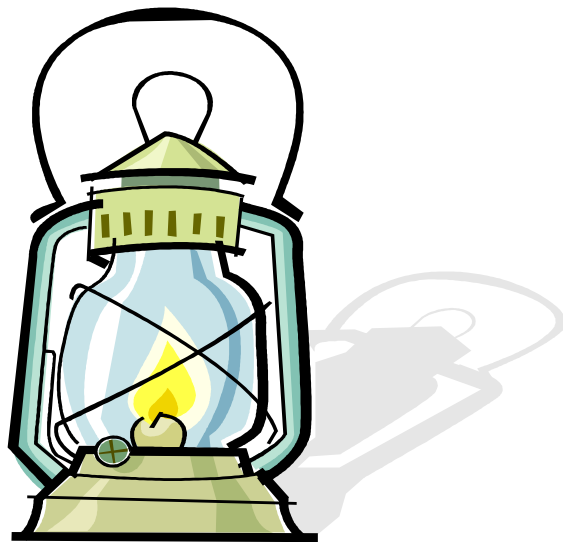




MANAGED FIRE PLAN



Summer 2017



“Shine like a lantern in the presence of the Lord.”

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ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY MANAGED FIRE EVACUATION PLAN

RESPONSIBILITIES

All members of staff in the school need to be aware of this plan and **the school will remind employees at the beginning of each school year of these arrangements** in order to maintain appropriate precautions in the event of a fire on the school premises.

STAFF TRAINING

Each term, the school will engage in a fire drill in order to practice implementing these plans. Fire drills will be unannounced and scheduled at different times of the school day. The results of fire drills will be recorded in the school's Fire Records booklet and reported to the Governing Body each term. On activation of the fire alarm, all instances must be regarded as genuine and not false alarms. New members of staff will be informed of the detail of this plan as part of their induction procedures.

FIRE STEWARDS/WARDENS

Area of Responsibility	Name
Infants' building	Learning Assistants
Main building (Juniors)	Office Staff
Nursery building	HLTA or LA

VISITORS

All visitors to the school should sign in, in the visitors book, located at the School Office reception. All visitors should also be instructed to sign out on leaving and, in the event of a fire alarm being raised, should be instructed on what to do and where to go. Written instructions for visitors are posted at reception and are also printed on the reverse side of the visitor's badge.

PROCEDURES

(a) During the school day

- If someone discovers a fire, they should immediately raise the alarm using the call points.

Teachers

- During an evacuation, teachers should stop the class activity and escort the class immediately to the evacuation point.
- Teachers should always lead the class out of the building but ensure that no children are left; if a Learning Assistant is available they should be the last person out of the classroom. All personal belongings must be left behind.
- Ensure that all doors are securely shut in the event of any evacuation.
- Class teachers to take register and raise the register in the air when complete. The registers are returned to one of the office staff (this could be done by a Learning Assistant) once the fire drill is complete.
- Report any missing pupils immediately to the Incident Control Officer (Headteacher or in his absence one of the Acting Deputy Headteachers).

Office Staff

- One of the Administrative Officers or School Business Manager (in their absence) will be responsible for delivering class lists to the class teachers on the playground.

- They will also take the signing in books (Visitors & Staff) to check that all persons are accounted for, including visitors.

Fire Stewards

- Designated fire stewards, where possible, will sweep through the building to ensure no one has been left behind. If it has not been possible to search any areas of the school then this should be reported to the Incident Control Officer and/or the fire brigade when they arrive on site.
- Ensure that all doors are securely shut in the event of any evacuation.

School Business Manager

- In the event that one of the Administrative staff is not on site, the School Business Manager will be responsible for the class lists and staff/visitor count and Headteacher or one of the Deputy Heads will open the playground gate.
- The School Business Manager (or School Caretaker in her absence) will be responsible for unlocking the padlock on the playground gate.
- If a training fire drill, they need to ensure that the gate is securely locked again.
- In the event of a real fire, the School Business Manager will contact the Fire Brigade to request immediate help.
- A set of keys for the gates on the playground are always be centrally located in the office. (Caretaker holds a spare set).

