



# Meadowside Community Primary & Nursery School

A Member of **The Challenge Academy Trust**

## Fire Safety & Procedures Policy

<b>Policy written by</b>	School
<b>Date Policy Written</b>	October 2020, Feb 2022
<b>Date Agreed by Governors</b>	April 2022
<b>Next Review</b>	April 2023
<b>Head teacher</b>	Mr S Wright 
<b>Chair of Governors</b>	Mr P Calrow 

*'Where Learners Grow'*

<b>1</b>	<b>CONTENTS</b>	
2	STATEMENT OF INTENT	3
3	INTRODUCTION AND SCOPE	4
5	FIRE SAFETY MANAGEMENT	6
5.1	PERSONS RESPONSIBLE FOR FIRE SAFETY	7
5.2	FIRE SAFETY TRAINING	8
5.3	FIRE WARDENS	8
5.4	FIRE SAFETY EQUIPMENT	11
5.5	VISITORS	11
6	EMERGENCY EVACUATION DRILLS/ LIVE SITUATIONS	11
6.1	FOLLOW UP TO EVACUATION DRILLS/ LIVE SITUATION	12
6.2	EMERGENCY EVACUATION POINTS	12
7	EVACUATION PROCEDURES	12
7.1	EGRESS FROM THE VESTIBULE AREA AT THE DELIVERY ENTRANCE (ADJACENT TO THE MAINTENANCE MANAGER'S OFFICE) AND THE ENTRANCE AT THE ASSEMBLY HALL	13
7.2	THE VESTIBULE AREA AT THE DELIVERY ENTRANCE	13
7.3	THE ASSEMBLY HALL	13
7.4	RECEPTION CLASS	13
7.5	KEYSTAGE 1, 2 AND THE WELFARE/ INCLUSION CORRIDORS	14
7.6	STAFF/ PUPILS SITUATED AT THE FRONT OF THE SCHOOL	15
7.7	STAFF AND PUPILS SITUATED IN THE KITCHEN	15
7.8	STAFF SITUATED IN THE STAFF ROOM	15
7.9	VISITORS AND CONTRACTORS	16
7.10	DISABLED PUPILS/ MEMBERS OF STAFF/ VISITORS	16
8	STAFF BRIEFING AND COMMUNICATION	17
9	FIRE EMERGENCY PLAN	17
9.1	MEADOWSIDE COMMUNITY PRIMARY AND NURSERY SCHOOL FIRE EMERGENCY PLAN	17
9.2	FIRE EVACUATION PROCEDURE FOR DRILLS AND LIVE SITUATIONS	18
10	ANNUAL FIRE RISK ASSESSMENT RENEWAL	20
11	FIRE SAFETY FIXTURES, FITTINGS, EQUIPMENT AND AIDS	20
11.1	FIRE DOORS AND EXITS	20
11.2	MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE safety fixtures and fittings, EQUIPMENT AND SYSTEMS	20
11.3	FIRE SIGNAGE	21

12	FIRE SAFETY MITIGATION	21
12.1	5 YEAR HARD WIRING INSPECTION	21
12.2	GAS SAFETY CERTIFICATE	21
12.3	BOILER AND HEATING INSPECTIONS	22
12.4	PAT TESTING	22
12.5	STORAGE OF FLAMMABLES AND CHEMICALS	22
13	CLOSING STATEMENT	22
14	<a href="#">Appendix A - Interim Fire Evacuation Policy</a>	<a href="#">23</a>
15	APPENDIX B - REFERENCES	0

## 2 STATEMENT OF INTENT

**Meadowside Community Primary & Nursery School** believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.


We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.

Fire Safety & Procedures Policy: October 2020 / February 2022

3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe, working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the school.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety and Procedures Policy will be created to ensure the above commitments can be met. Employees and pupils throughout the school must play their part in the creation of a safe and healthy working environment for all.

**Signed:**   
**(Head Teacher)**

**Date:** 12/10/20

### **3 INTRODUCTION AND SCOPE**

Fire is a hazard in any part of the school premises. Its consequences include the threat to the lives or health and safety of the school community, visitors, contractors and the neighbouring communities, as well as damage to or loss of property and severe interruption to normal business activities or opportunities. Managing the risk of fire and fire safety demands precautions, based on a combination of appropriate prevention and protection measures by considering the inherent fire risks and the legal obligations laid on Meadowside Community Primary and Nursery School as the employer.

