



Fire Safety and Evacuation Plan (September 24)

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Sancton Wood School. We inform them where the emergency exits and escape routes and outside assembly points are located.

Fire evacuation notices are displayed around the school, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

All fresh staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone, staff, and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own or anyone else's safety.

New staff are also given basic fire awareness training via TES Educare Courses.

Summoning the Fire Brigade

The School Office is manned between during school hours, on week days during term time. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, (red lanyard) which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see below).

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their location) is passed immediately to the member of the SLT present.

It is the responsibility of the member of the SLT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.



ANNUAL EVACUATION DRILL PROGRAMME AND ANNUAL CHECKS

During each academic year there will be regular evacuation drills:

Autumn Term 1 Practice (unannounced – known to Heads of School and office staff)

Spring Term 1 Practice (unannounced)

Summer Term 1 Practice (unannounced)

Off-site point of safety organised for the individual sites:

- Nursery to muster next door in Studio School grounds.
- St Pauls rd to use the Fenner's grounds for this purpose.
- Bateman st to navigate through the clinic and assemble across the road in the grounds of the Maths School located at the top of Bateman Street.

When a drill has been completed the SLT will review this and address any issues that may have occurred.

Fire Prevention Measures

We have the following fire prevention measures in place at Sancton Wood School:

Escape Routes and Emergency Exits

- **Emergency Grab Bag** located in the front office of SPR (ST Pauls Rd) and BS (Bateman St,) and SR (Station Road). These are to be taken out during a fire drill. In the event of a real fire these have essential items to coordinate the evacuation to the place of ultimate safety.
- **Fire Box Information.** This is in the front office of SPR (ST Pauls Rd) and BS (Bateman St,) and SR (Station Road) The contents of the box are required for the coordination of the evacuation and information on the risks and hazards in the building for the emergency services. Any PEEPs (Personal Emergency Escape Plans) will also be documented.
- Fire evacuation notices are displayed in every room, corridor, and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Where doors are fitted with automatic door closures, they are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located on the ground floor of all the sites.
- BS Fire Panel located in Staff office next to the meeting room.
- SPR Fire panel located in the main hallway between Y2 and Y3 classrooms.
- SR Fire Panel located in the corridor at the base of the main stairs.
- Alarms sound in all parts of the building.



Sancton Wood School

- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly and a different call point each week (and recording all tests and defects). This is the responsibility of the Maintenance team.
- The Site Manager arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers and hoses.
- Records of all tests and certificates for each site are kept in the fire box in the front office in Bateman st and St Pauls rd in the Fire Logbook.

Electrical Safety

The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations]

- Annual portable appliance testing takes place.
- Records of all tests are kept by the Site Manager.

Gas Safety

All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Business manager's Office.

- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are kept to a minimum and in locked cupboards.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in refuse bins until collection.
- Combustible materials used in teaching, catering, maintenance, grounds, and caretaking should be kept to a minimum.



FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO).

Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce, and protect from the risk
- The measures needed to record, plan, inform, instruct, and train people in risk reduction or removal
- The arrangements for reviewing the assessment

EMERGENCY PROCEDURE IN CASE OF FIRE

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should not attempt to control it. They must activate the fire alarm by pressing the dot on the manual call point and make their way out supporting any staff as required with the evacuation of the children to the designated assembly point.

CALLING THE FIRE BRIGADE

A member of Office Staff must take the Evacuation grab bag along with the contents of the Fire box. Outside the Fire Brigade must be called immediately on 999, quoting the building location and postcode.

EVACUATION

As soon as the fire alarm sounds, all staff must ensure the children safely evacuate the building by the nearest fire exit. When evacuating the children, all staff must check the doors and windows are shut when leaving their class/office. Staff should sweep the corridors/toilets on their way out of the building, checking there are no children left behind.

On exiting, staff collect their class register from the office staff and lead the children to the Assembly Point. At the Assembly Point, staff check the class register/carry out a head count. If any children are missing, staff should immediately inform the Office Staff.

In the event of a real fire the staff are to escort the children and visitors to the place of safety. This is the Fenner's ground for St Pauls rd and the Maths School for Bateman st. A visual plan for this route is in the Fire Box Contents. Site access has been granted through the Clinic on Bateman St for such emergencies. Staff are to ensure any roads crossed are done so with safety in mind. They must always be clear to cross. The front office staff will have the Fire box information along with the grab bag. This will have assembly points printed out. It is for the SLT to use these cards and coordinate an assembly of the staff, children, and visitors. A full head count is required when assembled at the alternative place of safety



Once the Fire Brigade or Senior Member of staff has confirmed that it is safe to return to the building, all children need to be escorted back to the school building and into their respective classroom

FIRE EVACUATION PROCEDURE

- When the fire alarm sounds:
- Leave the classroom in an orderly fashion, leave all bags and coats.
- Front office staff to take the registers along with the firebox contents and grab bag.
- Exit the building via the nearest Fire Exit
- Always close the classroom doors and windows as you exit the room
- Vacate the building as quickly and quietly as possible (using the nearest staircase, no pushing or running) and assemble at the Evacuation Meeting Point In the event of a real fire the SLT are to assist the children, staff, and visitors to the organised place of safety

GL 09/24