

Hothfield Junior School Fire and Evacuation Policy

Policy written: May 2016

Next Review – May 17

Fire prevention

Introduction

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is of course to look after the children or persons under their charge and this will mean the evacuation of the building. No attempt should be made to fight fire until their safety is assured, and then without exposing any person to risk.

Fire Risk Assessments

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1 December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated employees to implement fire-fighting measures
- provision of adequate training and equipment for those appointed
- arrangements for any necessary contacts with external emergency services
- provision of adequate emergency escape facilities

In order to do this, we carry out risk assessments and revise them from time to time. They should identify any person especially at risk in a case of fire, eg a person who is deaf, blind or disabled etc.

An emergency plan to evacuate the premises is detailed in this policy, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire drills are carried out in accordance with the emergency plan and modifications made. It is important that any actions arising from the fire risk assessment form part of the overall health and safety policy for the school to ensure that the management of all health and safety risks are considered together.

The safety of all children, visitors and staff at Hothfield Junior School is paramount. The Headteacher, and nominated staff, ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school. To ensure that staff are aware of their roles and responsibilities, all staff receive a copy of the policy and evacuation procedures when they start working at the school and annually thereafter.

Fire Safety - Our Rules

To reduce the risk of fire in the school we ask staff to observe the following;

- Staff must not bring their own electrical equipment into school unless authorised/checked by the caretaker.
- If possible staff must turn off electrical equipment after use.
- The laminator must be used/stored away from flammable items.
- Staff must not hang displays from wall to wall across evacuation routes.
- Fire doors, fire signs, call points must not be obscured by display work.
- Displays and other flammable items must not be placed near light fittings or other heat sources.
- Staff must not place any flammable materials in the boiler room.
- Staff should be vigilant for signs of arson; any concerns must be raised with the Headteacher, caretaker or Business Manager.

Fire Safety - Our Training

All staff are offered fire awareness training every 3 years. The following members of staff have received fire awareness training in October 2015: Sally-Anne Boyes, Sarah Carling, Jan Burgoyne, Debra Meakin, Caroline Spencer, Louise Kendall, Alison Gornall and Gillian Cooper. These members of staff are our Fire Marshalls.

Evacuation drills take place at least once a term and as soon as possible after the start of the new school year (in September/October). A record is kept of the results, and staff discuss learning points.

Fire Safety - Our Preventative measures

Fire alarm tests take place every week on a Wednesday at 3pm.

We test our fire evacuation procedures termly.

The Caretaker completes daily inspection of;

- Exit routes to confirm that they are free from obstruction and are left unlocked.
- Displays to ensure that none go from wall to wall across evacuation routes
- Refuse or rubbish – it is not permitted to accumulate in or around the school. Disposal is undertaken at the end of each day.

Monthly inspection of:

- Emergency lighting to ensure luminaries are lit
- Fire extinguishers to ensure that they are in the correct location and have not been tampered with.

Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

Electrical appliances

When using electrical appliances, the following rules should be observed.

- They are to be switched off and unplugged when not in use.
- Multi-plug adapters can be used but must be no more than 4 plug extension leads. The use of circular extension cables is prohibited.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used.
- Electrical faults are to be reported immediately to the site manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- All portable electrical appliances is PAT tested annually. Such items must not be used without the appropriate testing and prior authorisation of the headteacher.

Extinguishers

The location of all fire extinguishers is clearly marked. No materials are placed near these in such a way that their location is hidden or that their use is hindered.

Training in the use of fire extinguishers is undertaken every 2 years. See Fire Marshalls for trained staff.

All equipment is checked and certified annually.

We Support Others (PEEPs)

We ensure that Teachers/pupils who would need assistance to evacuate the building have a Personal Emergency Evacuation Plan (PEEP). These are developed by the Headteacher, Teaching staff and where possible Pupils and their Parents. Children/adults with PEEPS participate in drills to give them and the staff who help them the chance to practice the PEEP and update it if necessary.

Main Roles and Responsibilities

The Headteacher (Incident Controller) is in charge of any evacuation of the premises until a member of the Fire and Rescue Service or other emergency service arrives. In the absence of the head teacher the School Business Manager will act as incident controller.

