



# Fire Evacuation Policy

**Believe \* Achieve \* Succeed**

Policy Reviewed	September 2020
Next Review	September 2021

## Introduction

The safety of all pupils, staff and visitors at Masefield is paramount. Miss Gemma Yapp, Head of School and other nominated staff, ensure procedures are in place for the safe evacuation of pupils, staff and visitors, 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. The procedures are also displayed throughout the school.

## Fire Safety Rules

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

- Staff must not bring their own electrical equipment into school unless authorised/checked by the Head of School.
- All electrical equipment is PAT tested annually.
- If possible staff must turn off electrical equipment after use.
- Staff must be vigilant with displays hanging 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 and concerns MUST be raised with the Head of School or Site Manager.

## Fire Safety Training for Staff

All staff receives fire awareness training every 3 years with all nominated fire wardens receiving separate training. The Head of School discusses fire safety and the school evacuation plan annually during a staff meeting or inset training day. *Whole School* Fire Warden Training took place on 17<sup>th</sup> January 2018.

Fire drills take place at least once per term and a record is kept of the results. Staff discuss any issues/concerns and if necessary changes are made to evacuation procedures.

## Fire Safety Checks

The Site Manager completes regular inspections of the following and records are kept: -

- Fire extinguishers to ensure they are in the correct location and have not been tampered with.
- Weekly checks of Fire Points.
- Exit routes to confirm that they are free from obstruction and are unlocked during the school day.
- Emergency lighting to ensure luminaries are lit.
- School Grounds to confirm they are safe and free from hazards.
- The boiler room to confirm flammable items have not been stored in there.

Corporate Property Services also arrange regular checks from specialist contractors on a cyclical maintenance programme to maintain fire safety equipment in school.

## P.E.E.P.s – Personal Emergency Evacuation Plans

We ensure that Staff and pupils who would need assistance to evacuate the building have a PEEP. These are developed by the SLT, individual members of staff and class teams. Pupils and staff with a PEEP participate in fire drills to give them and the staff who help them the chance to practice the PEEP and update if necessary.

### Fire Drill Personnel

#### Fire Drill Staff Responsibilities

<b>Chief Fire Marshall</b>	Whole School	Gemma Yapp
Marshall	School Office	Victoria Evans-Jones
Marshall	Year 3, Year 5G & Year 6	Debbie Graham, Lynn Harris, Heather Whittle, Sophie Bonney, Claire Wood
Marshall	Year 4 & Year 5R	Suzanne Lowe, Zoe Illingworth, Emma Greenhalgh,
Marshall	Year 1/2 and Year 2	Natalie Greenhalgh, Siobhan White
Marshall	Year 1	Karen Willett
Marshall	Nursery /Reception	Deborah Cooper, Dee Sech, Susan Dale
Marshall	Kitchen	Gillian Miller
Marshall	Whole School	Craig Allsop, Site Manager
Marshall	Library & Resource Room	Karen Willett/Natalie Greenhalgh/Siobhan White

On the sounding of the fire alarm the School Office will call the emergency service by calling (9) 999. All staff, on hearing the fire alarm (a continuous ringing bell or tone), are to organise their classes into a single file and leave by the nearest available route as indicated on the plan or follow the emergency signs if the route is blocked.

Staff will ensure that all windows and doors are closed (but not locked), if it is safe to do so, before leaving the room, and that pupils leave behind all belongings, including bags and coats. The last staff member leaving the room (usually the TA) will take the green 'clear' spot from the room plan and put it on the outside of the classroom door as they exit. Or in the case of open plan areas on pupil toilet doors. This shows the room/toilets have been checked. Pupils are to file out in silence and line up on the playground in their designated area. This applies to the Nursery and Kitchen as well as the main school building. If pupils/staff are on the field or playground they **must** not re-enter the school but go to their station.

Fire extinguishers are located in circulation areas and near fire exit doors.

Please note, Bolton Council do not operate a fire fighting policy – firefighting equipment should **only** be used in the event of an emergency, e.g. if the only available escape route is obstructed/blocked.