Headteacher/Acting Deputy Headteachers

- In the event that the School Business Manager becomes responsible for the class lists and staff/visitor count, the Headteacher/Acting Deputy Headteachers will open the playground gate.
- Once assembled the Headteacher, in consultation with the school caretaker, will inform everyone of what to do next (leave premises or return to class in case of a false alarm).
- If the Headteacher is not present on site then he should be immediately contacted and advised of the situation.

If a training drill, the School Business Manager needs to ensure that the gates are securely locked again.

Incident Control Officer: Headteacher

Deputy Incident Control Officer: Acting Deputy Headteachers

FIRE DRILL

A fire drill is held each term.

In the event of a fire you must leave the building using the nearest fire exit. Your class should line up in alphabetical order and your class lists will be given to you by one of the office staff. This needs to be taken promptly. Pupils should only return to class after the Incident Control Officer has given an instruction to do so.

PROCEDURE IN THE EVENT OF A REAL FIRE

(a) During the School Day

- The main priority in event of a real fire is to maintain the safety of the persons on the school premises. All subsequent decisions should be made with this in mind. Upon arrival at the school the most senior member of staff should meet the fire brigade and liaise on all matters.

The location of the cupboards where flammable substances are stored (usually the Cleaners' cupboard and/or Caretaker's office) should be immediately communicated.

- In the event of an evacuation, the school can proceed to the premises of Grove Primary School in Chadwell Heath Lane for emergency relocation. A sign should then be posted at the safest point nearest to the school gates to inform parents of the location of the pupils.

(b) At Lunch Time or Morning Break Time

A senior member of staff must always be on duty on site. In the event of an evacuation at lunchtime, all pupils and adults should re-assemble at their normal evacuation points. The midday team and all available teachers will assist in the safe evacuation. Stewards will ensure the complete evacuation of the building and one of the office staff will issue class lists to teachers and check that all persons are present.

(c) Before and after school

The school caretaker with the aid of the most senior member of staff on site at the time will ensure all adults on site assemble at the evacuation point. The caretaker will sweep throughout the building to ensure no-one is left behind and take the signing in books to check the presence of staff/visitors. The Caretaker will phone the Fire Brigade if needed.

(d) Clubs

Club lists will be located in a folder in the office. A register needs to be kept with the group leader at all times for all Clubs taking place at school, including clubs that take place on the playground or field.

(e) Parents' Consultation Days and Other School Based Events

All persons present will evacuate the building at the nearest exit points. The remaining fire stewards will co-ordinate evacuation with the senior member of staff.

(f) Holiday Openings

During school holidays the school will be open for cleaning and maintenance work. Members of staff also use the building to prepare for the coming term. All adults on site should make their presence known to the caretaker and sign in at the School Office. Upon leaving they should also inform the caretaker and ensure that they sign out again. In the event of an evacuation, the caretaker should sweep the site to ensure all rooms are empty and that everyone is assembled at the assembly point.

PLAN FOR LEAVING SCHOOL HALL IN THE EVENT OF A FIRE

Reception	Leave via Year 4 and 5 classroom fire doors
Year 1	Leave via Year 4 and 5 classroom fire doors
Year 2	Leave via Year 4 and 5 classroom fire doors
Year 3	Leave via Hall fire doors
Year 4	Leave via Hall fire doors
Year 5	Leave via Hall fire doors
Year 6	Leave via Year 6 classroom fire doors

FINAL EXIT DOORS

All final exit doors will remain unobstructed and unlocked when the premises are in use. These will function properly and will be tested at regular intervals by the caretaker to ensure they work properly. All doors are outward opening. No doors will have padlocks or chains on them when the premises are in use. See appendix for fire exits.

FIRE DOORS

No fire door will be wedged or held open during the opening hours of the school. The vision panels in these doors will be free of signs or notices, to aid observation.

FIRE ESCAPE ROUTES

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

EMERGENCY LIGHTING

The caretaker will check the emergency lighting is operational each week. Any malfunctions will be immediately reported and requests will be made for immediate repair.

ESCAPE SIGNAGE

The Health and Safety Co-ordinator/School Business Manager will check that escape signage is in place at least once every six months (during the regular health & safety inspection procedure).

