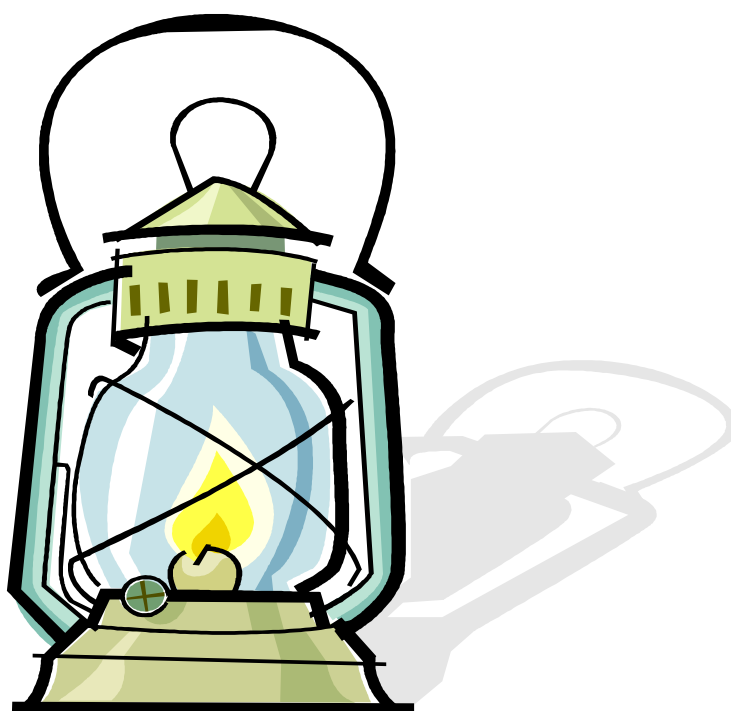





MANAGED FIRE PLAN



“Shine like a Lantern in the presence of the Lord”

Approved by:	Head Teacher	Date: 04 – 09 – 2023
Signed		
Last reviewed on:	Autumn 2023	
Next review due by:	Autumn 2024	

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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 term 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 and held on Parago and also presented 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

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

VISITORS

All visitors to the school should sign in 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.

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 behind; 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 will be handed their class register and must take register and raise it in the air when complete. The registers are returned to the administrative 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 their absence the Deputy Headteacher).

OFFICE STAFF

- One of the Administrative staff will be responsible for delivering class lists to the class teachers on the playground.
- They will also check that all visitors and staff on the premises are accounted for.

FIRE STEWARDS

- Designated fire stewards 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 immediately and/or the fire brigade when they arrive on site.
- Ensure that all doors are securely shut in the event of any evacuation.

SITE MANAGER

- In the event that one of the administrative staff is not on site, the Site Manager will be responsible for the class lists and staff/visitor count and a member of the Senior Leadership Team will open the playground gate.
- Site Manager or a member of the Senior Leadership Team in their 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 Headteacher / Deputy Headteacher or office staff will contact the Fire Brigade to request immediate help.
 - A set of keys for the gates on the playground are always centrally located in the office. (Site Manager and other members of the senior leadership team hold spare sets).

HEADTEACHER/DEPUTY HEADTEACHER

- In the event that the Site Manager becomes responsible for the class lists and staff/visitor count, a member of the Senior Leadership Team will open the playground gate.
- Once assembled the Headteacher, in consultation with the school Site Manager, 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 then they will be immediately contacted and advised of the situation.

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

Incident Control Officer: Headteacher

Deputy Incident Control Officer: Deputy Headteacher

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 must line up in alphabetical order and your class lists will be given to you by one of the office staff or Site Manager (in their absence). This needs to be taken promptly. Pupils should return to class after a senior member of staff 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 cupboard where the flammable substances are stored (Cleaners' store and Site Managers 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 'group call' will be sent to all parent's and carers to inform them 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 the administrative staff or the Site Manager (in their absence) will issue class lists to teachers and check that all persons are present.