The Incident Controller will:

- Oversee the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

Office Administrators will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager (School Business Manager)

Fire Marshalls are staff who have received additional instruction in the evacuation of the premises. Their main responsibility is to be the last person to check the main escape routes as they evacuate the building. These staff will wear an orange high visibility jacket.

Fire Marshalls will:

- Encourage everyone in their area to leave the building promptly.
- Undertake a general search of a defined zone (see map attached), closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Evacuation Manager (SBM)
- Remain available at the assembly point to assist as necessary.

When staff use fire extinguishers they **must** follow the advice below:

They **WILL**:

Only tackle small fires

Ensure they are always located between the fire and the exit

Be supported by another person if possible.

Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

Teaching Staff/Teaching Assistants/School Meals Supervisory Assistants will support children in their care so that they can evacuate the premises quickly and safely. We ask and expect our Pupils to evacuate the premises by listening to Teachers instructions and quickly and quietly, following the procedure we have practiced in our fire drills.

Location of alarm call points and equipment

See map in appendix 1

Building Evacuation Procedures

- Raise the alarm (siren) by operating the nearest call point
- Evacuate yourself and any children or visitors in your care by the nearest exit
- Close doors/windows on your way out if it is safe to do so, without delaying your exit
- Do not stop or return to collect personal belongings
- Report to the assembly point
- Inform the Incident Controller of the location of the fire

Staff with responsibilities should follow the procedures outlined below.

On hearing the fire alarm the Incident Controller will;

- Stop all activities and begin the evacuation of any pupils they might be teaching using the shortest route to the nearest exit.
- Confirm that the Fire Service have been called.
- Report to the assembly point, and coordinate the evacuation.
- Confirm with the Evacuation Manager (SBM) that all teaching/admin team/kitchen staff that all pupils, staff, visitors are accounted for.
- Confirm possible reasons for fire starting (if safe to do so).
- On attendance brief the Fire and Rescue service (reporting anyone unaccounted for and possible location of the fire).
- Ensure that no one re-enters the building until the Senior Fire Officer says that it safe to do so.

On hearing the fire alarm Teaching Staff and Teaching Assistants will:

- Stop all activities.
- Ask pupils to line up quietly in single file.
- Begin the evacuation of pupils by the shortest route.
- Ensure that Pupils/staff do not stop to collect coats, bags.
- Check that the classroom is empty and close windows/doors (if it is safe to do so).
- Report to the assembly point.
- Take a register of the persons/pupils in their care.
- Report immediately to the Incident Controller any persons are pupils who may be missing and where they might be located
- Ensure that no one re-enters the building until the Senior Fire Officer says that it safe to do so.

If You Find a Fire Teaching staff should be aware of any pupils in their class that has a Personal Emergency Evacuation Plan (PEEP) and make sure that this plan is followed.

On hearing the fire alarm Admin staff will:

- Stop all activities.
- Evacuate the premises taking the pupil registers, visitors book, staff signing in book and first aid kit. Check that the office is empty and close windows/doors (if it is safe to do so).
- Report to the Assembly Point.
- Take a register of visitors and staff.
 - Distribute registers to classes and ensure they are returned, making note of any children who are unaccounted for and bringing these to the attention of the Incident Controller immediately.

- Report immediately to the Incident controller any persons who may be missing and where they might be located.
- Ensure that no one re-enters the building until the Senior Fire Officer from the Fire and Rescue Service says that it safe to do so

On hearing the fire alarm Kitchen staff will:

- Stop all activities.
- Turn off appliances.
- Turn off main gas shut off valve.
- Report to their designated Assembly Point.
- Take a register of staff present.
- Report immediately to the Incident controller any persons who may be missing and where they might be located.

Dining Hall – Lunchtime Supervisors will:

- Lunchtime supervisors will ask children to stand behind their chairs, and then lead them in a single file to the nearest exit, staff will then instruct the children to queue up at the assembly point ready for registers to be taken.
- Staff working with children at lunchtime are responsible for their safe evacuation.
- Staff should ensure their classroom is empty and close the doors and windows as they evacuate if it is safe to do so.
- Children will line up in their normal assembly points.

