

Hall Green Primary School



Fire & Emergency Evacuation Plan

This policy review was adopted on 25.11.21

Signed (Chair of Behaviour, Health & Safety committee/Chair of Governors)

Name

It is next due for review in November 2022 (or as soon as the need arises)

Fire Emergency Plan – Hall Green Primary School

FIRE & EMERGENCY EVACUATION PLAN

HALL GREEN PRIMARY SCHOOL

Site and User Summary

Appendix A provides a plan of the building.

- The main timber framed 2 storey school building houses Foundation Stage, Key Stage 1 and Key Stage 2 pupils, Teachers, Support staff, Administrative and Site staff.
- Other long-standing users of the building:-

User	Location	Day	Time
SIPs Catering Company	Kitchen	Daily, Mon-Fri	8:30 - 14:30
Breakfast Club (school staff)	Main Hall / Parent room	Daily, Mon - Fri	8:00 – 8:45
Local Government Elections	Main Hall	As required	

- Short/fixed – term users of the site will be listed in Appendix B which will be amended as necessary when users change.

The Head Teacher is the Premise Manager responsible for this building.

The Deputy Premise Manager is the Site Manager.

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1. Corporate Level One Risk Assessment and Fire Log Book

It will be the responsibility of the Head Teacher to ensure that the corporate level one risk assessment is undertaken. This should be carried out by the the Site Manager annually. The risk assessment and the action plan will be presented to the Governing Body for consideration.

2. Emergency Evacuation toolkit (Crisis Kit)

- This toolkit will be kept in the school office, accessible at all times. In the event of emergency evacuation it will be carried out by whichever member of the school's administration team is present in the office at the time of evacuation.
- The information contained in the toolkit will be made available to the attending fire officer.
- Its contents will be checked daily by the designated Office Manager (Mrs Bhogal), ensuring that the following contents are present at all times:
 - The Fire Log Book (including details of monitoring records of all fire safety checks and inspections)
 - Communication devises, checked as fully charged, by the designated Office Manager (Mrs Bhogal) each Monday.
 - 3 x High visibility jackets (to be distributed to designated Fire Marshalls at the earliest possible opportunity once outside)
 - 1 x pack of sugared biscuits for diabetic pupils (only necessary if there is a diabetic pupil on roll)
 - A whole school list of parental contact details. This will be updated regularly by the designated Office Manager (Mrs Guttridge) to ensure details of new pupils are included and updated phone numbers are changed.
 - The record of pupils leaving school early should be collected by the designated Office Manager (Mrs Bhogal) and added to toolkit as evacuating the building.

3. Flammable substances

The following is a list of flammable substances kept on site and their location. It is accurate at the time of writing, but written amendments will be made to the copy held in the Emergency Evacuation Toolkit should there be additions or changes:

Flammable substance	Location
Cleaning chemicals	Main school: Ground floor cleaner stores/sink room (adjacent to pupil toilet area in stairwell B) 1 st floor cleaners stores /sink room (adjacent to first floor pupil toilet area) Ground floor cleaning stores room (adjacent to Y2 pupil toilet area) Kitchen

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4. Fire Alarm Points

The alarm call points are located as follows:-

1. Plant / Boiler room next to exit door
2. Kitchen inside exit door
3. Main Hall next to fire door
4. Main Hall next to fire door
5. Main entrance reception inside main door
6. Nursery cloak room next to fire exit
7. Nursery classroom next to exit door
8. Reception A classroom next to exit door
9. Reception A cloak room next to fire door
10. Reception B classroom next to exit door
11. Year 2 cloak room next to fire exit
12. Year 1 cloak room next to fire exit
13. Staircase B lower landing by toilets
14. Staircase A lower landing adjacent to Y2
15. End of 1st floor corridor before door to staircase adjacent to Y6
16. End of 1st floor corridor outside pupil toilets

