

# Fire & Emergency Plan



Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005  
The Fire Emergency Plan must be known, and a written copy made available to all staff and employees. Please also refer to the annotated plan of Tollgate Primary School, attached to this emergency plan for the site of call points, position and type of fire extinguishers, fire blanket, kitchen emergency cut-off switch and fire exits.

Note; in the event of an unplanned fire evacuation the following will still apply to all staff, pupils and visitors.

A fire drill is carried out three times a year, including a simulated evacuation drill with the assumption that one escape route is not available. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in a drill when on site.

## 1. Action on discovering a fire

The following action should be taken by anyone discovering a fire:

- Sound the nearest fire alarm and shout out Fire.
- Do not attempt to put the fire out unless you are a trained to do so or it is blocking your exit.
- Exit the building quickly and quietly by the nearest exit.

## 2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm:

- Exit the building quickly & quietly by the nearest exit.
- DO NOT run or stop to collect belongings.
- Last person in the room to close the door behind them.
- Make your way to the assembly point. At Tollgate Primary School, this is the main field.
- A member of staff will check the signing in list for staff members.
- Visitors to report to person with visitor signing in book.
- Do not go back in to the building until you have been told it is safe to do so.
- Most senior member of staff on site will take responsibility for the event and will liaise with Premises Officer or Governance and Finance Manager to confirm the building is safe to return to.

**The Assembly Point for all emergency evacuation is the field at the rear of the school.**

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## ROUTE DETAILS:

***Below are recommended exit routes, but these obviously depend on the location of the fire and staff will modify the route accordingly***

Staff based in the **reception area ie Finance, HR and Admin** should exit through the main entrance if this is not possible then should go through the PE Hall and exit through the fire exit doors.

Staff in the **meeting room** should exit through the main entrance if this is not possible then should go through the PE Hall and exit through the fire exit doors.

**SLT** should exit via the main corridor into the playground. If this is not possible, staff should go through the main entrance or PE hall.

Staff in the **main Corridor** should exit through the nearest fire exit into the playground. If this is not possible then via either the main entrance, PE Hall or the exit at the end of the year 2 or year 3 corridor.

**Reception classes** should exit via the door onto their playground. If this is not possible, these classes should use the fire exits at the end of the corridor.

Classes based in the **Year 2 or Year 3** corridors should exit at the closest exit at the end of the corridors.

Classes and staff based in the **Year 4** corridor should exit via the main entrance to The Den. If this is not possible, the nursery corridor fire exits should be used.

**Nursery class** should exit via the nursery exit doors in the main classroom. If this is not possible, the nursery corridor fire exits should be used.

**Once you have exited the building you must head towards the field at the rear of the school and register with the member of staff taking details.**

**Note: No attempt should be made to collect coats, valuables etc. on the way out**

The following checks will be completed:

- ***Activate emergency gas shut-off switch in kitchen –by Vertas kitchen staff member if in use***
- ***Ensuring that visitors are conducted from an area – by whichever staff are meeting/working with them***
- ***Premises Officer or responsible person (Governance and Finance Manager) –will check zone panel to confirm where the fire alarm has been sounded and check the zone. Fire Service (999) should be immediately called from outside of the building in the event of a confirmed fire.***
- ***Overall responsibility: for timing the duration of the instructions or drill procedure and responsibilities – Governance and Finance Manager or Headteacher.***

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## 3. Evacuation of Tollgate Primary School by those particularly at risk

Tollgate Primary School is accessible for all staff at present that may have a disability.

A fire drill is carried out each term and will include staff that may have physical and sensory impairments, to ensure that speedy and safe evacuation from the school is possible. Any staff that have restricted mobility will have Personal Emergency Evacuation Plans and these should be shared with any staff that will be helping them evacuate.

## 4. Procedure for roll call

With staff and visitors gathered in the evacuation point for roll call the following procedure is in place:

- Registers and visitors book to be brought out at time of evacuation by reception staff.
- Registers to be handed to teachers at assembly point who will check all pupils accounted for.
- HR & Admin Manager to check all visitors that are signed in.
- HR & Admin Manager to take staff signing in sheet to assembly point and check all staff accounted for.
- Headteacher or, in her absence, SLT member on site to take charge of the event.
- Teachers and HR & Admin Manager will immediately notify of any pupil or staff member unaccounted for. *This will be reported to the Fire Service on arrival.*
- Fire Marshalls will report that they have checked their appointed zone to the person in charge (Headteacher) when they reach the assembly point.
- In the event of a real fire, no person must re-enter the building until told that it is safe to do so by the Senior Fire Officer. (If anyone is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Director of Operations)

## 5. Fire Risk Assessment

A fire risk assessment, by Paul Rivett from Vertas, was completed on 25<sup>th</sup> August 2020, this raised an action plan, the items on this plan have been addressed.

There is a Fire Risk Assessment scheduled to take place in the summer of 2021.

## 6. Liaison with the Emergency Services

There are no significant hazards and no chemicals or other items that will present problems for persons escaping from the building, or for the Emergency Services accessing the building, apart from a lack of emergency lighting in all areas

A high visibility jacket will be made available for the designated person who liaises with the emergency services

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Access for emergency vehicles is via the double gates from Tollgate Lane, which are kept clear, and there are well defined double yellow lines and signed areas for non-parking along this stretch of road.

## 7. Escape Routes and Fire Exits

Fire escape routes and Fire Exits are clearly marked; these are visually checked daily to ensure that they have not become blocked by materials or items being stored

## 8. Instruction and training

Fire Marshalls have been appointed to a zone that they would normally work in. They will report to the person in charge of the event that they have checked their zone when they arrive at the assembly point.

Front reception staff will collect the registers and visitor book on their way out and pass to class teachers at the assembly point. The HR and Admin Manager will pick up the staff signing in sheet on the way out and then ensure that everyone is accounted for.

All staff based at Tollgate Primary School will undertake 'Fire Awareness' training from an online training course, this includes:

1. How fires are caused
2. The three elements require
3. Why fires spread
4. Action to take on discovering a fire
5. How to extinguish a fire
6. The use of fire extinguishers

Refresher training will be undertaken every 3 years.

## 9. Review of Plan

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum, this plan will be updated annually. In the event of building works: the plan will be reviewed while construction is taking place, to ensure alternative evacuation routes are planned as necessary. On completion of the work the plan will be reviewed again in case any changes are needed.

## 10. Fire Safety Checks

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school. Specific checks and frequency of those checks are:

1. Emergency lighting will be tested monthly and records kept. Any faults must be resolved.
2. Fire exits will be checked monthly and records kept. Any issues must be resolved.
3. Fire fighting equipment will be checked monthly. Any issues must be resolved.
4. Call points will be tested weekly and checks recorded. Each call point must be tested a minimum of three times a year. Any issues found must be resolved.

# Fire & Emergency Plan



## Version Control

Date	Change
16 <sup>th</sup> September 2020	Policy written using USP guidance, incorporating Fire drill report, Personal Emergency Evacuation Plan (PEEP) and site plan to be produced showing all fire extinguishers, call points, shut off points etc.

**Date Reviewed:** December 2020

**Print Name:** H. Brookman

**Signed:** 