FIRE ALARM

The caretaker will check the fire alarm is in good working order once every week. A written record will be kept of this check. The testing of this will be conducted at times when minimal numbers of staff are on duty to reduce confusion. Any malfunctions will be immediately reported and requests will be made for immediate repair.

In the event of the fire alarm being faulty and there being a need to raise the alarm, the school bell should be continuously rung until all persons have left the building.

FIRE EXTINGUISHERS

The location of all fire extinguishers is recorded in the school's Health & Safety policy. A contractor tests these for good working order once a year. Faulty or empty extinguishers will be replaced immediately.

ASSEMBLY POINTS

The assembly points for each class are designated areas on the playground away from the buildings (see Appendix 1).

In each room in the school is a plan that marks the exit routes to these points. This plan is checked during each health and safety inspection. Each exit door should have no more than two classes travelling through it during an evacuation.

FIRE FIGHTING

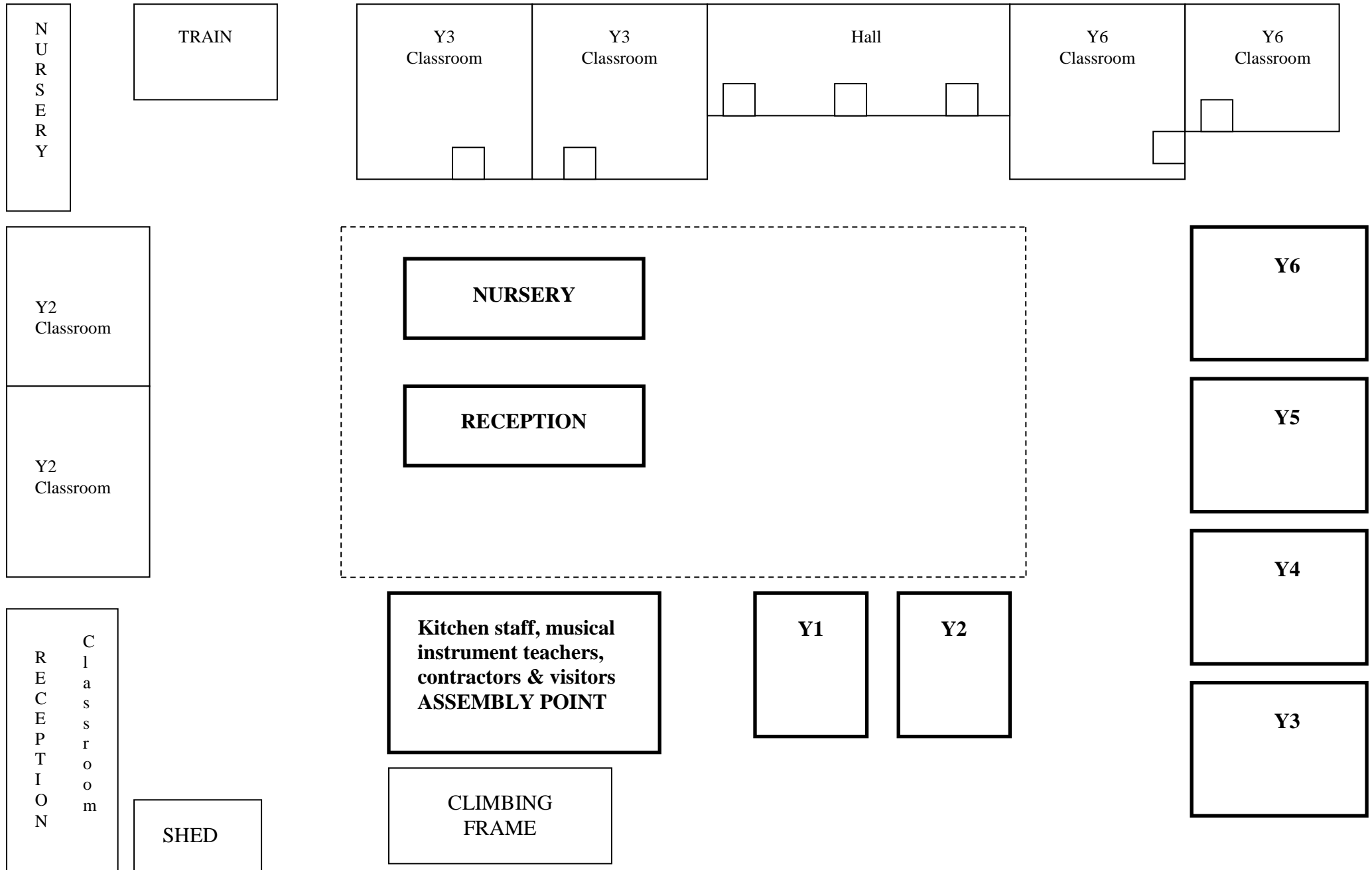
Members of staff should only consider fighting a fire if they have had the necessary training to operate a fire extinguisher and then only after they have ensured the safe evacuation of all pupils from the premises. Nobody should re-enter the building at any time until the all clear has been given.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