- The fire alarm system is a push button only system. (The alarm is activated by pressing the black dot located at the alarm call points.)
- A weekly program of testing the fire alarm system is carried out by the Site Manager. If the Site Manager is absent, the test will be carried out by the Head Teacher. This takes place after school hours under a sounded siren test mode. Currently the scheduled time for this test is at or after 4:30pm every Wednesday

Smoke detectors and call point locations are shown

- *on the alarm building plan (003)*
- *in the Fire Risk Assessment Log. Section 4: Fire Detection and Alarm System*
- *in the Fire Log Book in Section 4/5.*

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5. Fire Exit Doors

Fire exits, as indicated on the plan of the school, are located as follows:-

All of the following exits lead to ultimate safety:

- Main fire exit door leading out from the main foyer to the front of the school
- Nursery fire exit door leading out from the nursery cloakroom to the front of the school (EYFS outdoor learning space)
- Reception fire exit leading out from the reception cloakroom to the front of the school (EYFS outdoor learning space)
- Staircase A fire exit leading out to the side of the school
- Year 2 fire exit leading out from Y2 cloakroom to the rear of the school
- Year 1 fire exit leading out from Y1 cloakroom to the rear of the school
- Staircase B leading to the rear of the school
- Main Hall fire exits leading from the hall to the front and to the rear of the school
- Kitchen fire exit leading to the front of the school
- Plant room fire exit leading to the rear of the school

All exits are indicated:

- *on the Escape Routes building plan (002)*
- *in the Risk Assessment Log in Section 4: Means of Escape from Fire*

6. Assembly Points

- All pupils, staff, visitors and contractors assemble in the main school playground located to the side of the building.
- There are 8 pupil and staff assembly points, each one designated to a specific year group (Nursery to Y6)
 - Classes line up, in class lines, by their designated year group assembly point, forming lines across the playground from the perimeter fence towards the trim trail
 - Visitors, contractors and Kitchen Staff assemble by Assembly Point A located at the far end of the playground, nearest to the staff car park.
- Children who may arrive at school whilst an evacuation is in progress should report immediately to Mrs Guttridge or in her absence any obvious adult who will adjust the register accordingly. They must not join their class until it has been confirmed that all pupils registered as in attendance when the alarm was activated have been accounted for.

Once it is confirmed safe to reoccupy the building, it is the class-teacher's responsibility to ensure that any such children are marked on the register as in attendance and therefore to be accounted for should the alarm be activated again.

In the event of inclement weather or other emergency, the children will be escorted to Hope Church in Marsh Lane.

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7. Fire Fighting Equipment

The fire extinguisher types and locations are indicated:

- *on the Fire Fighting Equipment building Plan (006)*
- *in the Fire Risk Assessment Log, Section 8: Fire Fighting Equipment also in*
- *in the Fire Log Book, Section 12*

Red – water extinguisher

Red – CO2

Red – powder

Red – foam

Fire extinguishers are all red in colour. The type, as above, is printed in black on the body of the extinguisher.

8. Emergency lighting

Emergency lighting is located as follows;

Ground floor

- Plant room entrance door, internal and external
- Kitchen entrance door, internal and external
- Main Hall emergency exits (front and rear) internal and external
- Stairwell A emergency exit, internal and external
- Main entrance internal on inner and outer doors, and external
- Nursery cloakroom emergency exit, internal and external
- Reception cloakroom emergency exit, internal and external
- Stairwell B emergency exit, internal and external
- Stairwell B entrance from corridor
- Year 2 cloakroom emergency exit, internal and external
- Year 1 cloakroom emergency exit, internal and external

First Floor

- Entrance to Stairwell A
- Entrance to Stairwell B

Emergency lighting locations are indicated:

- *on the Emergency Lighting building plan (004)*
- *in the Fire Risk Assessment Log, Section 6: Emergency Lighting*
- *in the Fire Log Book, Section 16*

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9. Fire Safety Monitoring Inspections

- Monitoring inspections will be carried out on a weekly/monthly basis by the Site Manager. Details of the inspections will be kept in the Fire Log Book. Any faults or corrective action will be reported to the building maintenance surveyor.
- Findings from monitoring inspections will be reported to the Governing Body regularly.