This Fire Safety and Procedures Policy and the fire emergency plan applies to Meadowside Community Primary and Nursery School as the employer. Its requirements extend to all persons at those premises including staff, visitors and

Fire Safety & Procedures Policy: October 2020 / February 2022

contractors whether permanently or temporarily engaged. Meadowside Community Primary and Nursery School will, so far as is reasonably practicable and in accordance with legal obligations and standards, endeavour to:

- Provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
- Provide comprehensible and relevant information to staff, pupils, visitors, contractors and any other people who are on the school premises, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- Provide a programme of fire safety training;
- Carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- Have in place a programme of works to improve or maintain the existing fire safety specifications;
- Identify enough persons to be present at all times when the building is occupied, with delegated responsibility for initiating the fire evacuation procedure and providing information and assistance to the fire service;
- Where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

#### **4 AIMS**

Meadowside Community Primary and Nursery School are committed to minimising the risks to staff, pupils, and visitors, which may arise from fire. This will be underpinned by ensuring precautions are taken to avoid the likelihood and risk of fires occurring by having a robust fire procedure which identifies practical policies and procedures, gives guidance to all stakeholders and commits to a thorough, independent annual fire risk assessment and observing good fire safety practises.

The Meadowside Community Primary and Nursery School senior leadership team and governors will fully comply with the Regulatory Reform Fire Safety Order 2005 (RRO) and ensure that a suitable and sufficient fire risk assessment is carried out and recorded annually, with all recommendations followed up as soon as possible.

In complying with the RRO, the school management will check the fire safety and fire precaution with best guidance documents issued by the Department for Communities and Local Government (DCLG).

The current guidance issued is 'Fire Safety (risk assessment) for educational premises'. A copy of this guidance document is in the fire safety folder which is located on the school's 'Google shared drive'.

## **5 FIRE SAFETY MANAGEMENT**

The main duties of Meadowside Community Primary and Nursery School are:

- To minimise risk from fire by risk assessment and regular reviews.
- To ensure adequate staff/ fire warden training has taken place.
- To produce an emergency plan and put up appropriate fire notices and procedures.
- To conduct fire drills during each term.
- To check adequacy of firefighting apparatus and ensure inspection and maintenance annually.
- To implement recommendations from the Fire Risk Assessment.
- To consult with the fire risk assessment contractor/ officer on matters of fire safety.
- To conduct regular fire safety inspections and record the findings.
- To make frequent informal checks of fire precautions.
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly.
- To check fire detection and protection systems are maintained and tested and records kept.
- To ensure Fire Safety Log Book is kept up to date and accessible.

## 5.1 PERSONS RESPONSIBLE FOR FIRE SAFETY

<b>Responsibility/ Role</b>	<b>Delegated Responsibility</b>
Overall fire safety	Responsibility Hierarchy: The Head Teacher; in his absence the Deputy Head Teacher; in the absence of both the <b>School Business Manager</b>
Fire safety training, induction and revision	The School Business Manager
Fire risk assessments	The School Business Manager
Fire drills	Head Teacher/ School Business Manager
Updating/ recording of fire safety log book	The Maintenance Officer
Monitoring of the fire safety log book	The School Business Manager
Actuation of fire alarm at console for drills and checking console for location of active fire call point.	Maintenance Officer
Checks on call points	Maintenance Officer/ Annual Service Contractor
Checks on emergency lighting	Maintenance Officer/ Annual Service Contractor
Ensuring Fire escapes unobstructed	Maintenance Officer/ All Staff
Check all fire detection and protection systems are maintained	Maintenance Officer
Evacuation of all staff and pupils.	Teacher /group / section leader/ adult in the vicinity
Visitors and contractors Fire Safety Information	The person hosting the visitor/ contractor and / or the receptionist.
Checking/ sweeping of Key Stage 1, 2 and Welfare Inclusion corridors/ classrooms and main admin corridor.	Fire Wardens
Checking/ sweeping of Kitchen area and dining room	Kitchen manager
Collection of registers and staff/ visitor signing in book/ sheets etc.	Administration staff
Calling the fire brigade	Person who discovers fire/ School Business Manager/ Admin staff
Meeting the fire brigade	Maintenance Officer/Business Manager

## **5.2 FIRE SAFETY TRAINING**

Specific training for the identified, responsible persons (Senior Teachers, Fire Wardens, School Business Manager etc.) will be undertaken at least every three years. This training will be up to fire warden standard and may include fire extinguisher training.

All staff will have internal refresher fire training and an update of the school's Fire Safety Policy and Fire Risk Assessment every 3 years. This training will be arranged by the School Business Manager. This will include as a minimum:

- The procedure for calling the fire service
- Understanding the emergency plan/ fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Appropriate use of firefighting equipment e.g. fire extinguishers and fire blankets.
- Location of the assembly area and the procedure when calling the fire service
- Exit routes including alternative escape routes
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building in case of emergency

### **In addition:**

- All agency staff to be given fire procedure information within their induction pack
- New staff will have internal refresher fire training and access to the school's 'Fire Safety Policy' and 'Fire Risk Assessment' as part of their induction.

All records of training & induction to be recorded in the fire safety logbook located on the school's 'Google shared drive'.