(C) BEFORE AND AFTER SCHOOL

The school Site Manager 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 Site Manager will sweep throughout the building to ensure no-one is left behind. He will also check the EVAC mobile app to check off visitors/staff. The Site Manager 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 person's 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 Site Manager. A manual signing in/out system will be used during the school holidays for all visitors to the site, including staff and this will be overseen by the Site Manager. Upon leaving they should also inform the Site Manager and ensure that they sign out. In the event of an evacuation, the Site Manager should sweep the site to ensure all rooms are empty and that everyone is assembled at the assembly point. He will also check the EVAC mobile app to check off visitors/staff.

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 Site Manager 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.

FIRE DOORS

No fire door should 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 Site Manager 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 Champion will check that escape signage is in place at least once every six months (during the regular health and safety inspection procedure).

FIRE ALARM

The Site Manager will check the fire alarm is in good working order once every week. A record will be kept of this check on Parago. 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

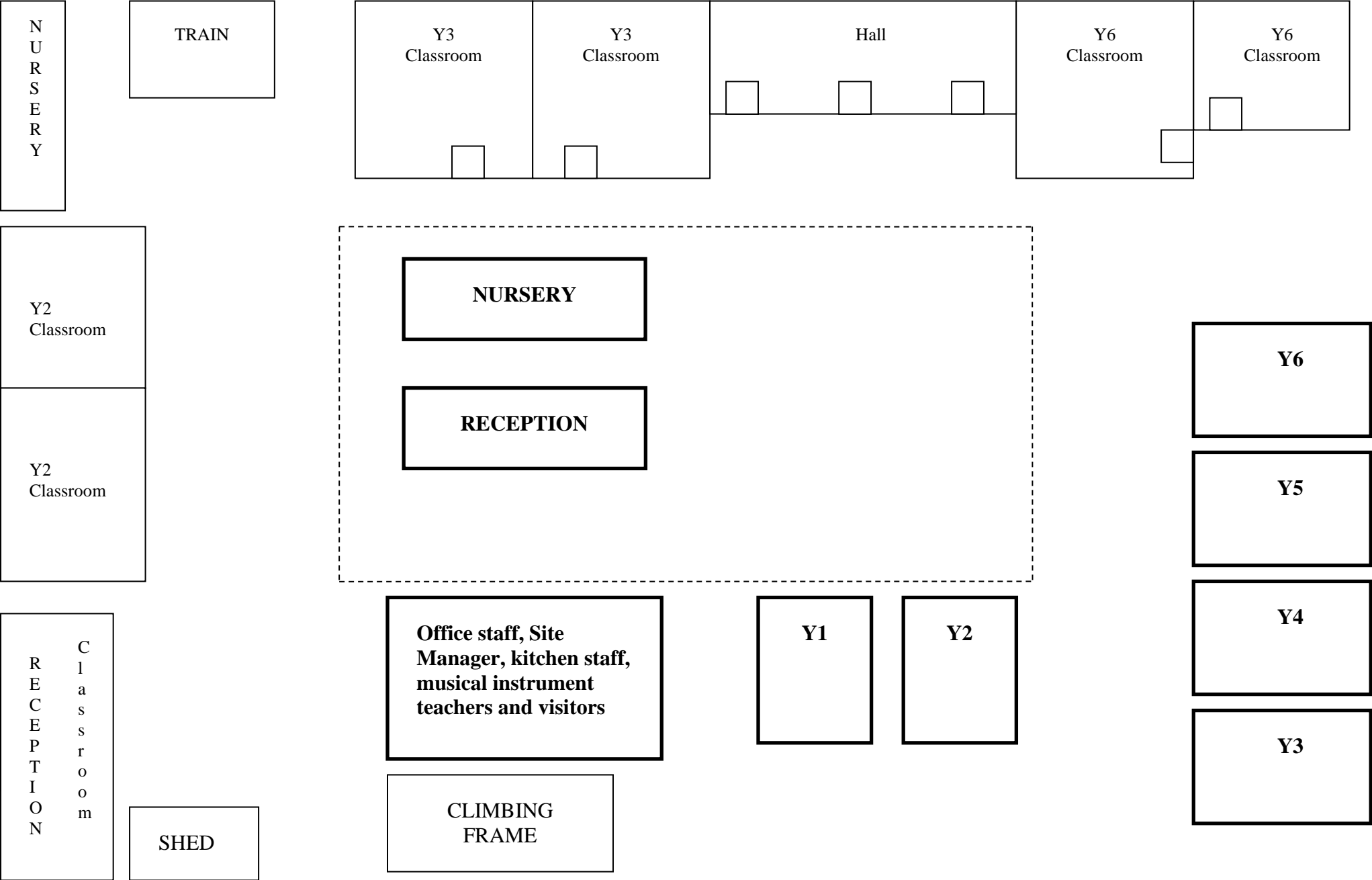
Members of staff should only consider fighting a fire if they have had the necessary training to operate a fire extinguisher and then only after they have ensured the safe evacuation of all pupils from the premises. Nobody should re-enter the building at any time until the all clear has been given.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