10. Visitors / Contractors

All visitors, supply teachers, students/work experience placements and contractors are requested to sign in using the electronic signing in system. A photograph will be taken to generate a bar coded printed pass which is to be worn throughout their visit. The pass will be used to scan out upon leaving the building.

Contractors

- Contractors should only visit the school by prior arrangement
- On arrival, all contractors should report to the site manager and state the nature of the work to be carried out and the impact this will have on the safe working practices within the school.
- The site manager will ensure that they are aware of the school's emergency procedures and inform them how to raise the alarm in the event of an emergency.
- If the site manager is not available on site, these duties should be carried out by the designated Office Manager (J Bhogal) or, if necessary, the Head Teacher or Deputy Head Teacher. If these procedures are not followed work must not be allowed to begin.
- In the event of long term building work, emergency procedures will be discussed at pre commencement meeting and updated weekly as work progresses.

All visitors must use the electronic system to sign out on their departure

11. Staff Training

- Before beginning their duties, new or temporary employees will receive relevant induction information which will specifically inform them of procedures relating to emergency evacuation. As part of the induction procedure, new or temporary employees (employed for a period longer than 2 weeks) will be expected to undertake the electronic training package 'In the Line of Fire'.
- It is important that all school employees (teaching and non-teaching) undertake formal fire safety training on an annual basis. This includes general fire awareness training and hands on training in the safe handling of fire extinguishers. It will be the responsibility of the Site Manager to ensure this is carried out. This will usually take place in the autumn term. All training will be recorded in the Fire Log Book.

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12. Fire Drills

- There will be a fire drill carried out, at minimum, on a termly basis.
- One drill will take place in September to ensure that the new intake and any new members of staff have experience of evacuating the building when an alarm has been activated.
- Consideration will be given to undertaking emergency evacuation practices under different circumstances and conditions e.g lunchtime; whole school assembly; playtime; missing child scenario; missing adult scenario; blocked route to fire exit scenario.
- The evacuation target time is 3 minutes. This target includes the time taken to confirm that the building is completely evacuated and no child or adult is unaccounted for.
- Details of the fire drill will be recorded in the Fire Log Book by the Site Manager. This will include the time taken to evacuate the building and the time taken to evacuate and confirm everyone has been accounted for.
- Following a fire drill staff are requested to provide any evaluative feedback which identifies issues which may hinder the smooth evacuation of all building occupants or improve practice.
- Feedback to staff will be provided via briefing notes or a be-briefing session
- Staff will be informed promptly of any resultant changes in procedures or policy.
- This will be recorded in the fire log book under staff training.

13. Special Needs

- Risk assessments and procedures will be undertaken and updated to cater for those with special needs or requirements. Any Personal Emergency Evacuation Procedures (PEEPs) relating to members of the school with specific needs will be detailed as Appendix C and amended as necessary.
- A list of those requiring Personal Emergency Evacuation Plans can be located in Section 15 Arrangement for People with Disabilities in the Fire Risk Assessment Log.
- Temporary Personal Emergency Evacuation Plans for visitors and guests of the school can be obtained from the front office on request.

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14. Fire Evacuation Procedures for Hall Green Primary School.

Alarm activation

Anyone discovering a fire should raise the alarm at the nearest call point.

Call challenge procedure

- A Call Challenge procedure will automatically take place where contact will be made immediately by Custodian monitoring to the following contacts to establish the authenticity of the fire
 - 1st contact -School Site
 - 2nd contact- Site Manager
 - 3rd contact- Head Teacher
- Upon confirmation that the alarm activation is not a false alarm, Custodian will inform the Fire Service immediately.
- In the case of a false alarm, the Fire Service will not be informed.
- If the alarm is activated outside school hours, Kings Security Services Ltd and the fire service will be informed immediately by Custodian monitoring.
- It is the responsibility of the Site Manager to ensure that all relevant agencies have up-to-date contact details for the school.
- If safe to do so, the Site Manager will check the Fire Control panel for information in the form the LCD screen showing location details and how the alarm was raised.