Office Staff will bring out the emergency contact file, all signing in books and class registers and distribute registers to class teachers. Class teachers will check that no pupils of theirs marked present are missing. Teaching Assistants timetabled to be working with the class must also register with their class teacher and be responsible for bringing out the 'grab bag' with inhaler medication. Grab bags are to remain in classrooms during the school day and if the fire alarm goes off when a classroom is empty the TA from the nearest classroom will collect the grab bag from that room as

they exit. 'Signed In' Visitors must report to the Office staff. Office staff and support staff who are not linked to classes must report to the Office staff.

### **Any discrepancies are to be reported immediately to the Head of School**

The **Chief Fire Marshall** and **Site Manager** will make final checks and be last out of the building. No one is to return to the building until the Chief Fire Marshall has given instructions it is safe to do so. If the fire service are on site they would take responsibility to say if the building is safe to re-enter.

#### **All staff must:**

- ✧ Refresh themselves on the fire routine (drill) each term for each area of school.
- ✧ Be responsible for informing their TAs and the SMSA for their classes
- ✧ Explain the fire routine to their pupils.

#### **Fire Drills**

- Fire drill will take place once a term.
- The building should be evacuated within **two minutes** of the alarm sounding.
- Once all people have been accounted for, classes are directed to go in line by line, beginning with the youngest.

#### **Lunchtimes**

In the event of a Fire alarm sounding in the lunch break, SMSAs will be responsible for leading their pupils out of the building by the designated exit and other staff will evacuate from the appropriate exit themselves, then go immediately to classes and fulfil their duties as Marshalls if appropriate. If the alarm is activated when all the pupils are outside a member of the SLT will go out to inform staff and pupils and tell them to go to their agreed assembly point.

#### **Visitors to School & Contractors**

Displayed at the school entrance is guidance for visitors in school. If you hear the fire alarm, please leave by the nearest fire exit and assemble in the school playground where office staff will carry out a roll call of visitors and contractors.

#### **N.B. You will be informed if any fire practices are planned for the day of the visit**

If you hear the fire alarm and you are working in a classroom, please follow the Fire Marshall's directions to leave the school building by the appropriate exit. If working in isolation, please follow the fire instructions in the area you are in and leave by the nearest fire exit.

**It is also the responsibility of school staff to help guide visitors to their nearest exit and assembly point.**

The Assembly Point is the school playground where office staff will carry out a roll call of visitors and contractors.

#### **How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.**

- On hearing the alarm the **Chief Fire Marshall** will ask the office staff to dial 999 and ask for the fire service or other emergency service as appropriate.
- Fire Wardens will call the Fire Service in the absence of **Chief Fire Marshall** (this may be best achieved using a mobile phone)

**Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.**

- The **Chief Fire Marshall** or other member of the Fire Wardens will liaise with the Fire Service on their arrival.

## **EVACUATION ROUTES – Assembly Points – School Playground KS1 & KS2**

<b>Unit &amp; Class</b>	<b>Route</b>
Nursery and Reception	Exit through the double doors and line up at the far end of the EYFS playground near the fence
Year 1	To exit out of the classroom external door, and left to the playground to the assembly point – KS2 Playground
Club	Through exit 2 to the assembly point – KS2 Playground
Year 1/2	Through exit 4 to the assembly point – KS2 Playground
Year 2	Through exit 3 to the assembly point – KS2 Playground
Year 5R (Upstairs)	Through the cloakroom door and down the external stairs to the assembly point – KS2 Playground
Year 4 (Upstairs)	Through the door at the top of the stairs nearest the classroom following Year 5R down the steps to the assembly point – KS2 Playground
Year 3 (Upstairs)	Through the cloakroom door and down the external stairs to the assembly point – KS2 Playground
Year 5G (Upstairs)	Through the door at the top of the stairs nearest the classroom following Year 4 down the steps to the assembly point – KS2 Playground
Year 6 (Upstairs)	Down the stairs at the front of school and out through entrance 1, then around to the playground to the assembly point – KS2 Playground
Library	Any class or pupils in the library will go through exit 2 and join their class at the assembly point
Resource Room	Any staff/pupils in the resource room will go through the fire exit door in the resource room and join their class at the assembly point
Hall	Pupils in the hall are to exit through the hall doors. <i>During whole school assemblies staff who can safely do so make their way into the hall to help with the safe evacuation of all pupils using all available exits if necessary and meet and line up in classes at the agreed assembly point.</i>
Hall during lunch-time	School pupils to exit through all available fire exits with staff supervision and make their way to their agreed assembly points on both playgrounds
Kitchen	To exit through the kitchen door to the assembly point – near bin store
Staff Room	Any staff or visitors in the staffroom are to exit via the external door and make their way to the assembly point to join their class or report to the office staff
Office	Office staff to exit through the front door, check signing-in books for visitors and take registers to teachers at the agreed assembly points

