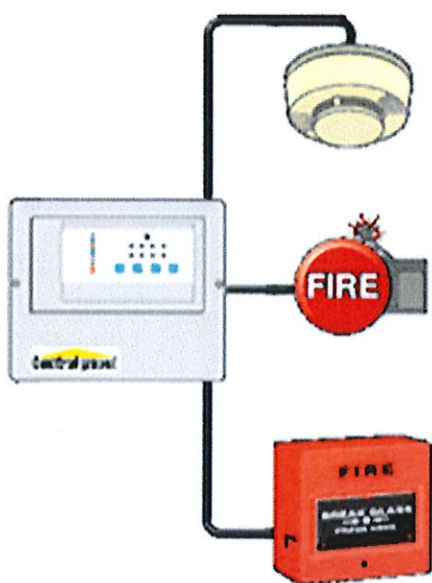




FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN



**WOODROW FIRST SCHOOL &
NURSERY
LONGDON CLOSE
WOODROW SOUTH
REDDITCH
WORCESTERSHIRE
B98 7UZ**



FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

The Governors of Woodrow First School & Nursery believe that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure there effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed: _____

Head Teacher

Date: _____

19 May 2017.

Signed: _____

Governors

Date: _____

29-6-17.

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Woodrow First School & Nursery as the employer, occupier / owner or *'responsible person'*.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of Woodrow First School & Nursery, as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.

Woodrow First School & Nursery will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of the premises to:

- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- provide a programme of fire safety training;
- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
- appropriate safe and secure location of building services e.g. gas and electricity;
- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
- education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- A quarterly/ six monthly/ annual premises fire safety inspection will be carried out

2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

3 PLANNING

3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).

3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.

3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks
Medium Risk	=	Work to be completed within 6 months
Low Risk	=	Work to be completed within 1 year

3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.

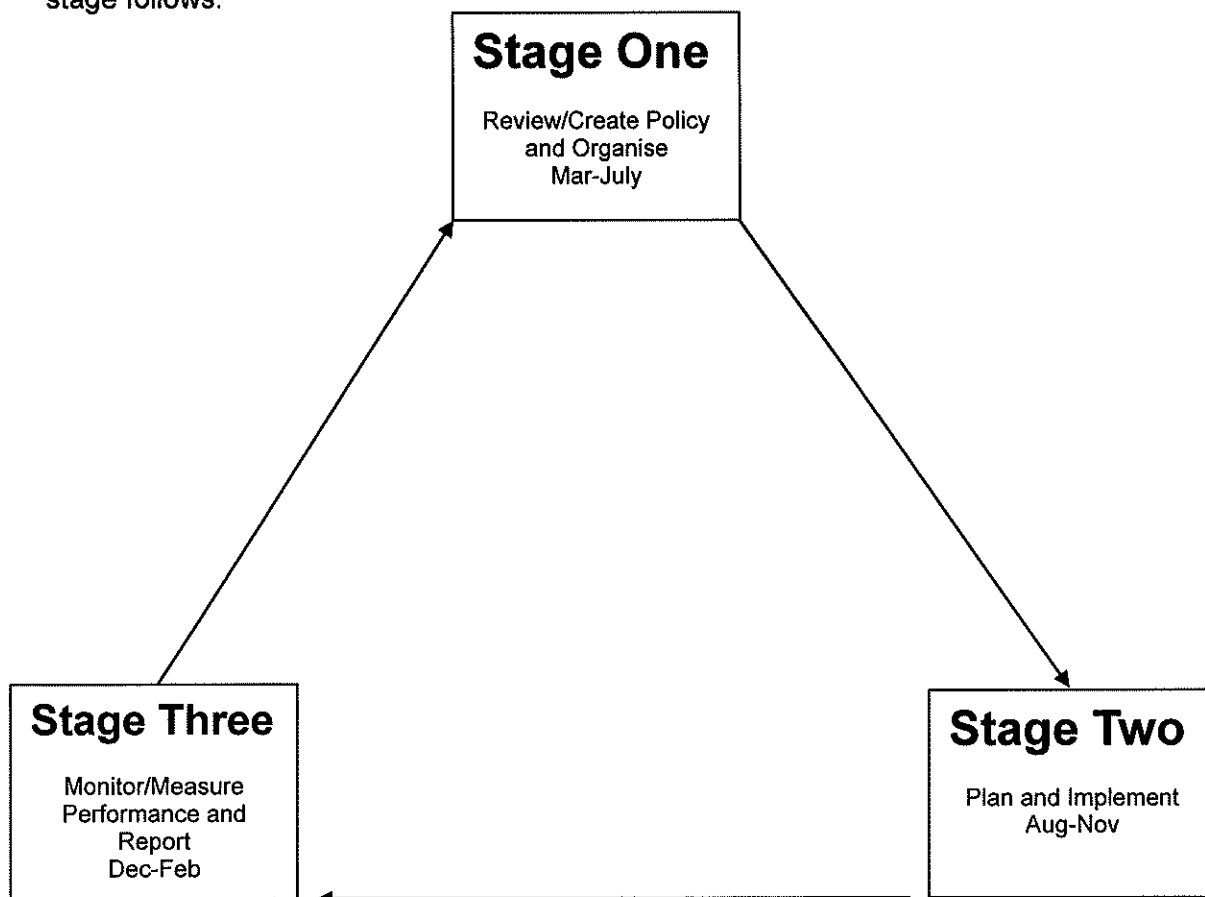
3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system
- Emergency lighting
- Fire fighting facilities
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.