Communication

- Communication between evacuating staff and Head Teacher/ Deputy Head Teacher will be clear and precise in order to confirm obvious signs of flames, smoke or heat to establish the location of the fire.
- If the building requires re-entering due to insufficient signs of a fire, a minimum of 2 nominated staff will be handed communication devices for direct communication when investigating the building. These will be the Site Manager (when present) and Head Teacher. If one or either is not present, the Deputy Head Teacher and next most senior member of staff should undertake the site investigation.

Evacuating the building

- Of paramount importance is that pupils are evacuated to safety.
- No-one should stop to collect their belongings.
- Everyone should go straight to their designated assembly point via the nearest fire exit.
- If evacuating from the classroom, the class-teacher/responsible adult should collect the paper register updated each day and mentally note the number of pupils present/absent from the “live count” maintained on the outside of every classroom door.
- If not in the classroom at the time of evacuation, no-one should return to collect the register.

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- All teachers will ensure that they have an up-to-date mini class list in the back of the identity card. This should be used to call the register in the event that they were not in the classroom when the alarm was activated.
- If it is possible, adults should close windows and doors on the way out, but no-one should remain in the classroom to do so.
- Adults passing pupil toilets or other infrequently occupied spaces (e.g. parent room) should ensure that there are no children remaining.
- If EYFS pupils and staff are in the outside learning area at the time that the alarm sounds, any adult noticing that they have not responded should immediately use the nearest door to alert them verbally.
- Staff passing rooms where small children or babies who need carrying are located should check if assistance is required in evacuating them.
- If an adult feels confident to tackle the fire using the available fire-fighting equipment and has received the training to use this equipment, they should do so, but must not put themselves or pupils at risk. They should not feel obligated to do this. Pupil and adult safety must remain of paramount importance.

Office responsibilities

- The designated Office Manager (Mrs Bhogal), or in her absence Mrs Guttridge, will collect the Emergency Evacuation Toolkit (Crisis Kit)
- On hearing the fire alarm, the designated Office Manager (Mrs Guttridge), or in her absence Mrs Bhogal, will activate the “print fire register” facility on the electronic signing in system. This will provide a list of staff and visitors on site and will be used by the designated Office Manager to check that all adults have evacuated the building.

Pupils not on site/remaining on site

- It is the class-teacher’s responsibility to ensure that the school office staff (or in their absence, the Head Teacher) is informed when they are taking pupils off the school site. This must be done at the time of departure. It should not be assumed that prior arrangements or knowledge is sufficient.
- If a small group of pupils are being taken off-site, a list of pupil names and accompanying adults must be left with the school secretary, or in their absence, the Head Teacher. On departure, this list should be checked for accuracy e.g. unexpected absentees.
- If individual pupils are left at school while the remainder of the class leave the premises, it is the class-teacher’s responsibility to provide details of which children are being left on site and in which classrooms they have been left. This information must be given to the school office prior to departure. This list will enable the designated Office Manager (Mrs Bhogal), or in her absence Mrs Guttridge, to check the location and safe evacuation of those pupils remaining on site.
- It is the responsibility of all personnel on duty in the main office to ensure that a list of children leaving early is maintained on a daily basis. This list will be collected by the designated Office Manager (Mrs Bhogal) or in her absence Mrs Guttridge, as they leave the office to evacuate. The Office Manager will ensure that all relevant teachers know which children have left early.

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- In the event of a class needing to be split across the school, it is the responsibility of the class-teacher to compile lists of children allocated to specific classes. One copy of this list should be left easily visible in the classroom and further copies left with the Head, the Deputy and the school office. It is the responsibility of the adult splitting the class to ensure that lists, even if already distributed, are updated to reflect any changes to these allocations.