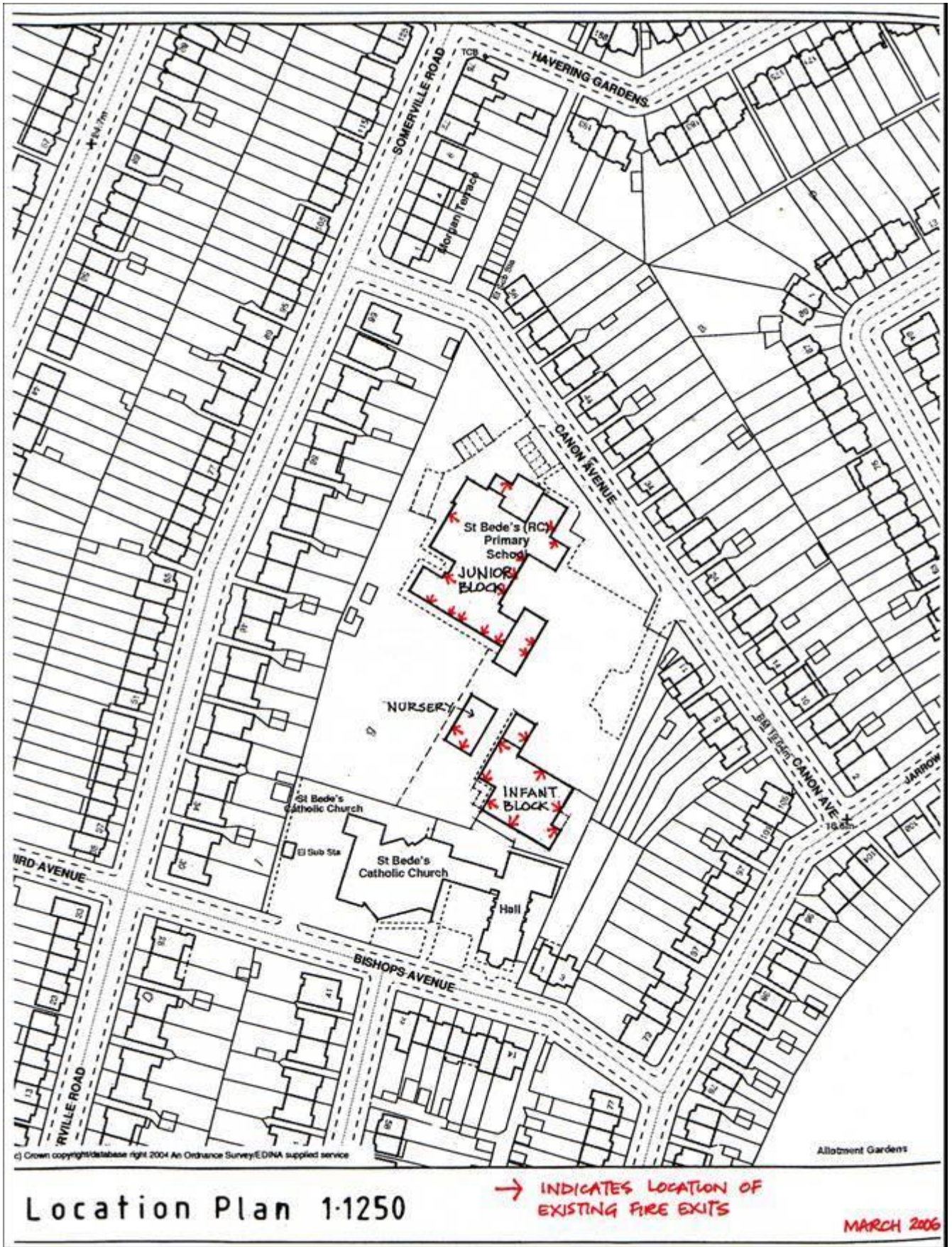
A PEEP will need to be written for any person with a mobility, hearing, visual or other impairment or disability in order to manage a safe exit from the building. These are always individual and only prepared for specific individuals (please see Appendices 2-6). A copy is to be kept with the class teacher and by the Health & Safety Co-ordinator/School Business Manager.