## **5.3 FIRE WARDENS**

The school commits to ensuring they have an appropriate number of trained fire wardens. The fire wardens have designated areas and responsibilities which ensure that all areas are checked to verify that all personnel have evacuated the building quickly and safely. It is the responsibility of all Fire Wardens to:

- Ensure that the details of the Fire Risk Assessment are adhered to and any recommendations are followed up and resolved in a timely manner.
- Contribute to the review and implementation of the Fire Risk Assessment should conditions or the layout of the building change.
- Ensure, as far as is reasonably practicable, that this policy is complied with.



- Contribute to the review of this plan annually or if the conditions, personnel or the layout of the building changes.
- Contribute to the emergency evacuation report following an emergency evacuation.
- Ensure that emergency escape routes are kept clear and free from obstacles.
- Ensure that fire doors are not wedged open and that they shut without hindrance.
- Ensure that fire extinguishers are kept clear.
- Ensure that good housekeeping is promoted and maintained throughout the school.

In the event of an emergency evacuation, the school has adopted a 'symbolic' system to notify the Head Teacher (or the deputising, responsible person) that all areas have been evacuated. At the start of each of the 3 branching corridors; the Key Stage 1 corridor, the Key Stage 2 corridor and Welfare/ Inclusion corridors branching from the Main Admin corridor, there is a small wooden tree hanging on the walls. The table below outlines the designated fire warden for each area. Once they have done their checks and ensured that the area is vacant of personnel, they take the tree to the emergency evacuation assembly point at the rear of school and hold it in the air so it can be seen by the Head Teacher (or the deputising responsible person); this symbolises that their area is vacant of personnel. The Head Teacher (or the deputising responsible person) can then record this by noting the area indicated as complete.

The names and responsibilities of the Fire wardens and *those with specific responsibility* in the event of an emergency evacuation are;

Name	Responsibility	Area(s)/ action
Nicola Churton  Deputy: Alison Stokes	Sweep and evacuate ensuring that all areas are vacant of personnel.	Main admin office, reception area/ foyer, Head Teachers room, Deputy Head's room, CLR room, toilets adjacent to CLR and printer room. <b>Pick up tree at the start of the middle corridor</b> and proceed to back of school via middle corridor checking all rooms and toilets en route. When all areas have been checked and are vacant of personnel, evacuate to the back of school emergency evacuation assembly point and hold the tree in the air to

		symbolise that there are no personnel in the area covered.
Hannah Barlow  Deputy: Tina Murphy	Sweep and evacuate ensuring that all areas are vacant of personnel.	Evacuate pupils and staff from Buttercups classroom, proceed to main admin corridor and check the side classrooms and toilets on main corridor up to CLR room. <b>Pick up tree at the start of the KS1 corridor</b> , check all classes and rooms on KS1 corridor, Sunflowers (Nursery years 3 & 4), and toilets. When all areas have been checked and are vacant of personnel, evacuate to the back of school emergency evacuation assembly point and hold the tree in the air to symbolise that there are no personnel in the area covered.
Jane Nash  Deputy: Dominique Vernon	Sweep and evacuate, ensuring that all areas are vacant of personnel.	Evacuate pupils/staff from Key Stage 2 classrooms, move to main corridor, <b>pick up tree at the start of the KS2 corridor</b> and check the SENCO office, IT room, male and female staff toilets, quarantine room, PE hall, staff room, dining hall and maths room for staff/pupils and visitors. When all areas have been checked and are vacant of personnel, evacuate to the back of the school emergency evacuation assembly point and hold the tree in the air to symbolise that there are no personnel in the area covered.
Kerry Woods  Deputy: Alan Manuel	Sweep and evacuate, ensuring that all areas are vacant of personnel.	Evacuate pupils/staff from Key Stage 2 classrooms and the toilets at the end of the KS2 corridor. When all areas have been checked and are vacant of personnel, evacuate to the back of the school emergency evacuation assembly point.

<p>Steve Murphy (Maintenance Officer) in the absence of the Maintenance Officer the Business Manager will take on this role</p> <p>Deputy: Graham White/Donna Lowe</p>	<p>Be in possession of a walkie talkie, attend to the alarm indicator panel (Console) - to activate the emergency alarm or locate the alarm point used. Proceed to the car park barrier and allow access to the emergency services. Communicate with the emergency services providing the appropriate information regarding the nature and location(s) of the fire and the locations of flammable material storage</p>	<p>Check reception area/ foyer and evacuate accordingly and wait at the emergency evacuation assembly point at the front entrance gate. Car park barrier to allow Fire Brigade access.</p>
Alan Manuel	Reserve Fire Warden	

#### 5.4 FIRE SAFETY EQUIPMENT

A fire holdall with a School Emergency Kit (Grab Bag) will be located in the main admin office containing appropriate emergency equipment such as: Hi-visibility jackets, torches, spare batteries, register, whistles, bull horn and useful emergency telephone numbers.