Adults leaving/returning to the site

- All adults entering and leaving the site must sign in using the electronic signing in system and scan out using the printed bar coded photo pass allocated to them or generated when they signed in.
- To enable a check on which adults have been safely evacuated, it is vital that this procedure is followed each and every time adults enter and leave the site.
- Office staff are responsible for ensuring that all visitors and contractors sign in prior to continuing with their purpose for being on site and also that they sign out when they are leaving the site.

Accounting for safe evacuation of all pupils

- Once evacuated to designated assembly points teachers should:
 - Ensure that their class forms a register-ordered line at their designated assembly point and does so in complete silence.
 - Conduct an immediate head count, matching the count against the day's register total and "live count" number
 - Call the register by name to ensure that all pupils are present.
 - Raise their register in the air to indicate that all pupils are accounted for.
 - Raise the alarm by a shout to the Head or Deputy if a pupil appears to be missing.
- The Head Teacher will be responsible for identifying and, if possible, locating any missing pupils or adults.

Fire Service

- The person liaising with the Fire Service will be the Site Manager (if on site) and the Head Teacher (in their absence the Deputy Head Teacher).
- High visibility jackets will be worn by the Site Manager, the Head Teacher and Deputy Head Teacher to make them distinguishable to the fire service.
- Information contained within the Fire Log Book will be made available to the Fire Service.
- No one should enter the building until the Fire Service declares it is safe.
- The fire service should be made aware that the nearest fire hydrant is located outside the playground perimeter fence in Beverley Road.

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Actions if unable to return to school building

- In the case of inclement weather or other unforeseen problems, arrangements have been made to use the facilities at Hope Church, located in Marsh Lane.
- If advice from the fire service indicates that the school cannot be reoccupied prior to the end of the school day, parents will be contacted and arrangements will be made to pick children up from this venue. The head teacher / deputy head teacher will make this decision, following consultation with the senior fire officer.

Accidents and incidents during evacuation

Any accidents or incidents that occur during evacuation must be recorded on Sandwell's Accident and Incident Form. This form must be submitted to Sandwell's Health and Safety department electronically. Health and Safety officers will inform the Health and Safety Executive as required by the RIDDOR Regulations.

15. Special Evacuation Requirements for Hall Green Primary School.

- Specific arrangements will be made to assist any pupil or member of staff with disability or impairment, to ensure their safe evacuation. A list of pupils who will require assistance can be found in Appendix C. It is the responsibility of the Site Manager in liaison with the SENCo to ensure that this list is updated whenever necessary.
- Procedures in place to meet the evacuation needs of specific pupils will be documented for each individual in a Personal Emergency Evacuation Plan (PEEP) and training given to any member of staff who may be required to assist in the plan's implementation.
- If a child attends school with a temporary disability or impairment which is likely to impact on their capacity to evacuate independently (e.g. as a result of an accident or medical procedure), it is the class teacher's responsibility to liaise with the Site Manager and SENCo to ensure that arrangements are in place to ensure the child's safe evacuation.

16. Lunchtime Fire Evacuation Procedures

- It will be the responsibility of the lunchtime supervisors to escort pupils from the Main Hall dining area to the fire assembly points located on the main playground.
- In the event of a wet lunchtime it will be the responsibility of lunchtime supervisors and/or supervising staff to escort pupils to the assembly points located on the main playground.
- All other staff will evacuate the building following the procedures detailed, including making checks for pupils in the main building.
- Checks to ensure all pupils are evacuated will be made by the class-teacher where present or the dinner supervisor when the teacher is not on site.

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17. Evacuation during Local or Government Election

- The responsibility of an evacuation during this time will fall to the presiding officer.
- It will be the Site Manager's responsibility to ensure that the presiding officer is aware of the fire alarm call points, location of fire extinguishers and has access to a telephone which can be used to respond to the Call Challenge and also to make an external call.
- The polling station will be located in the Main Hall, the nearest exits are directly from the hall to ultimate safety.
- During the hours of darkness emergency lighting directs the way to safety. A copy of this emergency plan and map of the school will be given to the presiding officer by the Site Manager as part of the opening up procedure on the day of the elections, or as part of the pre-election planning meeting if one can be arranged.
- If staff are on site, they should follow evacuation procedures as detailed above.

