



# **FIRE AND EVACUATION POLICY**

**June 2020**

## Policy Consultation & Review

This policy is available on request from the school office.

The policy is provided to all staff (including temporary staff and volunteers) on request and should be read alongside the school Health & Safety Policy, Safeguarding Policy, Fire Safety Code of Practice and Beacon of Light Fire Evacuation Policy.

This policy will be reviewed in full by the Trustees on an annual basis. This policy was last reviewed and agreed by the Trustees in June 2020.

Signature

Principal

Date:

Signature

Chair of Trustees

Date:

## **Beacon of Light School**

### **Fire and Evacuation Procedure**

**May 2020**

#### **Student safety**

As part of their induction, all new students must sign a fire safety document which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building. This document is held in student files held in the safe within the school. A master copy of the form is saved on school Sharepoint (Appendix 1).

#### **Employee safety**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

#### **Communication**

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments. Any changes will be passed directly to students by their form tutors.

Communication and liaison between all used areas of the building will be via two-way radios to ensure fire procedures are undertaken efficiently and safely

#### **Procedures**

The following procedures are in place to ensure high standards of fire safety:

Fire risk assessments throughout the school domain and regularly used areas within the Beacon (such as World of Work, MUGA pitch, sports hall) will be undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Beacon Health and Safety Officers.

The fire evacuation procedure will be practised 3 times a year – once every term. School fire wardens will ensure a record is kept of the date and the time taken to evacuate the buildings. A whole Beacon of Light evacuation will be conducted annually.

It is noted that there are three distinct situations where different evacuations procedures are required, firstly, when students are in class within the school domain, secondly when students are in class within the Beacon building but outside of the school domain, and thirdly, during social time/after school when students are out of their classes. Evacuation procedures will be practised for all three scenarios.

Training has already been provided for the staff given extra fire safety responsibilities as Fire Wardens. Fire Warden training will be renewed annually. This is conducted by an experienced registered company.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

Emergency exits will be clearly signed. Evacuation procedures are on display in all classrooms.

Note: The lifts will not work, they will remain on Level 1 once the alarm has been activated. This does not affect school as the evacuation is via the rear stairwell onto the MUGA pitches.

A distinct school assembly point will be located in a different area from rest of the building. The designated area for the school is in the yellow car park bays 131 -152, identified with clear signage. The yellow carpark is a safe distance from the Beacon of Light. There is no minimum distance stipulation for the assembly point but is recommended that it is not covered by the building.

Any student/staff who requires a Risk Assessment (due to injury, for example) will have one completed by their tutor/Principal. Any person with mobility difficulties will be shown the relevant evacuation procedure by a school Fire Warden. This will involve waiting at the nearest refuge point location and evacuation assistance from an allocated member of school staff. Risk assessments will be kept in the fire evacuation folder.

Fire Wardens will remove the staff sign-in/ evacuation board and take to the assembly point. A roll call will be completed at the evacuation point to ensure all have evacuated safely from the building. School receptionist will bring the visitors book to the assembly point.

## **Duties**

Fire Wardens for the school:

- David Hewson – Hod ICT  
(Training 14/5/18)

In the absence of DH the deputised Fire Warden staff will be:

- Peter Dine – HOD Maths (Training 25/02/2020)
- Jackie Smith – School Business Manager (Training 25/02/2020)

## **Reporting Attendance**

Staff will record student attendance once assembled in the yellow carpark. They will report attendance to the school ICO (Initial Contact Officer). The ICO will then contact the Beacon ICO to confirm that all staff and students have left the building.

The school ICO:

- Denise Taylor - Principal

In the absence of DT the deputised ICO will be:

- Lindsay Howells – Deputy Principal

### **Responsibility for students in school:**

Form Tutors and Support Staff are responsible for groups of 8 students. Students are clearly allocated to staff.

Registers are on hand at all times identifying which students are on/off site. A copy is held with support staff, a paper copy is held at the main office, and an electronic copy can be printed if necessary.

Once registered all completed copies are to be given to the Beacon ICO who will immediately report attendance to the Beacon ICO.