3.8 Fire Warden and staff training are provided through Worcestershire County Council who conducts a number of courses annually. The course is delivered by a qualified competent person. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out at least once each term within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Head Teacher.
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by the Site Manager at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to their respective Chief Wardens who will forward the details to the Fire Safety Officer / Health and Safety Manager.
- 3.15 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 ORGANIZATION AND CONTROL

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 The Head Teacher will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at the premises are complementary.

4.3 Managers / Section Heads / Department Managers with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that all fire extinguishers are maintained in full working order and regularly serviced
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;

- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- confirm that their quarterly premises fire safety inspections address fire safety arrangements; and
- liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

4.4 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than six months;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. Achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Head Teacher /Site Manager

6 REVIEW

- 6.1 Annual audit of all fire systems by the Head Teacher to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place quarterly prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles

7 Fire Emergency Plan

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

This plan is drawn up using the information from the most recent Fire Risk Assessment and observations/outcomes from our Fire Drill Reports.

7.1 Training and Training Provision

We have identified the following as areas where training is needed and it will be provided as follows.

- All staff are trained annually on the use of fire equipment via an online training module.-
'In the line of fire ' provided by A T & F Solutions Ltd
- It is the responsibility of each staff member to be aware of the location of the nearest fire alarm call point from their usual area of work. Instructions on how to operate each alarm call point are located immediately above it.
- All staff to be issued with the Fire Instructions , Emergency Evacuation Process and the Emergency Procedure for getting children inside school annually
- As part of the Induction process staff are issued with the Fire Instructions, Emergency Evacuation Process and the Emergency Procedure for getting children inside school.
The Site Manager/School Business Manager will do a walk-through of the site indicating the location of Fire alarm call points, escape routes and assembly point(s). Staff are also provided with a plan indicating the location of all call points and fire fighting equipment.
- Each Key Stage Manager will advise staff working in their area of any additional duties required in accordance with their plan (see Appendix 7)
- Volunteer staff will be identified and trained annually for Fire Marshal duties.
- The Site Manager, Head Teacher, Deputy Head Teacher, School Business Manager, Fire Marshalls, Office Staff, Key Stages leaders and Designated First Aiders all have duties specific to the type of evacuation that is being undertaken.
- It is the responsibility of each staff member to be aware of the location of the nearest fire alarm call point from their usual area of work. Instructions on how to operate each alarm call point are located immediately above it.
- We plan a minimum of three evacuations (one in each school term) which gives staff the opportunity to practise their fire evacuation training and knowledge. The timings of the training exercises are varied to test different staff/pupils/areas/evacuation routes
i.e. afternoon/morning nursery, play times, lunchtime staff
- All visitors are informed by office staff when signing in of our fire evacuation process and the assembly point. A copy of the process is also available in Reception for them to read. In the event of a fire visitors are accompanied from the building by the member of staff who they are visiting/meeting with. Office staff will register visitors at the assembly point(s).

7.2 Information Distribution

All staff/ visitors/ pupils/contractors are made aware of our fire evacuation process, escape routes, assembly points and how to use fire prevention equipment (i.e. alarm call points) using the following methods:

- Visitors are provided with the necessary information when signing in at the school office
- Annual training of all staff
- Annual Fire Marshall training
- Induction Process
- Evacuation Process Information
- Fire drills
- Emergency exit / route signage
- Fire action Notices
- Fire Emergency Plan
- Fire instructions are issued as part of the letting paperwork
- Fire instructions are issued as part of the Swimming Pool Hire Pack

7.3 What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Report details of the fire/incident to the Chief Fire Marshall
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan . If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly point.
- Return to the building only when authorised to do so.

All key Stage areas within school have a detailed evacuation process with designated roles and responsibilities. (see Appendix 7). It is the responsibility of each staff member to know this information.

7.5 Contacting the Emergency Services

- Office staff will contact the emergency services , when alarm rung and provide as much information as know at that point
- To obtain an outside line dial 9 then 999 from the landline or 112 from a mobile
- In the event of a power failure use the emergency telephone line for the Fax machine.

7.6 Identify Processes, Machines or Power That Must Be Shut Down

Only if it is safe to do so and without putting any persons at risk the following actions should be taken:

- Staff in the staff area to ensure that electrical equipment to turned off i.e. hot water boiler, dishwasher
- Kitchen /Lunch equipment (if in use) to be switched off at power source
- Office staff to switch off photocopiers at source

7.7. Specific Arrangements for Any High-Risk Areas

There are no specific arrangements as these are covered in our general specifications.