Note – All other staff will complete their duties as per information above

Return to the buildings

No-one may re-enter the buildings until permission has been given by the Responsible Person.

If the emergency has taken place during registration or lessons, students will return to the buildings in Year order, and line up outside the classroom from which they came at the time the alarm sounded.

If the emergency has taken place during breaks or lunchtime, students will be returned to the building or released to use playgrounds etc., in Year order. Again, if the emergency has extended across a break or lunchtime, students should not proceed to classes until a further bell has rung.

Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours:

Term-time: 15:30 hours until 08:30 hours

Weekends and holiday time: 24 hours

In the event of an alarm (indicated by a continuous ringing bell)

1. **Alarms must not be silenced** before the cause has been identified
2. **Everyone** must evacuate the buildings
3. The **out of hours assembly point is the year 3 / 4 playground.**
4. After 15:30 hours students should only be in the building if they are taking part in after

- school activities, under the supervision of a member staff. The members of staff supervising such activities are responsible for ensuring that students leave the building in an orderly manner and proceed to the assembly points listed above.
5. If part of the premises is being used for a letting, the person organising the letting will ensure that the evacuation procedure is followed.
 6. The caretaker will investigate the reasons for the alarm.
 7. In the event of a genuine emergency they will contact the emergency services. No-one must re-enter the building until informed that it is safe to do so by the emergency services.
 8. In the event of a false alarm, the Site Team Member on duty will inform people at the assembly point that it is safe to re-enter the building.

Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

Accompanied visitors/contractors will be escorted to the assembly point by their host.

Staff who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a **PEEP** "personal emergency evacuation plan", which will identify the needs and support actions necessary and details of that support.

First Aid Arrangements

The first aid kit will be taken to the assembly point by an administrator (who are trained to administer first aid) and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

Emergency Information Pack

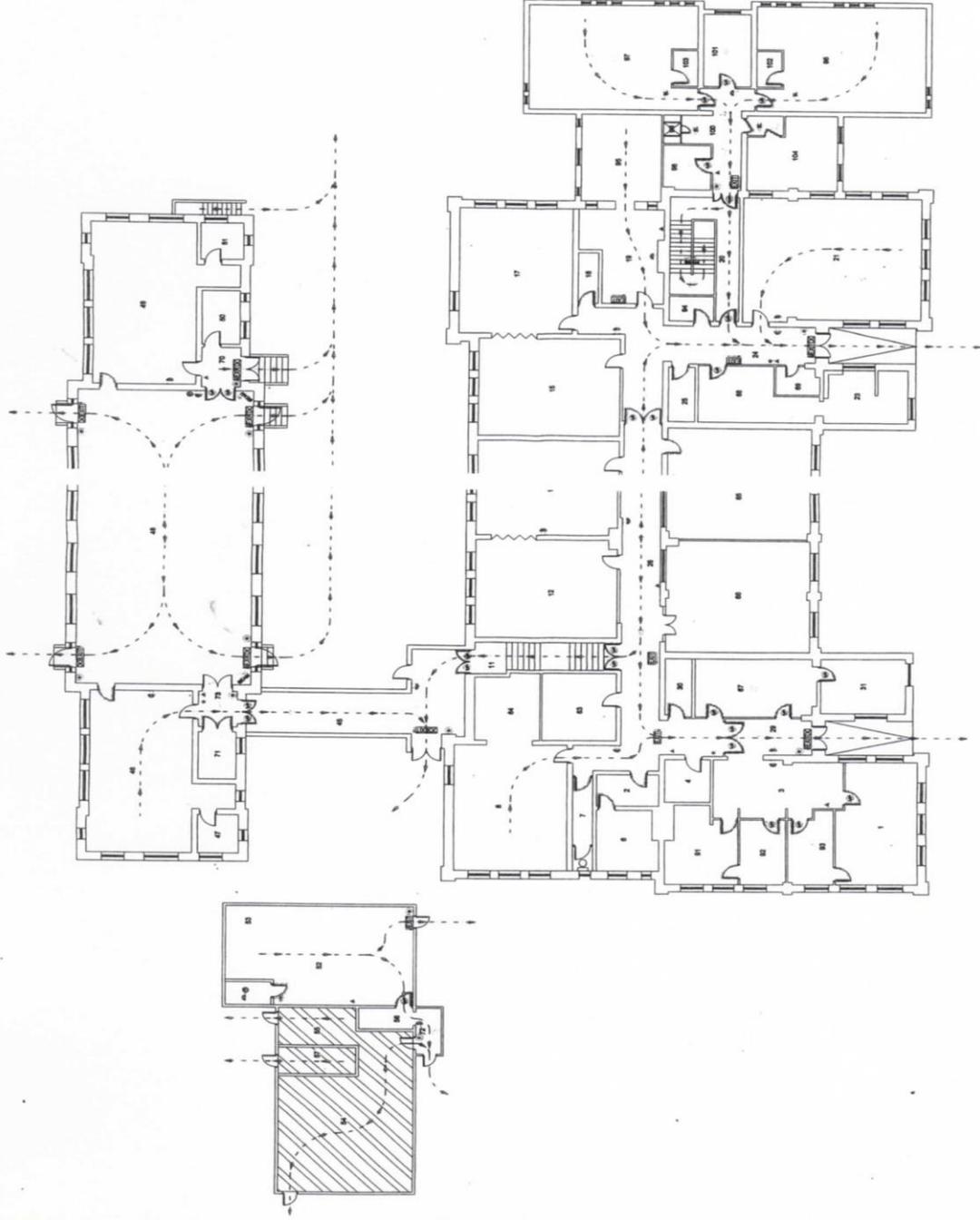
To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This is held on the wall in the business managers room and includes:

- The asbestos register (or copy).
- Floor and roof plans of the premises
- Fire Warden zones map
- Staff contact details.
- Evacuation pro-forma

Do not scale from this drawing, use figured dimensions only.
 The drawing is to be read in conjunction with all other contract documents
 and drawings.
 The drawing is subject to confirmation by site survey.

LEGEND

- FIRE ESCAPE ROUTE
- FIRE DOOR - SINGLE
- FIRE DOOR - DOUBLE
- VP VISION PANEL ON DOOR
- LINE OF COMPARTMENTATION
- EXIT EMERGENCY FIRE EXIT
- EXIT ILLUMINATED EMERGENCY FIRE EXIT
- EMERGENCY FIRE EXIT (SIGNIFIED)
- EL EMERGENCY LIGHTING
- BREAK GLASS UNIT
- OPTICAL BEAM DETECTOR
- CALL POINT
- BEAM LIGHT (EMERGENCY)
- SOUNDER
- SOUNDER & XENON
- SMOKE DETECTOR
- HEAT DETECTOR
- FLASHING BEACON
- EVACUATION CHAIR
- FIRE FIGHTING EQUIPMENT
- HYDRAULIC HOSE REEL
- CARBON DIOXIDE FIRE EXTINGUISHER (OR HALON)
- WATER FIRE EXTINGUISHER
- DRY POWDER FIRE EXTINGUISHER
- FOAM FIRE EXTINGUISHER
- FIRE EXTINGUISHER WET CHEMICAL
- FIRE BLANKET IN CONTAINER
- SAND BUCKET