A PEEP will need to be written for any person with a physical 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 the Health & Safety Champion.

REVIEW

This plan was originally written in 2007, incorporating latest advice from Children's Services and the Health and Safety department. This plan will be reviewed annually to take into account the specific needs of all persons on the school premises, particularly the needs of persons with physical or other disabilities.



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 disabled 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:

Headteacher 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:
Headteacher 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/Staff)	

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/Staff)	

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/Staff)	

APPENDIX 7 - List of Staff and Responsibilities

Headteacher	Gary Nott	
Deputy Headteacher	Katherine Roberts	
Site Manager	Peter Roberts	
H&S Champion	Peter Roberts	Site Manager
Qualified First Aid at Work	Peter Roberts	Site Manager
Qualified First Aid at Work	Ina Howlett	Learning Assistant
Paediatric First Aid (includes Emergency First Aid at Work)	Susie Gaughan	Learning Assistant
	Carol Ladd	HLTA
	Joanne Spinks	Learning Assistant
Qualified Emergency First Aid at Work	Joanne Conneely	Learning Assistant
	Carolyn Knight	Administrative Assistant
	Alison Moore	HLTA
	Theresa Morris	Administrative Assistant
Playground First Aid	All other staff who do not hold any of the above.	
Educational Visits Co-ordinator	Gary Nott	Headteacher
	Katherine Roberts	Deputy Headteacher
Science	Subject lead	Class Teacher
Art	Subject lead	Class Teacher
PE Leader	Subject lead	Class Teacher
COSHH Leader	Peter Roberts	Site Manager
Asbestos Leader	Peter Roberts	Site Manager
All Staff receive on-line Fire Safety training		

ST BEDE'S CATHOLIC PRIMARY SCHOOL & NURSERY

EMERGENCY LOCKDOWN PROCEDURE

ALARM – announcement* via the telephone and corridor speaker system.

INSTRUCTIONS

The emergency lockdown is used when it is necessary to restrict movement around the school site.

Everyone in a classroom or teaching space supervised by a member of staff must stay where they are, close and/or lock (where possible) the doors and windows (pull down blinds), remain seated and quiet, and follow instructions from the member of staff.

Pupils in a common space, for example, a corridor or toilet area, should proceed to the nearest classroom as quickly as possible, and in silence.

Support staff, staff who are not teaching and visitors and contractors should proceed to the nearest office or classroom as quickly as possible, or remain in their indoor space.

Staff should check their email for further information and instructions.

Pupils and visitors must follow the instructions of staff at all times and stay away from windows and doors.

When it is safe to do so, the 'all clear' signal will be confirmed* via the telephone and corridor speaker system, an email will then be sent to staff with further information.

*Will be briefed to staff separately