**Please note:** Teachers will lead the pupils through the nearest exit with the Teaching Assistant checking classroom areas, taking the 'grab' bag with medications and making sure all pupils exit sensibly, quietly and safely to their agreed assembly point. On exiting the room, the door should be closed and the green 'clear' spot put on the outside of the door to indicate the room has been checked. For open plan areas the green 'clear' spot will be placed on pupil toilet doors to confirm the classroom area and toilets have been checked and are clear.

## **Hot Works**

Prior to any hot works carried out on site, a contractor must provide evidence of the following: -

- Public Liability Insurance
- Method Statement
- Risk Assessment

A hot works permit and checks list must be completed on site with the contractor and David Rose, the caretaker before work commences. On completion of any hot works a fire watch must be carried out every 30 minutes with further checks at regular intervals up to 60 minutes.

## **Chemical Stores**

There are 3 Chemical Stores on Site as follows: -

- Site Manager's Office
- Metal Cupboard upstairs in the Year 6 corridor
- Room next to main school boiler house

## **Boiler houses**

- Main boiler house is located next to the kitchen staff entrance
- Nursery boiler is located in the Nursery store

## **Electricity, Gas and Water Services Cut off Points**

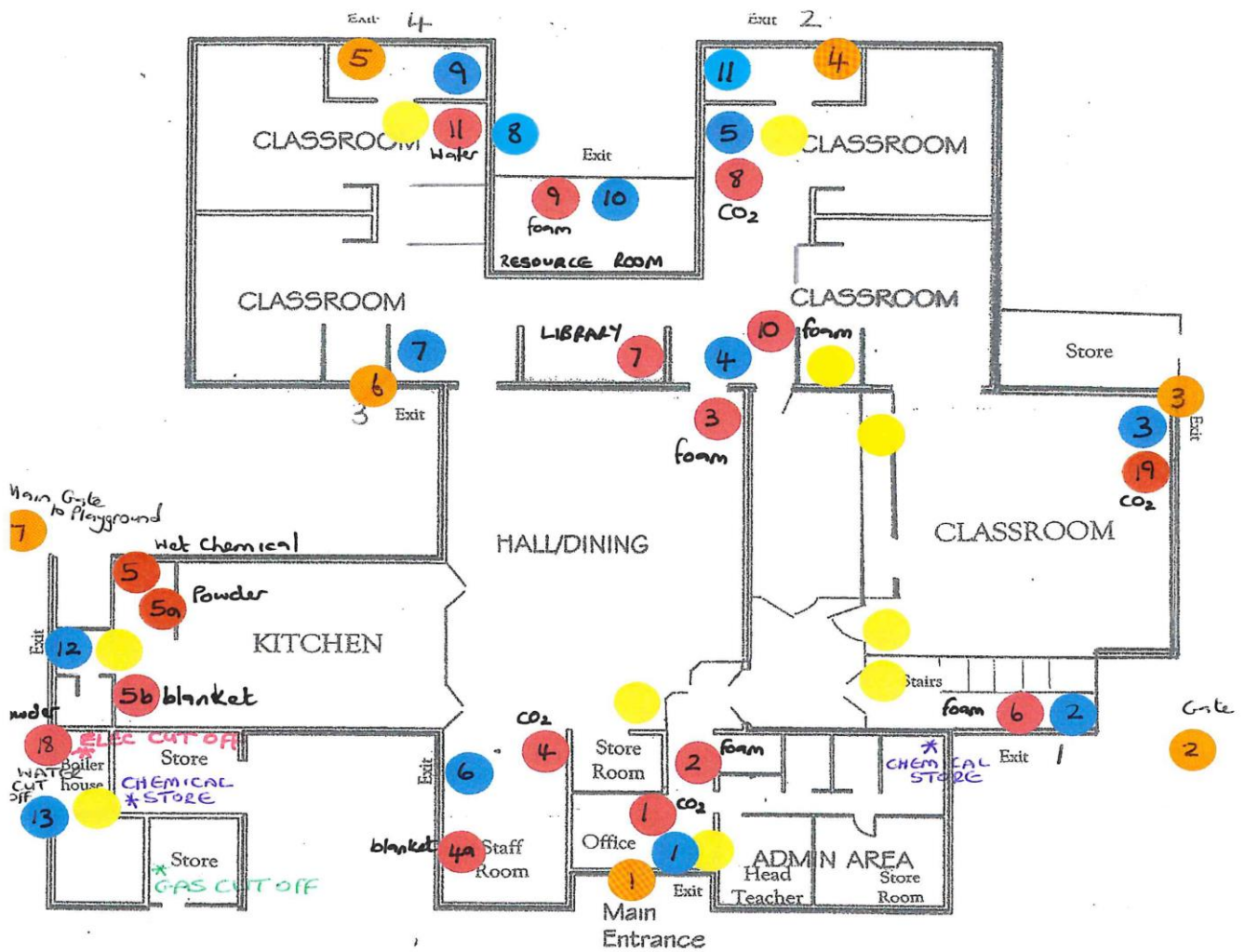
- The electricity cut off is located in the main school boiler house switch room (electric board on the left)
- The gas cut off for the main school is next to both gas meters in the outside store used by Y2K.
- The gas cut off for the nursery is located in the nursery store.
- The water cut off for the main school is located in the boiler house.
- The water cut off for the nursery is located in the nursery store.

