable heat-producing appliances.

If a fire is discovered at an early stage it can be extinguished before significant damage is done. If however, the fire is allowed to develop, considerable building damage may be caused, to the extent where the building may possibly need to be demolished.

Malicious fires are started deliberately. They are usually, but not always, started outside the period when the school is in use. However, care must be taken to ensure flammable materials are not stored outside or close to a building. Common examples would be rubbish and debris stored in an open 'wheelie' bin close to a building, or where they could be easily moved adjacent to a building. Building or Roofing contractors must also make sure that all flammable materials must be removed from the site overnight. (or stored in a lockable container).

17 BASIC FIRE RULES

There are a number of basic fire safety rules for schools, many of which are no more than general good housekeeping.

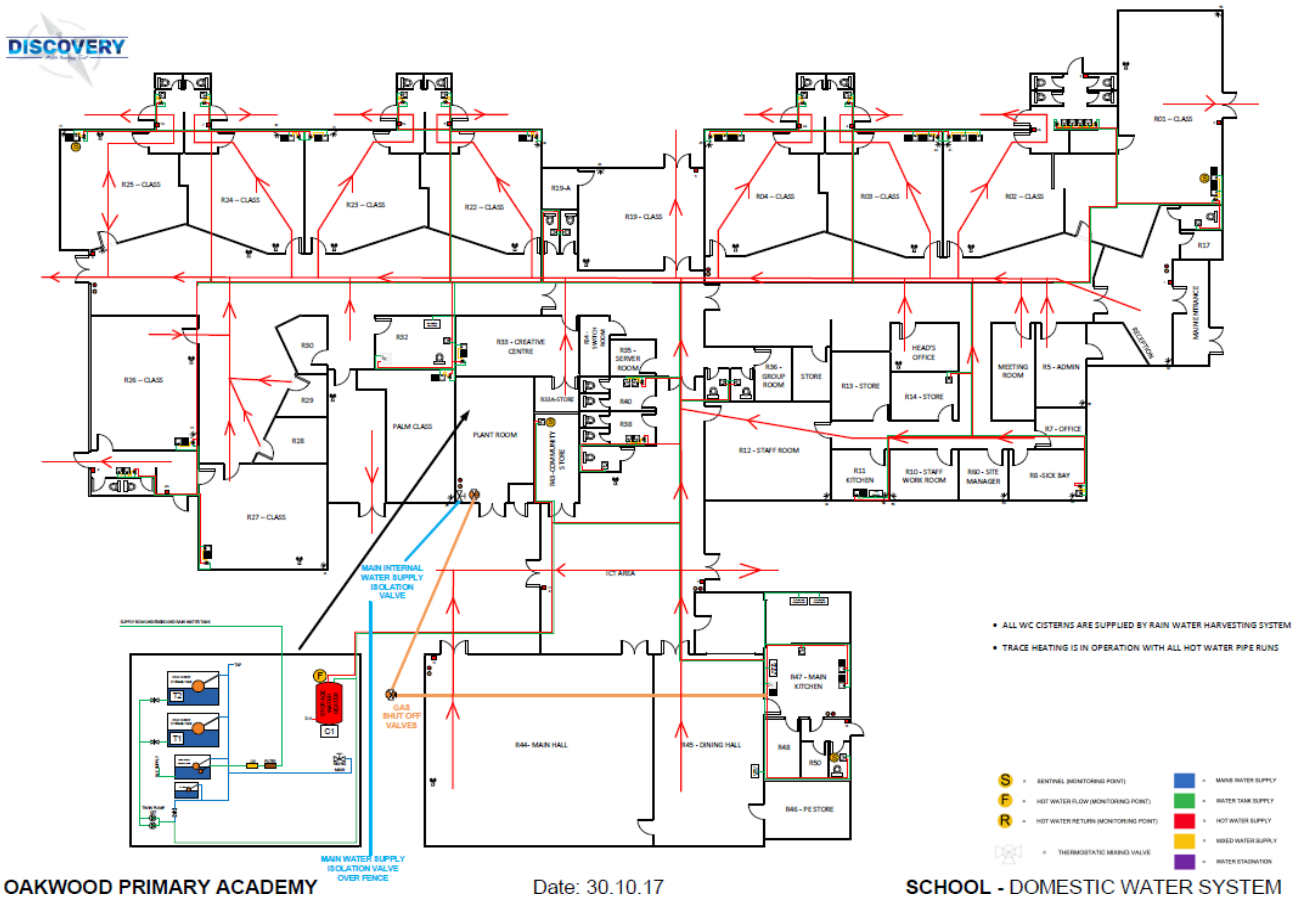
- Combustible materials such as cardboard boxes and packaging materials should not be kept about the school unless they are required, for example for making scenery in school plays or for art craft purposes. When such materials are not in use, they should be kept in a designated storage area or disposed of.
- Corridors, stairways, entrances and emergency exits should be kept clear at **ALL** times.
- Classroom displays and works displayed in corridors should be set up with care and kept to a sensible minimum. Ensure no Fire Safety equipment, such as extinguishers, emergency lighting etc. hidden or obscured from operation or view. Decorations are a fire risk if they are hung near to heat sources or light fittings.
- Waste paper bins should be made of metal or other non- combustible materials. Rubbish should not be allowed to collect in hidden places and particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances.
- The school is a smoke free site and operates a no-smoking policy.
- Stock rooms for stationary and other combustible materials should be securely locked.
- The boiler room is to be kept clean and tidy, with the door locked at all times.
- Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be over loaded and wiring must be checked regularly. All electrical appliances, equipment, sockets and sources are to be regularly checked and tested as laid down in the **SITE CONTROL LOGBOOK**. However, when using an electrical appliance, it is the

user's responsibility to make sure the appliance has no obvious visible or operating defect that could cause it to be a Fire Safety or Health risk.

- Clothing and costumes that may be used for school plays and shows can be highly flammable. They should never be placed or stored close to a heat source, (e.g. floodlights, radiators or stage lighting).
- **DO NOT** wedge open Fire Doors. Doors may be wedged when moving or carrying in equipment or materials, however, wedges must then be removed immediately.

Action in the event of a Fire

Action notices should be displayed in all classrooms, administrative offices, managerial rooms, main hall, dining areas and corridors.



FIRE ROUTINE

IF YOU DISCOVER A FIRE:

1. Immediately operate the nearest Break Glass Fire Alarm Call Point
2. You should **ONLY** tackle a fire if you can do so without risk of injury to yourself. (The priority is to leave the building).

ON HEARING THE FIRE ALARM:

1. Leave the building by the nearest available exit.
2. Make your way to the designated assembly point.

DO NOT use lifts.

DO NOT stop to collect personal belongings.

DO NOT re-enter the building until instructed by a member of staff.

DESIGNATED STAFF MEMBERS WILL ENSURE THAT:

1. All occupants have left the room and any adjoining stores or toilet areas.
2. Doors and Windows are to be closed.
3. Evacuation check/Register is made at the Assembly Point.

**DO NOT PANIC
STAY CALM**