



Emergency Evacuation Policy - Education

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Amendments

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1. PURPOSE

Horizon Care & Education Group Ltd is committed to providing a safe environment for its staff, young people, visitors and members of the public. Part of this commitment is the provision and management of fire safety systems and procedures to safeguard all persons from death or injury in the event of a fire.

2. POLICY

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm staff will follow the procedures and duties outlined in this policy.

No-one may re-enter the buildings until they have been given the all clear by The Headteacher, in the case of a fire drill or Fire Officers, in the case of a fire.

3. ROLES AND RESPONSIBILITIES

3.1 Classroom and Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Staff to take any school mobile phones with them.
- Students **MUST** evacuate the building in an orderly manner.
- **NO ONE** should stop to collect any belongings.
- Students must be evacuated to the nearest assembly point.
- Staff must inform pastoral manager if this different from their class assembly point so their fire registers can be brought to them.
- Staff will check children against the school register and immediately inform assistant head pastoral of any missing children.

3.2 Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the Administrator (or nominated person) will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999.
- The visitor's signing in books must also be taken out and checked. Any persons missing must be reported to the assistant head pastoral.
- Administrative staff to check meeting room, quiet room, first aid and reception areas are evacuated.

3.3 Assistant Head Pastoral

- The Assistant head pastoral will monitor the evacuation of the premises to the assembly point (main playground on the courts).

- The school registers will immediately be distributed to the assembly points on the courts by the assistant head pastoral who will also collect the staff signing in sheet.
- To enable them to monitor the assembly points, teaching staff will raise the fire registers if they tally. Any missing pupils/staff must be reported immediately.
- When the headcount has been completed the Head or Deputy will be informed by the assistant head pastoral that all are present.

3.4 The Headteacher will check the following areas:-

- Staff office, Science, Upstairs areas (if applicable), then report outside.
- In the event that the Headteacher is not present, the Deputy Headteacher will check these areas.

3.5 Deputy Headteacher (or nominated person) will check the following areas:-

- Visually check the Main Hall, Toilets, Staff toilets, Bistro and kitchen, classrooms and corridors on ground level (not science).
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the deputy headteacher (or nominated person) is not available, the assistant head pastoral will check these areas.

3.6 School Staff

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit.
- Students **MUST** evacuate the building in an orderly manner.
- **NO ONE** should stop to collect any belongings.
- Students must be evacuated to the assembly point, not any other area.
- Staff must check all children present against register and inform Assistant head pastoral immediately if any are missing.
- Any staff who have children in a different location to their normal assembly point must notify immediately (eg if leaving by another exit and cut off).
- Do **not** re-enter building until told to do so by Headteacher or Fire Service.

3.7 Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- Evacuate by quickest route
- Close doors as you leave
- Assembly at their assembly point on car park
- **NO ONE** should stop to collect personal belongings
- Do not re-enter building until told to do so by Headteacher, or Fire Service

3.8 Students

All students must co-operate with the fire evacuation policy and procedures in the School, if they do not comply then a risk assessment must be put in place to reflect this.

4. APPLICABILITY

This policy applies to all staff , including agency staff, who work in Horizon Care & Education Group Schools and the students who attend those schools. It should be referred to in conjunction with Fire Risk Assessment undertaken annually by the Company's external Fire Risk Assessor partners.

5. DEFINITIONS

PEEP – Personal Emergency Evacuation Plan

6. PROCEDURES

6.1 Fire Warning System

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly.
- The main fire alarm panel is situated on the wall in reception. **This is serviced annually.**

6.2 Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with Staff Handbooks on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign in visitors book.
- Regular fire drills are arranged.

6.3 Key Escape Routes

- All areas have escape routes to assembly points . If necessary pupils and staff can further be evacuated from the site via the rear fire exit near the boiler room. (Bomb threats/gas leaks / railway incident etc.).
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi-annually.

6.4 Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are visually checked on a rota basis and serviced annually.

Fire extinguishers will only be used where staff have received training and feel confident in their use.

PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, STAFF SHOULD NOT ATTEMPT TO EXTINGUISH A FIRE

6.5 Assembly Points

See site specific evacuation plan.

6.6 Fire Risk Assessments

Risk assessments are carried out annually.