REVIEW

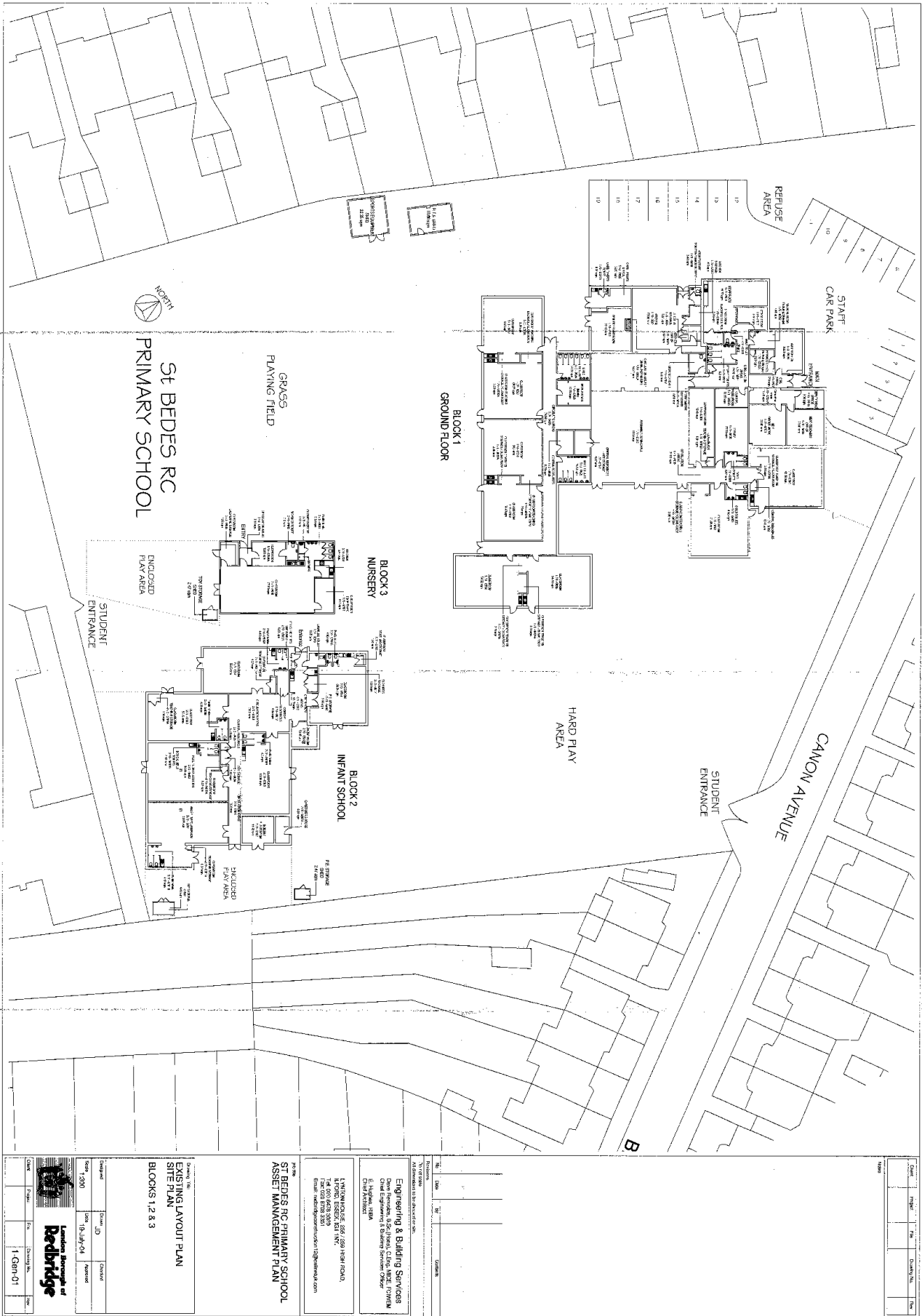
This plan will be reviewed periodically to take into account the specific needs of all persons on the school premises, particularly the needs of persons with physical and other disabilities.