NO.	DATE	DESCRIPTION	BY

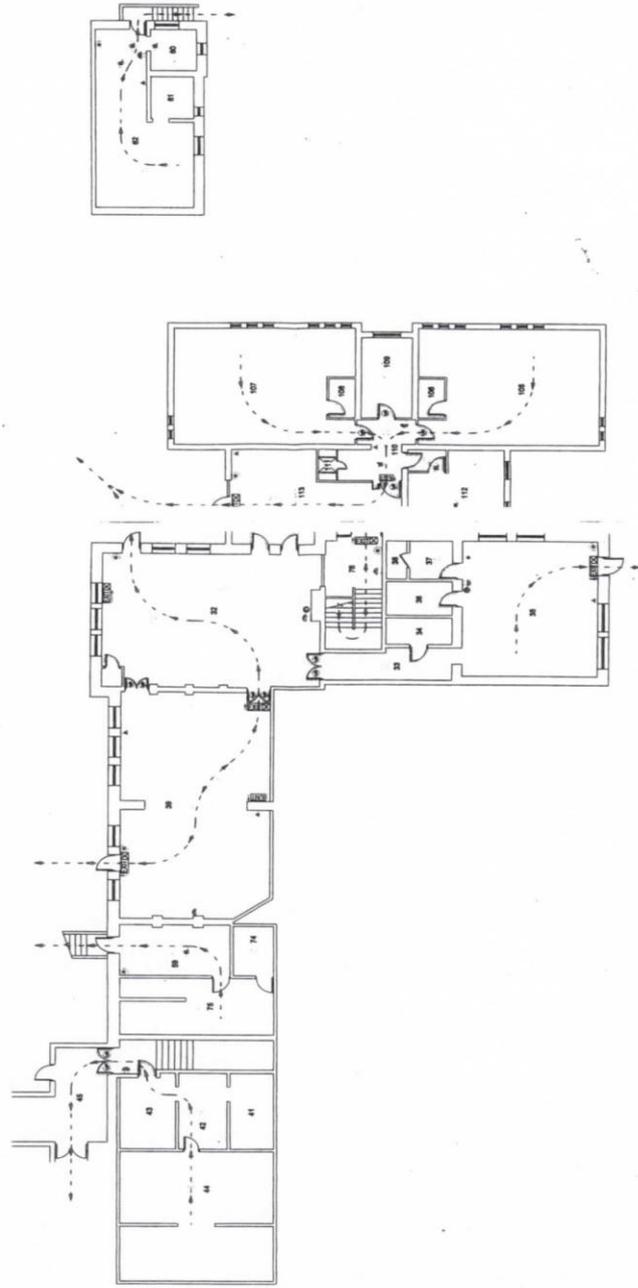
Facilities Management Services	
CLIENT	EDUCATION
PROJECT	HOTFIELD JUNIOR SCHOOL
DRAWING	
FIRE PREVENTION STRATEGY	
GROUND FLOOR PLAN	
PROJECT MANAGER	ON SITE
P. PARNELL	
DRAWN BY	APPROVED
P.J.D.	M.B.
DATE	SCALE
27/11/08	1:5
DRAWING NO.	REVISION NO.
11/02169/2/6/002	

NOTES

Do not scale from this drawing, use listed dimensions only.
 Verify Project Manager of any abbreviations.
 This drawing is to be used in conjunction with all other contract documents.
 This drawing is subject to verification by the survey.

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- EXIT EMERGENCY FIRE EXIT (RUNNING MAN)
- EL EMERGENCY LIGHTING
- BREAK GLASS UNIT
- OPTICAL BEAM DETECTOR
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- EVACUATION CHAIR
- FIRE FIGHTING EQUIPMENT
- HYDRAULIC HOSE REEL
- CARBON DIOXIDE FIRE EXTINGUISHER (OR HALON)
- WATER FIRE EXTINGUISHER
- DRY POWDER FIRE EXTINGUISHER
- AQUEOUS FILM FORMING FOAM EXTINGUISHER
- FIRE EXTINGUISHER WET CHEMICAL
- FIRE BLANKET IN CONTAINER
- SAND BUCKET



DATE	24-03-2014	REVISION	A	ISSUE	ISSUED FOR PERMIT
DATE		REVISION	B	ISSUE	REVISION DESCRIPTION
DATE		REVISION	C	ISSUE	REVISION DESCRIPTION
DATE		REVISION	D	ISSUE	REVISION DESCRIPTION
DATE		REVISION	E	ISSUE	REVISION DESCRIPTION
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DATE		REVISION	Y	ISSUE	REVISION DESCRIPTION
DATE		REVISION	Z	ISSUE	REVISION DESCRIPTION

Facilities Management Service
 Head of Facilities - Anthony Miller
 Facilities Management Service, 100, The Quadrant, London, W1 1AA

CLIENT
 EDUCATION
 PROJECT
 HOTHFIELD JUNIOR SCHOOL

DRAWING
 FIRE PREVENTION STRATEGY
 BASEMENT PLAN

PROJECT MANAGER
 P. PARNELL

DATE
 27/11/09

APPROVED
 M.B.

SCALE
 1:15

11/02169/2/6/01

