



St. John's Gosport C of E Primary School

Fire and Emergency Evacuation Policy & Procedures

Ratification Date:	April 2019	Headteacher: Chair of Governors:	Lyndon Strong Barry Rowswell
Reviewed:	April 2024	School reviewed:	Carolyn Wilkinson

School Vision:

St John's Gosport C of E Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

John 10:10 – I came so that they may have life – life in all its fullness

Mission Statement:

At St John's Gosport C of E Primary School we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their potential.

Safeguarding at St John's C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

Introduction

This emergency plan has been developed following the completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 97. It applies to all operational phases of the school i.e. term time, holiday periods and during the evenings.

The document details the fire and emergency evacuation procedures that staff and others need to take in the event of such an occurrence. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Fire risk rating

The fire risk rating of the school is low.

Alarm System

Type: Electric break-glass with bell sounders

Maintenance

Emcor
1 The Crescent
Surbiton
Surrey KT6 4BN
Tel 0845 601 8372

Routine testing

The fire alarms and call points are tested on a weekly basis by the Site Manager with a new fire call point tested each week. The outcomes of these tests are recorded in the **Fire Log Book**.

Fire Extinguishers/ Fire Blankets

Fire fighting equipment will be serviced and tested annually by a competent service engineer.

Extinguishers are sited at:

Fire Extinguisher	Fire Blanket
<ul style="list-style-type: none">• 2 in the school kitchen• 2 outside the main hall• 2 outside room 25 (Year 1)• 2 outside classroom 27• 1 outside classroom 26• 1 outside ICT suite• 1 outside classroom 3• 2 outside room 36 (KS2 corridor)• 1 inside room 39• 2 outside school office• 2 in Annexe• 2 in boiler room• 2 in the Inclusion Room	<ul style="list-style-type: none">• 1 in the kitchen by the HT's office• 1 in the staff room (room 48)• 2 in the school kitchen <p style="text-align: right;">Updated 04/24</p>

Records and monitoring

Records will be kept of routine fire safety checks, drills, maintenance of equipment and staff training. These will be monitored by the Site Manager once a term.

Review

The plan will be reviewed following termly fire drills and if changes in layout or use of the building are made.

Most recent review dates are logged by the Site Manager in the Fire Log Book.

I. ACTION WHEN THE FIRE ALARM SOUNDS

The Assembly Point

- The assembly point for all staff, children, visitors and contractors is the KS2 playground.
- The Headteacher/ Deputy Headteacher or other senior member of staff will make the decision whether this is the appropriate safe place to gather.
- Should it be considered unsafe, children will be led via the gates on Felix Road to cross Grove Road to the school field. Alternatively, the School Business Manager will contact HEDCA, which the school uses as an evacuation centre.

All staff

- On discovering a fire, raise the alarm immediately, using the nearest call point
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- On hearing the alarm, leave the building immediately by the nearest fire exit, taking any visitors with you.
- Do not delay your exit to collect personal belongings
- Close classroom windows and doors behind you.

School will be swept through by the trained fire marshals to ensure that there is no-one left in the building as follows:

- Hall linkway and KS1 toilets
- Library
- KS2 toilets
- Inclusion room and Staff Room
- Resources room and ICT
- Community Room
- Hut

Once the sweep is complete the fire marshals will immediately leave the building and report to the Headteacher that the above areas are clear.

- Go immediately to the nearest assembly point in the KS2 playground for roll call and to ensure that you are accounted for
- Do not re-enter the building until told safe to do so by the Fire Office and Headteacher

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school. However if this is not possible, they will make their way to the nearest safe exit, and then join the rest of the school at the assembly point if safe to do so. When evacuating any area non-disabled persons will leave first followed by the disabled person and 1:1 carer.'

2. SUMMONING THE FIRE & RESCUE SERVICE

The immediate priority is evacuation of the building.

If safe to do so:

- The school business manager or a member of the office staff will telephone the fire and emergency services, prior to evacuating the building
or
the Head Teacher, Deputy Headteacher or member of Senior staff will do so or be instructed to do so from the assembly point.
- Office staff will take with them Arbor print outs of registers, staff and visitor electronic sign in device, grab bags and keys to the gates. Registers will be handed to teachers.
- Office staff will check the medical room and take occupants to the assembly point.

Upon the arrival of the Fire Service:

- The Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

3. ROLL-CALL

Teachers

- Teachers will ensure that children evacuate the school calmly and silently to the designated point in the playground.
- Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building.
- The outcome will be reported to the Headteacher/ Deputy Headteacher
- The office staff will count to make sure that all of the staff, visitors and kitchen staff have arrived on the playground.

Support Staff

- Will ensure windows and doors are shut as the classroom is evacuated.
- Assist teaching staff taking occupants to the class assembly point in the playground.

Kitchen Staff

- Proceed to assembly point and report to School Business Manager that all staff are present.

Lunchtime Supervisors

- If the fire occurs at lunchtime, ensure the hall is evacuated safely and that children go to their class assembly point.
- Report to Lunchtime Senior Supervisor
- Await instruction from senior member of staff on site

Students/ Helpers and Visitors

- Leave the building by the nearest exit following instructions given to you.
- Proceed to assembly point in the playground.

Visitors and Contractors

- All visitors and contractors should report to the appropriate member of staff, signing in on the electronic system on arrival and before leaving the premises.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors, including any contract cleaners working on the premises, should be given the school information leaflet and informed of the fire and emergency procedures that apply including:
 - action to be taken on hearing the fire alarm or discovering a fire
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
 - the location of fire fighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

Headteacher/ Deputy Headteacher or senior member of staff

- Proceed to assembly point in the playground or other designated area.
- Confirm School Business Manager/ member of office staff has called the Fire Service.
- Account for all children, staff and other persons on site.
- Liaise with the Fire Service.
- Assume responsibilities of School Business Manager in her absence.
- At lunchtimes: check toilets, medical room and take occupants to the assembly point.

4. Fire Drills

Fire drills are carried out each term and logged in the fire logbook. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

5. Fire Marshal Personnel

The school has four trained Fire Marshals: the Site Manager, HSLW and two LSAs. These directions are for these personnel:

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.

- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area.

6. Staff Absences

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

7. Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

This document should be brought to the attention of staff and any temporary workers at St. John's C of E Primary School.

Appendix 1: School site plan with evacuation routes

Appendix 2: School site plan with fire extinguishers and fire blankets marked

Appendix 2: Information leaflet for visitors to St. John's

Appendix 3: Hampshire County Council emergency information