FIRE EXITS



PLAN OF SCHOOL SITE



NO.	DATE	BY	CHKD.	DESCRIPTION

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 Chief Engineer & Building Services Officer
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EXISTING LAYOUT PLAN
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NO.	DATE	BY	CHKD.	DESCRIPTION

APPENDIX 2: EXAMPLE OF PERSONAL EMERGENCY EVACUATION PLAN

To be completed by the Health and Safety Leader. (May require to develop more than one plan for more than one building)

PERSONAL EMERGENCY EVACUATION PLAN FOR

Name _____
Class _____
Class Teacher _____
Building _____

AWARENESS OF PROCEDURE

The disable person is informed of a fire evacuation by:

- existing alarm system
- pager device
- visual alarm system
- Other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in the case of an emergency).

Name _____
Position _____
Class (where mainly based) _____

Name _____
Position _____
Class (where mainly based) _____

METHODS OF ASSISTANCE:

(eg: Transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE:

(A step by step account beginning from the first alarm)

SAFE ROUTE(S):

Health and Safety Leader Signature :	Date:
Class Teacher	Date:
Learning Assistant	Date:
Head Teacher Signature	Date:

APPENDIX 3: EXAMPLE OF PERSONAL EMERGENCY EVACUATION PLAN CHECKLIST

Personal Emergency Evacuation Plan Checklist

To be completed by the Health and Safety Leader. (May require to develop more than one plan for more than one building)

Completed questionnaires should then be attached to the Personal Emergency Evacuation Plan (PEEP)

Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's School :		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) Covered By The Assessment:		
What times / days are covered by this assessment?		
Does the building Fire Risk Assessment denote that the proposed building has suitable access/egress?	YES	NO

Health and Safety Leader Signature : **Date:** :.....
Class Teacher: **Date:**
Learning Assistant: **Date:**
Head Teacher Signature: **Date:**

APPENDIX 4: EXAMPLE OF PEEP QUESTIONNAIRE FOR MOBILITY IMPAIRED PERSONS

PEEP Questionnaire - MOBILITY IMPAIRED PERSONS

Name:		Name of School:		
Building to which this PEEP applies:				
Personal Emergency Evacuation Plan Checklists			Yes	No
To be completed with the pupil				
1	Have the general emergency procedures been explained to you?			
2	Can you open the fire escape door on the floor(s) you will be using?			
3	Do you use a manual wheelchair?			
To be completed by the Learning Assistant assigned to pupil				
4	What is the approximate width of your wheelchair			mm
5	If you use another type of mobility aid, what is it? (insert details)			
6	At the intended time of use, how many fire exits are available for disabled use?			
7	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?			
8	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins	
			Mins	
			Mins	
			Mins	
9	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			
10	Who will be providing assistance? (insert names)			
11	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)			
12	Is there an evacuation chair provided in the building? If yes please provide detail (e.g. of location)			
13	Is the pupil able to use an "evac" chair?			
28	Can the pupil transfer to an "evac" chair without being lifted?			