18. Parents' Evenings (located in the main school hall)

- It will be the responsibility of all staff present to escort parents in their company to the nearest fire exit (front or rear of hall) and ultimately to the assembly area located on the main playground.
- If the alarm is activated at a time when a significant number of people are in the hall, staff may need to consider guiding parents to exit via the main hall door and therefore enable them to access the fire exit to the front of the building (main door), or to the rear of the building (stairwell B). In making this risk assessment they should consider whether the location of the fire may present a hazard if these secondary exits are used and also assess the degree of congestion around the two fire exits leading directly from the hall.
- Staff will be reminded of these procedures at the staff meeting prior to the parent's evenings or via briefing notes distributed prior to the scheduled parents' evening.

19. Performances/ Special Events

A specific fire risk assessment for any special event will be undertaken by the school senior management team. The risk assessment will be discussed with all members of staff and if necessary pupils prior to the event taking place.

Copies of these risk assessments will be kept in the school fire log book with the level one risk assessment.

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20. Clubs and activities

- A specific fire risk assessment for any clubs staffed by persons not directly employed by the school will be undertaken by the Site Manager in liaison with the staff member responsible for arranging the club. The risk assessment will be discussed with all relevant adults and if necessary pupils prior to the event taking place.
- It will be the Site Manager's responsibility to ensure that the person responsible for the club/organisation is aware of the location of the nearest fire exits, fire alarm call points, location of fire extinguishers and as access to a telephone.
- A generic risk assessment will be produced for clubs being run outside curriculum time but by a member of staff directly employed by the school. The relevant member of staff should ensure that the risk assessment is amended where ever necessary in order to ensure that it satisfactorily and that it addresses the risk and control measures needed for their club. A copy, signed to this effect should be submitted via EVOVLVE prior to the club starting.
- If a fire seen whilst a club is taking place in school, the alarm should be raised at the nearest call point.
- If the fire alarm is raised, the person responsible for the club will escort all adults/children present to the nearest fire exit, then directly to the assembly points located on the main playground.
- The person responsible for the club will take a register of all children and adults present on every occasion the club is held. This register will be taken to the assembly point and used to confirm the safe evacuation of all children and adults present at the club.

20. Review

The Head Teacher and the school senior management team must ensure that the emergency plan is reviewed on an annual basis, or sooner, if there are any changes to staff that have specific responsibilities within this plan.

Any adult identifying a previously unidentified risk or issue relating to fire procedures (e.g. following a fire drill) should inform the Head Teacher or Site Manager at the earliest possible opportunity. These concerns will then form part of the review of the procedures.

APPENDIX A

BUILDING PLAN



FIRST FLOOR PLAN

APPENDIX B

SHORT/FIXED-TERM SITE USERS/CLUBS

User	Location	Day	Time	Start date	End date
SIPs Catering Company	Kitchen	Mon - Fri	8.30 – 14.30	On going	-
Local Government Elections	Main Hall	As required	6:00 -22:00	On going	-
Breakfast Club	Main Hall / Parent room	Mon - Fri	8:00 – 8:45	On going	
Sports Clubs	Main Hall / Sports field	Mon - Fri	15:30 – 16:30	On going	

APPENDIX C

INDIVIDUALS REQUIRING PERSONAL EMERGENCY EVACUATION PROCEDURES

<u>Year Group</u>	<u>Child</u>	<u>Adult responsible</u>
• Nursery (am)	Child A	Staff A
• Nursery (pm)	Child B	Staff B
• Reception	Child C	Staff C
• Year 1	Child D	Staff D
• Year 3	Child E	Staff E
• Year 4	Child F	Staff F
• Year 6	Child G	Staff G

Temporary PEEPs can be obtained from the front office for any visitor who may need assistance during and emergency evacuation.