#### 5.5 VISITORS

A member of the school office team will ensure that all visitors sign in at reception. All visitors must be met by a host member of staff who will be responsible for ensuring that their visitor(s) are aware of the evacuation procedures, the nearest escape routes and the evacuation point at which they must proceed to in the event of an emergency evacuation.

### 6 EMERGENCY EVACUATION DRILLS/ LIVE SITUATIONS

Emergency evacuation drills should be carried out during each term. The evacuation time for the whole school is currently set at under six minutes. Drills

will generally be spontaneous and unplanned however there may be occasions when others may be planned with staff being given notice to prepare for a reason or theme.

The main alarm indicator panel is situated in the reception area.

Fire alarm call points and emergency exit displays are situated in all classrooms and around the school. See appendices A and B.

Each fire alarm call point displays the procedure for emergency evacuation.

#### **6.1 FOLLOW UP TO EVACUATION DRILLS/ LIVE SITUATION**

Drills must be recorded in the Fire safety logbook by the Maintenance Officer. He will present it to the Business Manager regularly for audit and to aid the School Business Manager in updating it on the shared 'Google shared drive', allowing whole school access. Timing of each evacuation must be recorded accurately; incidents which delay or cause disruption to the process should be recorded as soon as possible. All persons will receive feedback on the outcome of the evacuation as soon the School Business Manager has collated feedback from the senior staff and fire wardens and an assessment of the evacuation drill has been carried out.

#### **6.2 EMERGENCY EVACUATION POINTS**

The emergency evacuation assembly points are;

- All school personnel, visitors and contractors assemble at the rear of the school towards the back of the playground

There may be circumstances where the nominated emergency evacuation assembly points are not accessible. If this happens all personnel must make their way to a clear position of safety, away from the building and, if possible, get in contact with the main evacuation assembly cluster to let them know that they have evacuated the building and are safe (see Appendix B).

### **7 EVACUATION PROCEDURES**

The school is a diverse and irregular shaped building which has various opportunities to evacuate. The doors and windows are dated and there appears to have been little focus on emergency evacuation when they were installed.

Consequently, there are many different evacuation procedures which apply to different areas around the school.

### **7.1 EGRESS FROM THE VESTIBULE AREA AT THE DELIVERY ENTRANCE (ADJACENT TO THE MAINTENANCE MANAGER'S OFFICE) AND THE ENTRANCE AT THE ASSEMBLY HALL**

#### **7.2 THE VESTIBULE AREA AT THE DELIVERY ENTRANCE**

The Vestibule Area at the Delivery Entrance is situated off the main entrance corridor, close to the Key Stage 2 corridor. If the fire alarm is sounded, staff, pupils and visitors situated in this area will currently evacuate immediately through the nearest fire exit. Once outside, staff will make their way over to the Reception Class side of the school and to the rear gates adjacent to the 3 & 4 years old Nursery. Once through the gates, they will proceed to the emergency evacuation assembly point at the rear of the school.

#### **7.3 THE ASSEMBLY HALL**

The assembly hall is situated off a small entrance corridor, leading from the vestibule area at the Maintenance Office. There are 3 sets of main entrance doors, which allow access from the front of school car park to the Assembly Hall corridor. Entrance into the Assembly Hall is via a pair of entrance doors from the corridor.

If the fire alarm is sounded, then staff, pupils and visitors situated at the Assembly Hall area should evacuate immediately by:

- Either evacuating through the Assembly hall entrance doors and through the main entrance doors to the front of school car park, or;
- By evacuating via the assembly hall by the two push-bar emergency exit doors which open out to the side of the school, giving access to the front of the school.

Once outside, staff will make their way over to the Reception Class side of the school and to the rear gates adjacent to the Sunflowers Nursery. Once through the gates, they will proceed to the emergency evacuation assembly point at the rear of the school.

#### **7.4 RECEPTION CLASS**

The Reception class is situated at the end of the main admin corridor, adjacent to the Key Stage 1 corridor and benefits from a recent high standard refurbishment. It includes signage which is good, clear and concise and is not confusing. It consists of: emergency lighting; fire call points; smoke alarms; fire doors with intumescent strips and seals and an easy turn handle to open the nursery entrance door.

The class has 2 teachers on a shared hours basis so, in the event of an emergency evacuation the responsible person will be either **Miss A Clarke and Miss J Nuttall**. Whoever is in place at the time of an emergency evacuation will ensure that all rooms in the Reception class and the play area to the side are

vacant of staff and pupils and then that the Reception entrance door (fire exit), leading to the play area at the side of Reception, is opened via the thumb turn handle to allow access to the play area.

The preferred emergency evacuation route is through the Reception play area gate which leads out of the nursery to the side of the school which eliminates the risk of pupils playing outside and returning into the building should a fire start inside the nursery.