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil)	

APPENDIX 5: EXAMPLE OF PEEP QUESTIONNAIRE FOR VISUALLY IMPAIRED PERSONS

PEEP Questionnaire - VISUALLY IMPAIRED PERSONS

Name:		Name of School:		
Building to which this PEEP applies:				
Personal Emergency Evacuation Plan Checklists			Yes	No
To be completed with the pupil				
1	Have the general emergency procedures been explained to you?			
2	Can you open the fire escape door on the floor(s) you will be using?			
3	Can you read the fire exit signs?			
To be completed by the Learning Assistant assigned to pupil				
4	Does the pupil require the emergency escape procedure to be on tape?			
5	Does the pupil require the emergency escape procedures to be in Braille?			
6	Does the pupil require the emergency escape procedures to be in large print?			
7	At the intended time of use, how many fire exits are available for disabled use?			
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?			
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins	
			Mins	
			Mins	
			Mins	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			
11	Who will be providing assistance? (insert names)			
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)			

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil)	

APPENDIX 6: EXAMPLE OF PEEP QUESTIONNAIRE FOR HEARING IMPAIRED PERSONS

PEEP Questionnaire - HEARING IMPAIRED PERSONS

Name:		Name of School:		
Building to which this PEEP applies:				
Personal Emergency Evacuation Plan Checklists			Yes	No
To be completed with the pupil				
1	Have the general emergency procedures been explained to you?			
2	Can you open the fire escape door on the floor(s) you will be using?			
3	Can you hear the fire alarm in normal circumstances?			
To be completed by the Learning Assistant assigned to pupil				
4	Does the pupil require the building emergency procedures to be provided in an alternative format to the standard written instructions?			
5	Does the pupil require written emergency procedures to be supported by BSL interpretation?			
6	Is the school fitted with a "hard wired" flashing light, linked to the fire alarm?			
7	At the intended time of use, how many fire exits are available for disabled use?			
8	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?			
9	How long, approximately, would it take you to evacuate, aided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins	
			Mins	
			Mins	
			Mins	
10	Are the exit routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?			
11	Who will be providing assistance? (insert names)			
12	Who will cover this "help" role when the normal helper is absent e.g. due to sickness, leave etc? (insert names)			

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Learning Assistant)	
Signed (Pupil)	

APPENDIX 7 - List of Staff and Responsibilities

Headteacher	Gary Nott	
Acting Deputy Headteachers	Rob Spriddle Katherine Roberts	
Site Manager and Caretaker	Ray Smith	Caretaker
Health and Safety Co-Ordinator	Patricia Lawlor	School Business Manager
First Aiders	Theresa Morris	Administrative Officer
	Bernie O'Grady	Learning Assistant
Emergency First Aiders * Denotes paediatric first aid trained	Ina Howlett	Learning Assistant
	Carol Ladd *	HLTA
	Gill Melder	Administrative Officer
	Ray Smith	Caretaker
	Lorraine Stratton*	Learning Assistant
	Chloe Thomas*	Learning Assistant
	Elaine Wright*	Unqualified Teacher
See also separate list of staff who have received school based first aid training		
Educational Visits Co-ordinator	Patricia Lawlor	School Business Manager
Science	Standards Leader	
Art	Standards Leader	
PE Leader	Michael Newman	Assistant Headteacher
COSHH Leader	Ray Smith	Caretaker
Asbestos Leader	Ray Smith	Caretaker
Staff who have received Fire Safety training:		
Sarah Brock	Sheye Idowu	Gary Nott
Rachel Clark	Carolyn Knight	Bernie O'Grady
Yve Chuck	Carol Ladd	Hannah Poynter
Shawna Ciarmella	Patricia Lawlor	Katherine Roberts
Claire Coughlan	Tracey Leiser	Rachel Robinson
Victoria Cusack	Gemma Mackenzie	Karen Sleigh
Anna Dayson	Emma Maguire	Ray Smith
Helen Dupree	Laura Maguire	Joanna Spinks
Susie Gaughan	Hannah McCarthy	Rob Spriddle
Julie Harrison	Gill Melder	Lorraine Stratton
Sharon Harrison	Andrew Molyneaux	Sonia Sullivan
Jonathan Hounsome	Theresa Morris	Chloe Thomas
Ina Howlett	Michael Newman	