6.7 Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

6.8 General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

6.9 Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lighting
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

6.10 Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Firefighting equipment
- Limiting the spread of fire

6.11 Smoking

It is illegal to smoke in the school building.

IT CANNOT BE OVER EMPHASISED THAT THE MAIN AIM IS TO ENSURE EVERYONE REACHES A PLACE OF SAFETY. PUTTING A FIRE OUT IS SECONDARY TO THIS.

7. APPENDIX 1 – SITE SPECIFIC EVACUATION PLAN TEMPLATE

A copy of this form can be found on the Facilities Helpdesk.

Fire Evacuation Plan Template For Schools

| | |
|---|-----|
| Emergency Evacuation Plan for : [Name of School] | |
| Premises address and contact number | |
| Plan date | / / |
| Review date | / / |

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| Sound of the alarm |
| <p>The sound of the alarm will be (cross through as appropriate):</p> <p>A shouted warning/whistle sounding/air horn etc</p> <p>If other please specify:</p> |

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| Raising the alarm |
| <p>If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by manual warning e.g. shouting</p> |

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| Action staff should take on hearing the alarm |
| <p>The following actions will be taken upon the fire alarm being sounded/raised: (modify as applicable to your site)</p> <ul style="list-style-type: none"> • will take charge and lead in the fire evacuation • Dial 999 and request attendance by the Fire Service. Staff member gives their name, |

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| <p>name of building, building address (as detailed above), contact number and details of fire.</p> <ul style="list-style-type: none"> • pick up visitors signing in book. (You may decide this is not necessary if the building is small/there are no hidden areas etc and it is obvious where any contractors visitors would be and so would be easily covered in a sweep) • Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner . • Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for students and staff as required and all staff should be aware of these • Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out • to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service • Meet at assembly point and check all staff members, students and any visitors are accounted for • to liaise with Fire Service upon their arrival |
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| Escape routes |
| <p>The escape routes from the building are: (detail designated fire escape routes and any special arrangements such as key requirements that may be in place)</p> <ol style="list-style-type: none"> 1. 2. |

| |
|----------------------------|
| Fire assembly point |
| The assembly point is: |

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| Fighting fires – Extinguisher use |
| <p>Fire extinguishers will only be used where:</p> <ul style="list-style-type: none"> • Staff have received training and feel confident in their use • Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small <p>Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire</p> |

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| Location of key safety hazards or other fire related equipment |
| <ul style="list-style-type: none"> • Gas supply shut off: • Mains fuse box: • Mains water inlet: |

- Gas/oxygen cylinders:
- Location of fire alarm panel:

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, number of trained staff are needed on duty

Equipment needed to effect the emergency plan

This will vary depending on the site and fire measures in place but could include: Mobile phone, two-way radio, torches, hi-visibility tabards, evacuation chairs etc. Detail those for your site:

Variations to plan

Detail instances where there may be variations to normal working arrangements e.g. late opening, events, lone working etc and what alternative measures would be needed. Please also consider what alternative actions you might take should your normal evacuation route is blocked.

Back up arrangements

Detail back up arrangements in the event of fire alarm failure or staff absence etc

Responsibilities

| | |
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| For ensuring plan is up to date | Head Teacher |
| For ensuring adequate staff are on duty to carry out the evacuation plan | As above |
| For training staff on the evacuation plan and in their roles and responsibilities | As above |

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any Personal Emergency Evacuation Plans to this document

8. APPENDIX 2 – SITE INDUCTION CHECKLIST

The fire safety procedures listed below should be covered with new members of staff as soon as possible after they start working at the School. Line Manager to sign each item as completed and inductee to sign completed document. Document to be kept in staff personnel file. A copy of this form can be found on the Facilities Helpdesk.

| | Fire Safety Procedure | Date | Signature |
|------------------------|---|------|-----------|
| 1 | Induction fire safety training | | |
| 2 | Online fire safety training | | |
| 3 | Action in the event of a fire including fire exits, fire evacuation route and assembly points | | |
| 4 | Location of fire extinguishers | | |
| 5 | Read and sign copy of the Home Fire Evacuation Plan | | |
| 6 | Aware of the signing in procedure | | |
| 7 | Aware of door management procedures | | |
| 8 | Aware of location of grab bag(s) | | |
| | Fire Evacuation Record | | |
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| | | | |
| Signature of Inductee: | | | |
| Date: | | | |