Form tutors and support staff will ensure that students do not leave the designated area until being told it is safe to do so.

Staff will monitor and ensure the safety of students on route to the assembly point. This will include safeguarding in event of meeting members of the public included in the evacuation and in ensuring students cross the fire entry road quickly and safely and enter MUGA 8.

### **Covid 19 requirements**

**Due to the recent Covid 19 outbreak and the need to social distance once the school reopens several new measures are required so that social distancing can effectively take place. These measures will remain in place until the threat of the Covid 19 disease is passed, and this will be done by government policy.**

**The new amendments to the policy will be as follows:**

In the event of an evacuation, social distancing measures may not be possible during a safe, calm and orderly exit from the building. The priority is for everyone to evacuate the building safely.

Due to social distancing when assembling, the assembly point will be moved to the numbered parking bays in the Yellow Car Park.

Staff will be responsible for the student(s) they were in the classroom with at the time the fire alarm sounded, evacuating by the nearest fire exit.

The urgency to exit the building quickly and safely overrides the need to follow a clockwise direction of travel.

Staff and students will assemble at the corner points of the numbered bays 131-152.

In the event of school Fire Warden absence (DH/JS/PD) the SLT member of staff on duty will cover the Fire Warden role. Training to be undertaken where necessary.

Usual roll call/Fire Evacuation policy procedures will apply

# Appendix 1



## Beacon of Light Fire Evacuation Plan

In the event of the fire alarm sounding, you are to follow the listed instructions.

1. If you are on school level (level 3). Leave with your teacher to the nearest exit and proceed to MUGA 8, (Highlighted 1 on Diagram 2).
2. If you are on the World of Work level (level 2). Leave with your teacher and make your way to the nearest exit and walk around the building and proceed to MUGA 8.
3. If you are in the Sports Hall on level 1. Leave through fire doors 4 and make your way to MUGA 8.

Diagram 1

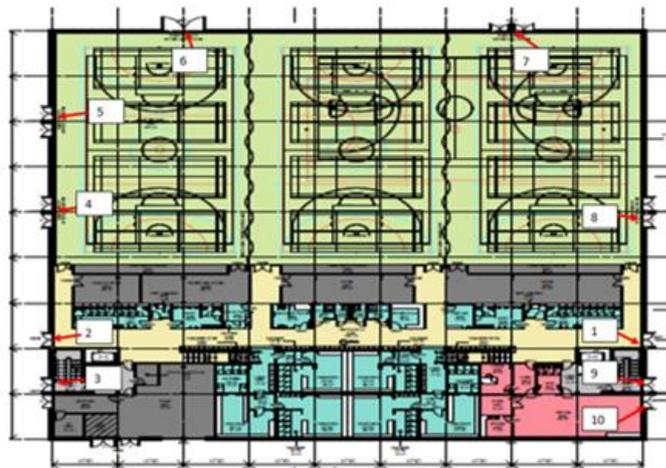


Diagram 2



Student signature\_\_\_\_\_

Staff signature\_\_\_\_\_

Date\_\_\_\_\_

## Appendix 2

Official Government guidance notes that “good escape routes to a final exit will be of little benefit if the occupants are not able to get out of the building and move quickly to a place of total safety” and that it is “important to consider where people will go once they have evacuated from the premises”. Several factors should be given consideration when identifying a suitable assembly point including:

Whether final exits lead directly to a place of safety or discharge into an enclosed area (where discharge is to an enclosed area, access to a place of total safety should be available by means of gates or doors that open easily in a manner similar to final exits)

The maximum number of persons to be accommodated at the assembly point at any one time

The type of persons to be evacuated (e.g. those with mobility issues), how far they can be expected to travel and how they gain access to the assembly point

The route from the building to the assembly point, including issues of illumination, traffic route condition and signposting

Whether the assembly point requires illumination and shelter for those who may be vulnerable

The proximity of other building outlets, including ventilation shafts that may allow the issue of smoke, heat or debris

Dangers once away from the building, including busy roads and pedestrian traffic passing the building.