The Reception play area gate is locked by key during school hours for safeguarding and security purposes. Currently a key is hung from a hook on the play area fire door frame which opens the gate. All staff have been briefed and are aware of this. Short term it is envisaged that all Reception Class staff will be provided with a master key for the gate which will be permanently attached to their door fob lanyard. In the long term, the school will see investigations into a more suitable permanent locking mechanism for the gate, which does not rely on a key for egress.

Once outside the gate, Reception Class staff and pupils will turn left and follow the footpath to the security gates at the rear of the school, adjacent to the Sunflowers Nursery to the emergency evacuation assembly point. The security gate padlock will be unlocked immediately the emergency evacuation alarm is sounded to allow the Reception Class access class through to the rear of the school where they will assemble at the emergency evacuation assembly point.

## **7.5 KEYSTAGE 1, 2 AND THE WELFARE/ INCLUSION CORRIDORS**

All Key Stage 1 & 2 classrooms, and any learning rooms on the Welfare/ Inclusion corridor have an emergency evacuation door which allows immediate access to the rear of the school, directly to the evacuation points. These doors have been fitted with easy turn thumb locks which will give quick and easy release of the door lock for evacuation.

There are some rooms opposite to the classrooms off these corridors which do not have immediate access to the rear of the school. If the emergency evacuation alarm is sounded and any of these rooms are occupied with staff and pupils, then the teacher or most senior person in the group must ensure that the pupils are guided immediately through the nearest classroom and out of the emergency evacuation door, which allows immediate access to the rear of the school, directly to the emergency evacuation assembly points.

At the end of each of the three corridors there are also a set of 'Mag Lock' doors leading to the rear of the school which are locked by a magnet during the school day time. These doors have push buttons which operate the magnetic locks releasing the magnet at the top of the doors allowing the locked door to open should an emergency evacuation situation occur.

## **7.6 STAFF/ PUPILS SITUATED AT THE FRONT OF THE SCHOOL**

On the main administration corridor at the front of the school there are 8 classrooms which potentially could be populated by staff teaching pupils and, do not have immediate access to the outside. If the fire alarm is sounded, school staff and visitors situated at the front of the school should evacuate immediately along the nearest of the Key Stage 1, Key Stage 2 or Welfare / Inclusion corridor to the outside rear of the building. Once outside they will make their way to the emergency evacuation assembly point.

Staff who are on or around the main administration corridor should look out and be vigilant for pupils who are in between class and the other areas of the school and guide them to one of the outside rear exits, escort them to the emergency evacuation assembly point and ensure that they are accounted for immediately.

## **7.7 STAFF AND PUPILS SITUATED IN THE KITCHEN**

The kitchen emergency evacuation doors to the side of the school rely on a key for emergency evacuation and the dining room emergency evacuation doors around the perimeter of the dining room have recently been fitted with easy turn thumb locks which will give quick and easy release of the door lock for evacuation.

The policy in this area is that all personnel will evacuate through the dining room doors, which give immediate access to the rear of the school to the evacuation point. The School Head Chef will ensure that the kitchen staff have evacuated the kitchen area and are all accounted for. The teaching staff on duty will ensure that all pupils are evacuated from the kitchen serving area and the dining room and make their way immediately to the evacuation point.

In the event of the dining room being used by teaching staff and pupils during the school day, and an emergency evacuation situation occurs, then the teacher or most senior person in the group must ensure that easy turn thumb locks are turned, the doors are opened, and the pupils are guided immediately out of the emergency evacuation doors, which allow immediate access to the rear of the school, direct to the evacuation point.

## **7.8 STAFF SITUATED IN THE STAFF ROOM**

The emergency evacuation doors in the staff room have been fitted with easy turn thumb locks which will give quick and easy release of the door lock for evacuation.

In the event of an emergency evacuation, staff situated in the staffroom should evacuate immediately from the fire doors. Once outside, staff will make their way over to the Reception Class side of the school and to the rear gates adjacent to the Sunflowers Nursery. Once through the gates they will proceed to the emergency evacuation assembly point at the rear of the school.

## **7.9 VISITORS AND CONTRACTORS**

Visitors and contractors will sign in at the reception before entering the main school area. Part of the signing in process is reading and fully understanding the fire evacuation procedure. It is a condition of signing the visitor's register that they read the emergency evacuation procedure. However, it is the host member of staff's responsibility to;

- Explain the local arrangements i.e. the evacuation procedure and emergency evacuation exit(s) in locations where the visitors will be situated about the school
- Point out the nearest call points
- Explain that if the fire alarm is sounded that they must react immediately
- Explain where the emergency evacuation assembly point is.