## Fire Extinguishers & Blankets





Number	Location	Type
<b>Main School Building</b>		
<u>1</u>	<u>Main Entrance</u>	<u>CO2 - small</u>
<u>2</u>	<u>Outside Hall</u>	<u>Foam – large</u>
<u>3</u>	<u>Hall</u>	<u>Foam – large</u>
<u>4</u>	<u>Staffroom</u>	<u>CO2 - small</u>
<u>4a</u>	<u>Staffroom</u>	<u>Blanket</u>
<u>5</u>	<u>Kitchen</u>	<u>Wet Chemical</u>
<u>5a</u>	<u>Kitchen</u>	<u>Powder – large</u>
<u>5b</u>	<u>Kitchen</u>	<u>Blanket</u>
<u>6</u>	<u>Year 6 exit</u>	<u>Foam - large</u>
<u>7</u>	<u>Library</u>	<u>CO2 - small</u>
<u>8</u>	<u>Outside Boys Toilets Club Room</u>	<u>CO2 - small</u>
<u>9</u>	<u>Resource Room</u>	<u>Foam - large</u>
<u>10</u>	<u>Outside Year 1 Girls Toilets</u>	<u>Foam – large</u>
<u>11</u>	<u>Outside Year 2 Girls Toilets</u>	<u>Water - large</u>
<u>12</u>	<u>Top of Stairs Year 6 Corridor</u>	<u>Foam – large</u>
<u>13</u>	<u>Year 6 Corridor</u>	<u>Foam – large</u>
<u>14</u>	<u>Learning Hub</u>	<u>CO2 – small</u>
<u>15</u>	<u>Learning Hub</u>	<u>Foam – large</u>
<u>16</u>	<u>Outside Boys Toilets Year 3</u>	<u>Foam – large</u>
<u>17</u>	<u>Outside Girls Toilets Year 5R</u>	<u>Foam - large</u>
<u>18</u>	<u>Boiler house</u>	<u>ABC Powder – large</u>
<u>19</u>	<u>Year 1 Classroom</u>	<u>CO2 - small</u>
<b>Early Years Building</b>		
Number	Location	Type
<u>20</u>	<u>Front Door</u>	<u>Foam - large</u>
<u>20a</u>	<u>Front Door</u>	<u>Blanket</u>
<u>21</u>	<u>Side of Kitchen Door</u>	<u>Foam - large</u>
<u>22</u>	<u>Kitchen</u>	<u>CO2 – small</u>

23 Fire Extinguisher    3 Fire Blankets

# School Buildings – Ground (KS1), First Floor (KS2) and EYFS Building






MASEFIELD SCHOOL - EXISTING GROUND FLOOR

-  - Keyless fob Magnetic release device
-  - FIRE POINT
-  - FIRE EXTINGUISHER/FIRE BLANKET
-  - EMERGENCY LIGHTING

