



Melcombe Primary School Fire Prevention and Evacuation Policy

Reviewed by: Mandie Frost

Date adopted: 6th December 2018

Signed Emma Anderson

Date 6.12.18

Emma Anderson
Chair of the Governing Board

Date for Review: 6th December 2019

Introduction

Melcombe Primary School Governing body is committed to ensuring that, in the event of a major emergency or incident, the School will provide an effective evacuation response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults within the school's community.

The objective of the plan is to:

- Establish an effective framework for the evacuation of the school;
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling support arrangements to be rapidly activated;
- Maintain high standards of welfare and duty of care for pupils, staff, parents and carers;
- Facilitate the return to normal working arrangements at the earliest time.

The Head Teacher and Governing Body (through the Premises Committee) are responsible for reviewing the Plan, identifying areas for amendment and for updating relevant sections of the Plan on an annual basis.

The Deputy Head Teacher is responsible for implementation of the plan on a day-to-day basis.

Identifying those in need of assistance

A list will be maintained of those employees or pupils with any physical impairment to ensure they can be safely evacuated in an emergency.

An adult member of the school will be appointed to each of those listed (together with a deputy who will provide assistance in their absence).

Key information

An **Evacuation Pack** (or Grab Bag) will be maintained within the School Office in a prominent position where immediate access can be gained in the event of an evacuation of the building. The pack will be updated weekly and contain:

- A listing of the pupils in each class;
- The name, address and a contact number for each pupil;
- Pupil medical records for those with particular medical needs;
- The name, address, contact number and next of kin for each member of staff;
- Floor plans showing the layout of the school.

Fire Prevention (Risk Assessment)

A representative of the governing body Premises Committee, the Deputy Head Teacher and the Site Administrator, will undertake a Fire Risk Assessment each term. The outcome of the assessment will be reported to the Head Teacher and Governing Body. Attention will be given to identifying the following, which are an example but not an exhaustive list:

- Likely sources of ignition (heaters, boilers, heat from electrical apparatus) and the action to be taken to reduce the risk of fire occurring. The potential for arson should also be considered;
- Hazards or combustible material likely to interfere with evacuation routes from the building; The storage of flammable material in accordance with manufacturer's instructions;
- Unsatisfactory housekeeping where paper and other materials are not properly stored in designated areas, unwanted items are allowed to accumulate, flammable materials are not stored in accordance with manufacturer's instructions, obstructions in corridors and stairways that would hinder evacuation;
- Any structural features that could promote the spread of fire, areas not frequently in use that could be an undetected fire source, any risk arising from the change of use of accommodation;
- Unacceptable signage in respect of fire exits, alarm buttons and assembly points, the lack of evacuation instructions and insufficiently maintained fire extinguishers;
- Any fire doors that have been left open unattended or locked to the extent that they would prevent exit from the building.

Fire Alarm System

The school is covered by a comprehensive fire alarm system meeting current standards:

- The Site Officer will check the system each week to ensure it remains fully functional and the system maintained in accordance with the supplier's recommendations;

- All fire exits, alarm buttons and assembly points will be clearly marked, and employees should familiarise themselves with not only their nearest fire exit, but the nearest alternative exit;
- Evacuation instructions will be provided within each room that is occupied on a regular basis, indicating:
 - Emergency exits
 - Secondary evacuation routes
 - Assembly points

A sample of the Evacuation Instructions is associated with this plan.

All employees will familiarise themselves of the instructions as they apply to them and teaching staff ensure that the pupils in their care are briefed at least once each term on the evacuation procedures:

Where parents / visitors are assemble for an event within the school they must be advised of the procedures they must follow in the event of the fire alarms sounding. When the upper hall is being used as a Dance and Drama Studio the exit signs must be illuminated;

- All corridors will be kept free of obstructions and all staircase leading to emergency exits kept clear of flammable material;
- Any room occupied on a regular basis will maintain at least one clear window pane with a view onto a corridor or staircase;
- An evacuation drill will be undertaken not less than twice per term and staggered so that one is undertaken during class time and the other during lunch or assembly time when the children are away from their classrooms;
- During one evacuation drill each year, one or more fire exit staircases will be taken out of use to ensure evacuation plans are sustainable;
- Fire doors throughout the school will be clearly marked and may not be fastened open.

Emergency Lighting System

The Site Officer will test the emergency lighting system reach month to ensure that all bulbs are operational and the whole system tested by an independent contract once each year.

Fire appliance points

Fire extinguishers will be placed at strategic points throughout the school. Where practical three fire extinguisher points (each having one extinguisher filled with Carbon Dioxide and another with water) will established in the same positions on each floor of the building to ensure that all staff can readily identify the nearest extinguisher.

Each extinguisher will be clearly labelled to show when it was last maintained or refilled.

When a fire is discovered

When a fire is discovered:

- The nearest Fire Alarm will be activated;
- The Site Officer/Manager will seek to establish (if possible) from the fire system control panel whether or not the evacuation is likely to be a false alarm. **Where any doubt exists the Site Officer will call the Fire Brigade via the 999 emergency service** and then proceed to open the school gates adjacent to Fulham Palace Road and Colwith Road to allow access to the emergency services;
- All employees and pupils (in the care of their teacher) will immediately vacate the building using the nearest available fire exit. If the exit closest to them is blocked they will use the next nearest exit. All employees and pupils will then line up in designated areas along Colwith Road.
- When evacuating the school office, a member of the office staff will take with them the Evacuation Pack and provide the emergency services with information on the layout of the school where necessary;
- On exiting the building, teaching staff and their pupils will assemble at their designated assembly point and a roll call taken preferably using a register. If any pupil is unaccounted for the Head Teacher, Deputy Head teacher or a member of the Senior Leadership Team must be informed immediately;
- Where anyone is unaccounted for, a rescue method to locate the missing person will be determined by the Emergency Services. Under no circumstances should anyone from the school community re-enter the building until told to do so.
- Pupils in assembly or in transition around the school will leave the building immediately by the nearest exit accompanied by whichever employees are closest to them and go to their nominated assembly point. Pupils having lunch will be directed, table-by-table out of the building by the mid-day supervisors on duty.
- It will be emphasised to all pupils on a regular basis that, if for any reason they are out of class when the fire alarm rings they must **not return to their classroom** but leave the building immediately by the nearest exit and go to their nominated assembly point;
- Nominated employees responsible for the evacuation of others with physical disabilities will ensure as far as practical that they are safely evacuated from the building;
Whole School Evacuation: In the event that it is necessary to evacuate and remain off the school site, all employees and pupils will be directed to move to an alternative assembly point at Queen's Manor School, Lysia Road London SW6 or, if this is not possible, then all pupils will move to the second alternative assembly point at St Paul's CE Primary School, Worldidge Street, Hammersmith, London W6 9BP.
- Employees and pupils may **not re-enter** the school until directed to do so by the Head Teacher (or in his absence the Deputy Head Teacher).