## **7.10 DISABLED PUPILS/ MEMBERS OF STAFF/ VISITORS**

Disabled staff and pupils who require assistance to evacuate the building will have a written Personal Emergency Evacuation Plan (PEEP). PEEP's will be kept in the Fire Safety Log Book. Staff should be aware that they must endeavour to evacuate pupils who have a PEEP in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

All teachers will be contacted at the beginning of the school year to complete a PEEP form for pupils who will require assistance, should an emergency evacuation situation occur. The teaching staff are responsible for filling in the PEEP details and ensuring that all staff are made aware of the pupil, their situation, what has been put in place and any special considerations whilst the pupils commute about the school outside of the classroom. Once the PEEP form has been filled in, the School Business Manager is responsible for ensuring that the appropriate notifications and signatures are obtained.

Visitors are prompted on signing in on the electronic screen to disclose whether they have a disability and require any assistance during their visit. The member of staff on reception who welcomes a visitor who needs assistance must alert the Business Manager who will make the appropriate arrangements.

PEEP's will;

- Not be carried forward from one classroom to another or from one school year to another.
- Be reviewed if the circumstances of the pupil change i.e. their health / welfare disability changes, they change classrooms, or they must use aids or appliances to help get around the school.

There may be instances where PEEP's are required for short term injuries, i.e. where crutches or sticks are used to help staff or pupils get around the school or, eye patches are in place and sight may be impaired etc.



The Business Manager is responsible for ensuring that all teaching staff are made aware that, should anyone attend school under circumstances such as these, a PEEP should be considered, or an action plan compiled to account for the arrangements should an emergency evacuation situation occur.

## **8 STAFF BRIEFING AND COMMUNICATION**

The Business Manager will be responsible for ensuring that all staff are informed of changes to policy, procedure, equipment, fixtures and fittings by way of a staff briefing, an e-mail, a notification of 'Google shared drive' input or a hardcopy of dialogue.

## **9 FIRE EMERGENCY PLAN**

In accordance with the current guidance, a fire emergency plan has been devised. It will be revisited annually according to changes of procedure or legal requirements.

### **9.1 MEADOWSIDE COMMUNITY PRIMARY AND NURSERY SCHOOL FIRE EMERGENCY PLAN**

#### **Action on discovering a fire / the fire alarm sounding**

<b>What to do if a fire is discovered</b>	<ul style="list-style-type: none"> <li>● Raise the attention of others by sounding the fire alarm.</li> <li>● Do not put yourself at risk.</li> <li>● Notify a senior teacher / the School Business Manager as soon as possible and give precise details about fire.</li> </ul>
<b>What to do if the fire alarm sounds.</b>	<ul style="list-style-type: none"> <li>● All personnel are to evacuate immediately, according to the fire procedure.</li> <li>● Do not stop or return to collect personal belongings.</li> <li>● Close doors behind you without delaying your escape.</li> <li>● On hearing the unscheduled emergency evacuation alarm, the Business Manager is to call 999, ask for Fire service stating fire at Meadowside Community Primary and Nursery School, Clough Ave, Warrington WA2 9PH.</li> </ul>
<b>Duties and responsibilities.</b>	<ul style="list-style-type: none"> <li>● Fire Wardens are to don high-visibility jackets and go immediately to their delegated position.</li> <li>● All areas are to be checked for occupants and vacated as soon as possible.</li> <li>● Follow the fire procedure as displayed about the school and proceed to the evacuation points immediately.</li> <li>● Once the evacuation of a room is complete, doors should be shut tight.</li> </ul>

	<ul style="list-style-type: none"> <li>• Admin staff are to collect the registers, the signing in book, the emergency grab bag and a walkie talkie.</li> <li>• The Maintenance Officer is to collect a walkie talkie and attend the alarm console which is situated in the foyer to establish the location of the fire (or enable the alarm for an emergency evacuation drill).</li> <li>• Once the Maintenance Officer has assessed the console (or enabled the alarm for an emergency evacuation drill) communicate via walkie talkie to the main evacuation point at the rear of the school, informing the Business manager of the location and status of the emergency.</li> <li>• All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is the priority of Meadowside Community Primary and Nursery School at all times.</li> </ul>
<b>Liaison with Emergency Services.</b>	<p>On arrival, the emergency services will be met and allowed through the barrier by the Maintenance Officer who will give the following information:</p> <ul style="list-style-type: none"> <li>• Details of the fire; size, materials and location?</li> <li>• The emergency evacuation assembly points.</li> <li>• Locations of flammable material storage.</li> <li>• Direction and guidance for fire engines about the school.</li> </ul>
<b>Escape routes and fire exit use.</b>	<ul style="list-style-type: none"> <li>• Means for escape routes are checked daily.</li> <li>• Staff must be aware of alternative escape routes and be prepared to use other escape routes with the pupils if required.</li> </ul>
<b>Firefighting equipment use</b>	<ul style="list-style-type: none"> <li>• Firefighting equipment is provided to assist in securing your means of escape only. Do not attempt to fight a fire.</li> <li>• No person should put themselves and others at risk when fire-fighting.</li> <li>• Only use Firefighting equipment if it is safe to do so and does not compromise your escape and safety.</li> </ul>
<b>Responsibilities and duties to assist in case of fire</b>	<ul style="list-style-type: none"> <li>• All persons have a responsibility to ensure the building is evacuated immediately; safety of all occupants is our priority at all times.</li> </ul>