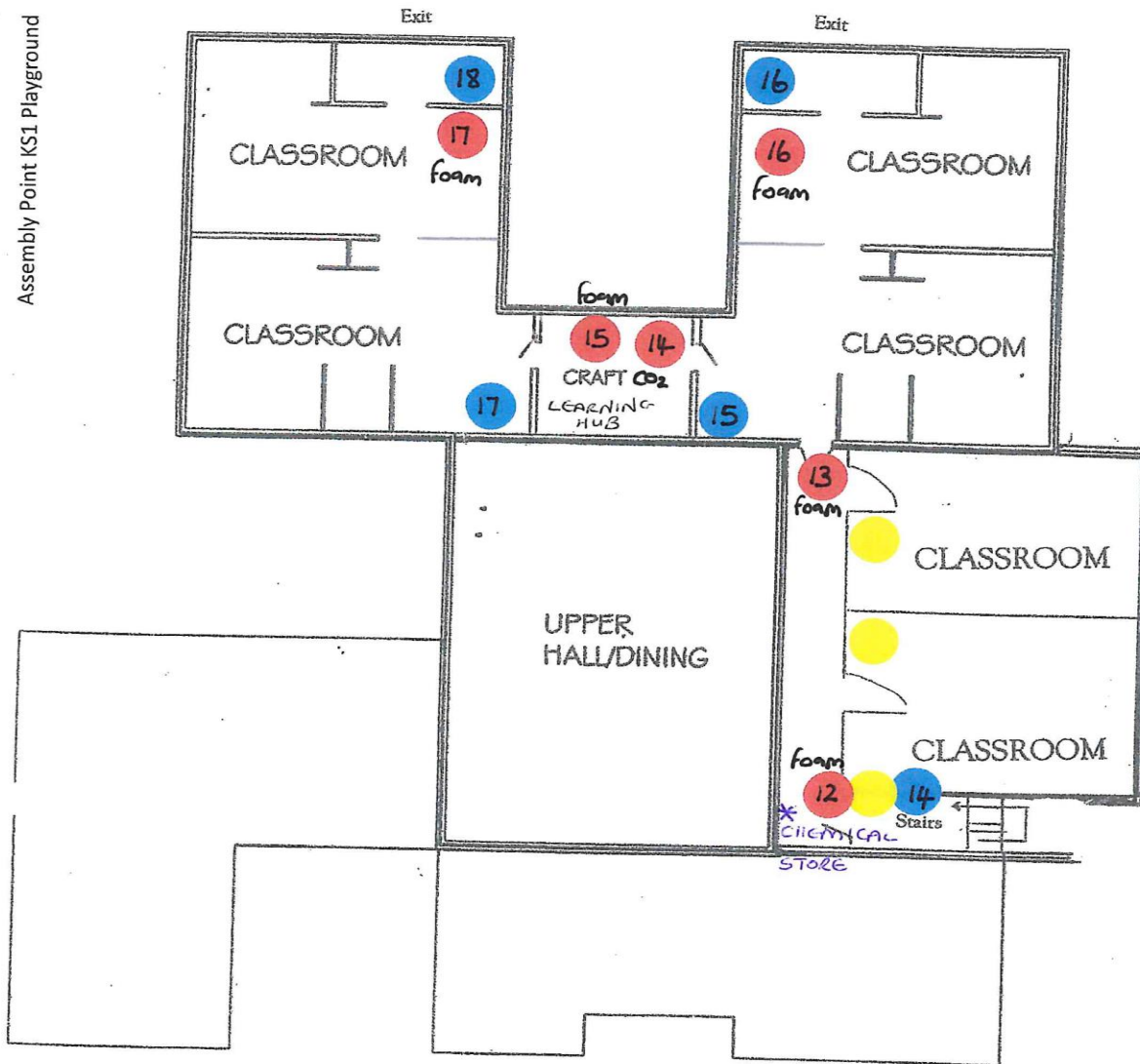


# School Buildings – First Floor (KS2)

-  - FIRE POINT
-  - FIRE EXTINGUISHER/FIRE BLANKET
-  - EMERGENCY LIGHTING

Assembly Point KS2 Playground

Assembly Point KS1 Playground

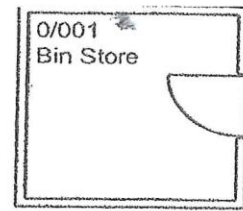


FIRST FLOOR

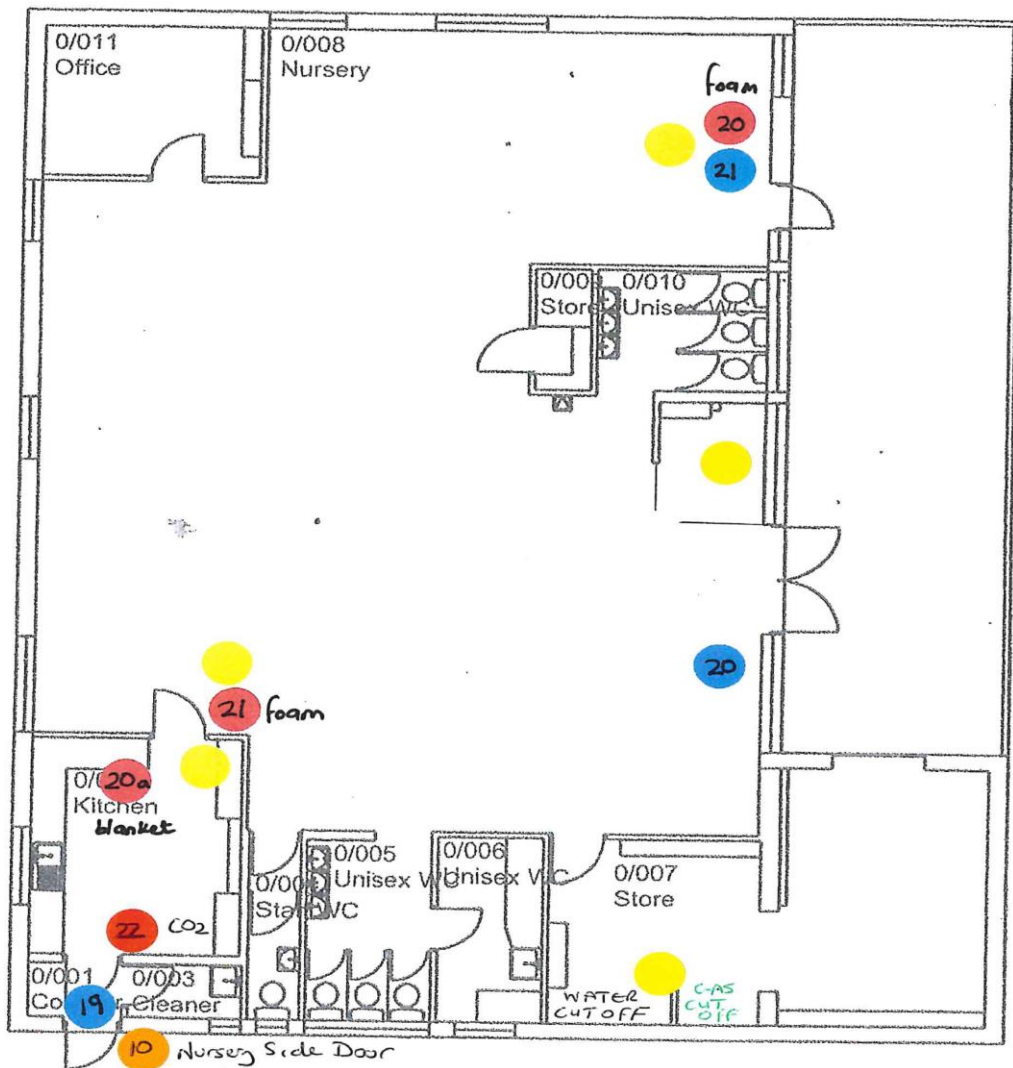
# School Buildings – EYFS Building

## Masefield School

- - Keyless fob Magnetic release device
- - FIRE POINT
- - FIRE EXTINGUISHER/FIRE BLANKET
- - EMERGENCY LIGHTING



Block 3  
Ground Floor



Assembly Point

Main Nursery Centre



Updated 16<sup>th</sup> September 2020 – Gemma Yapp– Head of School