## 9.2 FIRE EVACUATION PROCEDURE FOR DRILLS AND LIVE SITUATIONS

Meadowside County Primary and Nursery School Fire Evacuation Procedure:

**In the event of a fire, staff must take responsibility for the safety of the pupils and themselves. To this end, the procedure below should be followed.**

- a) The signal for the emergency evacuation will be the continuous ringing of the fire bell.
- b) The person who discovers the fire will actuate a fire alarm call point. Alarm call points are situated in each classroom room and at various points around the school (See Appendix A). It is the responsibility of all personnel and visitors to familiarise themselves with the locations of them.
- c) The School Business Manager will be responsible for summoning the Fire or other Emergency Services.
- d) All personnel should follow the fire procedure as displayed about the school and proceed to the evacuation points immediately. On hearing the signal for evacuation, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit and proceed to the designated emergency evacuation assembly point (see Appendix B).
- e) Fire wardens will ensure that their areas are free of personnel and that the main building is empty.
- f) Once they are happy that their areas are free of personnel, the fire wardens will each pick up the 'All Clear' tree from their area and on arrival at the evacuation point raise it in the air to declare to the Head Teacher that their area is free of personnel.
- g) Each teacher will receive an up to date class register from the admin staff to do a headcount at the evacuation point.
- h) The School Business Manager will delegate one of the admin staff to be responsible for taking the visitors register to the assembly point and doing the headcount for the visitors
- i) The Maintenance Officer will take a walkie talkie to communicate to the School Business Manager.
- j) The School Business Manager will be responsible for taking a walkie talkie to communicate with the Maintenance Manager.
- k) In the event of a live situation, the Maintenance Officer will liaise with the fire brigade and give them the appropriate information to enable them to assess and confront the fire.
- l) In general, everyone will meet at the pre-arranged emergency evacuation assembly point, unless the source of the fire makes this impossible.
- m) In the event of it not being possible to reach the emergency evacuation assembly points then all personnel will move clear of the building to a safe place and contact the Business Manager to communicate their situation, if possible.
- n) Each teacher will do a headcount by taking the register from the up to date class register and let the Head Teacher know the outcome immediately.

- o) Absentees will immediately be reported to the Head Teacher who, in the event of a drill will organize a search, if safe to do so. In the event of a live situation, absentees will be reported to the senior fire officer who will react accordingly
- p) In the event of a drill, permission to re-enter the building will be given by the Head Teacher, only when he is satisfied that all persons are present.
- q) In the event of a live situation permission to re-enter the building will only be given by the senior fire officer only when he is satisfied that the building is safe to re-enter.

## **10 ANNUAL FIRE RISK ASSESSMENT RENEWAL**

A Fire Risk Assessment is carried out by an independent assessor annually. The school adheres to the validity dates which are stated on the Fire Risk Assessment and commits to completing any recommendations as soon as possible.

## **11 FIRE SAFETY FIXTURES, FITTINGS, EQUIPMENT AND AIDS**

### **11.1 FIRE DOORS AND EXITS**

All doors should be closed after the last person has exited. Self-closing fire doors should not be wedged or held open at any time and should be allowed to close. This will prevent fire spreading and so minimise the risk significantly of damage and fatality. The School Business Manager/ Maintenance Officer will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice and ensuring that the pupils are also made aware. All escape doors will be checked weekly as part the Maintenance Officer's weekly checks and to underpin the fire risk assessment.

### **11.2 MAINTENANCE OF FIRE DOORS, FIRE EXIT DOORS, FIRE safety fixtures and fittings, EQUIPMENT AND SYSTEMS**

The school commits to the upkeep and maintenance of all fire safety fixtures, fittings, equipment and aids.

Professional contractors inspect and maintain the fire exit doors, fire extinguishers, firefighting equipment, smoke alarms, fire alarm systems and emergency lighting etc.

The Maintenance Officer will also carry out the routine tests on the equipment and systems as follows:

<b>System</b>	<b>Frequency</b>	<b>Method of test</b>
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	Daily	Visual check of panel for fault indications

All external and internal doors	Daily	Confirmation that doors open freely and do not 'stick' open and that they aren't obstructed
Emergency lighting	Monthly	Operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and leave for at least the duration of the battery e.g. an hour to 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered

A building floor plan of where the fire alarm call points and fire equipment (extinguishers and fire blankets etc.) are located can be found in the Fire Safety Log Book and in appendix A.

Records for the upkeep and maintenance of all elements are filed in the Fire Safety Log Book by the Maintenance Officer. The Fire Safety Log Book is monitored by the School Business Manager regularly and is also located on the 'Google shared drive' giving staff easy access to staff.

### **11.3 FIRE SIGNAGE**

All fire exit routes are signed clearly with directional arrows.

## **12 FIRE SAFETY MITIGATION**

The school commits to regular checks and inspections of major elements of plant and equipment in the building to mitigate the risk of fire.

The school applies a strict NO SMOKING POLICY on the premises which includes E-Cigarettes. There is signage at the front gate to help deter all personnel. The policy is on the school's website and is easily accessible and the staff are made aware through briefings.

### **12.1 5 YEAR HARD WIRING INSPECTION**

The School Business Manager will ensure that this is carried out every 5 years by a specialist, competent contractor. Recommendations will be addressed by the Maintenance Officer as soon as possible following the inspection.

### **12.2 GAS SAFETY CERTIFICATE**

The School Business Manager will ensure that this is carried out annually by a specialist, competent contractor. Recommendations will be addressed by the Maintenance Officer as soon as possible following the inspection.

### **12.3 BOILER AND HEATING INSPECTIONS**

The School Business Manager will ensure that this is carried out annually by a specialist, competent contractor. Recommendations will be addressed by the Maintenance Officer as soon as possible following the inspection.

### **12.4 PAT TESTING**

The School Business Manager will ensure that all PAT testing is conducted regularly, and certificates are recorded in the Fire Safety Log Book.

### **12.5 STORAGE OF FLAMMABLES AND CHEMICALS**

The school will ensure that all combustible items are kept in storage, away from ignition sources and that all staff and pupils are aware of good practice regarding good housekeeping.

## **13 CLOSING STATEMENT**

Meadowside Community Primary and Nursery & Nursery School are committed to upholding this Fire Safety and Procedures Policy document. It will be maintained and updated regularly, based on recommendations from the annual fire risk assessment, as well as learning gained from the school environment, emergency evacuation drills/ live situations and the outcomes of staff changing roles and moving to pastures new.

Signed (Head Teacher) \_\_\_\_\_ Date 2022

Signed (Chair of Governors) \_\_\_\_\_ Date 2022

## Appendix A

# Temporary Fire Safety & Procedures – February 2022

### Evacuation Procedures

- All classes to leave their rooms via the external doors and make their way to the assembly point on the school playground.
- Any children and adults working in an intervention room must leave the building by the nearest emergency exit.
- Welfare staff, office staff and the management team to leave the building through the emergency exit at the end of the middle corridor.
- Office staff will collect Registers, Emergency Staff/Visitor Register (printed from Sign in System), Walkie Talkie and Grab Bag.

### Fire Wardens

The Fire Wardens in the school are as follows:

- **Kerry Woods** – Teaching in the Year 6 classroom. In the case of a fire/fire drill, responsible for checking Upper KS2 corridor.
- **Hannah Barlow** – Teaching in Year 2. In the case of a fire/fire drill responsible for checking Reception and KS1. **Hannah to pick up KS1 corridor tree.**
- **Jane Nash** – Teaching in KS2. In the case of a fire/fire drill, responsible for checking staff toilets, school hall, staff room and dining hall. **Jane to pick up KS2 corridor tree.**
- **Nicola Churton** – Working in welfare office in the middle corridor. In the case of a fire/fire drill, responsible for checking main school offices, toilets, ICT suite and middle corridor rooms on Fridays. **Nicola Churton to pick up middle corridor tree.**
- **Alison Stokes** - Working in welfare office in the middle corridor. Will deputise for Nicola Churton when she is not located in the middle corridor.
- **Alan Manuel** – Working in an office at the front of the school in the mornings. Teaching in the Year 5 classroom in the afternoons. Will deputise for Kerry Woods when she is not located in the KS2 corridor.
- **Tina Murphy** – Teaching in the Year 1 classroom. Will deputise for Hannah Barlow when she is not located in the KS1 corridor.
- **Dominique Vernon** – Teaching in the Year 5 classroom. Will deputise for Jane Nash when she is not located in the KS2 corridor.
- **Steve Murphy** – Working in various locations around the site. Responsible for opening the barrier for the fire service.

### Lining Up Order

School Field										
Year 6	Year 4	Year 5	Year 3	Giant Redwoods	Sunflowers	Year 2	Buttercups	Daisies	Reception	Year 1

## Appendix B - REFERENCES

"The Regulatory Reform (Fire Safety) Order 2005 (RRO)", *Legislation.gov.uk*, 2018  
<<http://www.legislation.gov.uk/uk/si/2005/1541/contents/made>> [February 2018].

"Fire Safety (risk assessment) for Educational Premises", *Gov.uk*, 2018  
<[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14887/fsra-educational-premises.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf)> [February 2018].

"Fire Safety – Guidance Note Number 19", Warrington Borough Council (WBC).

"Fire and Bomb Safety – Guidance Note Number 40", Warrington Borough Council (WBC).