7.8 Emergency Services Liaison Procedures

- The Site Manager will be available to meet the emergency services upon arrival
- The person responsible for activating the alarm will liaise with the Chief Marshall Fire and should provide as much information as possible about the fire/incident i.e. location/source/actions taken to date
- Consider the need to relocate the assembly point
- Emergency Services will be directed/escorted to the location of the fire ensuring that the pupils/staff/visitors are located at a safe distance
- Fire Marshalls will be clearly identified by hi-viz jackets
- Walkie-Talkies will be taken out by the office staff, if it safe to do so and these will be used to co-ordinate the evacuation and provide or relay updated information as the incident progresses.
- Once registers have been completed any missing persons should be reported to the Head Teacher
- **Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing**

7.8.1 Specific Information for the Emergency Services

The Site Manager/ Chief Fire Marshall will liaise with the emergency services upon arrival to provide the following information: -

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable material stores
- Location of high risk areas
- Any unusual activities such as building works or temporary structures
- Hazardous work process

In his absence the Head Teacher/Deputy/School Business Manager will be best placed to carry out these duties.

7.8.2 Location of information

The Fire Protection Log Book (Section 7) contains the following plans:

- Location of Services (Gas, Electricity and Water)
- Detail of Escape Routes
- Location of Manual Call points
- Location of Fire extinguishers
- Location of Emergency Lighting

The Fire Protection Log Book is located in the book store in the main school office

7.8.3 Accounting for Personnel

- Pupils are registered in their class groups by the adult responsible for the class at the time. Once registration is complete the register will be held in the air
- Staff , Visitors and contractors in school at the time are registered by the office school
- Any pupils/staff/visitors not present are reported to the Head Teacher and further investigations to establish their whereabouts completed
- The Beacon Pupil Referral Unit are responsible for ensuring all of their staff, pupils and visitors are present and accounted for. Any missing persons should be immediately reported to the Head Teacher
- The Woodlands Children Centre are responsible for ensuring all of their staff and visitors are present and accounted for. Any missing persons should be immediately reported to the Head Teacher
- The Site Manager/ Head Teacher will liaise about any missing persons in person or via walkie-talkie and the Emergency Services will be notified immediately upon arrival as to their last know location and areas that had been deemed as clear i.e. toilets .
- Staff sweep areas as they evacuate the building

7.9 Escape Routes

Attached are the following maps/diagrams indicating:

1. Emergency evacuation route **marked in green** and assembly point **marked by green x**
2. Types and location of fire fighting equipment (extinguishers)
3. Location of fire alarm call points
4. Please refer to each Key Stage area's evacuation plan for the location of fire exits

7.10 Assembly Points

The main assembly point is located at the rear of the school building on the school playing fields. It is at the rear of the gated pond area marked by a green fire assembly point sign.

- Classes should line up in front of their adult from Year 4 down to Nursery
- Visitors should collect at the edge of the pond area where they will be registered by the school office staff
- The Beacon staff/pupils/visitors assembly at the edge of the pond area

If the assembly area is inaccessible then another location on the school playing fields will be advised.

If we need to evacuate the school grounds this can be done via the main school entrance or the three pedestrian gates located at:

- Side of the swimming pool block exiting into Pedmore Close
- Rear of car park and tyre park exiting into housing on Longdon Close
- Rear of KS1 playground exiting by public footpath leading towards Salford Close

During the school day the pedestrian gates will be padlocked. A set of keys are located in the grab bag in the office.

In the event that we need to take the children to an alternative location this will be at Tudor Grange Academy. Phone ahead if possible to advise them of our arrival 01527 523088.

7.11 Identify Persons Especially at Risk

Lone working is not encouraged and we endeavour to have a minimum of two staff on the premises at all times to eliminate any risks to individuals.

7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- **Progressive Horizontal Evacuation.** This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction.
- **Use of Refuges.** *BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)*

Within school Teaching Assistants who have one to one responsibilities with a child are responsible for the safe evacuation of that child and their registration at the assembly point. **They will remain with that child at all times**

Pupils with a disability or more complex needs will have a Personal Emergency Evacuation Plan (PEEP) in place. This is drawn up by school with the agreement of the pupil, parent and Head Teacher.

Personal Emergency Evacuation Plans will be reviewed annually or following any significant change in circumstances (of the building or pupil) is anticipated or identified.

7.13 Visitors and / or Contractors

At Woodrow First School we encourage and welcome visitors and volunteers on a regular basis. We also work with a large number of professionals, agencies, contractors and suppliers to deliver services and enhance the school experience of our pupils. These people are well known to the school and we encourage them to advise us of any requirements that they may have so that we can plan any assistance required to evacuate the building.

All visitors are logged in and out of a building, using the visitor book. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

The Site Manager is on site during all evening lettings and in the event of a fire would lead the evacuation process. Our Fire Instructions and information relating to the location of alarm call points and fire extinguishers is included in the booking information . Prior to the first letting the Site Manager will walk the evacuation routes and assembly points with the Lead Named adult.

Fire Instructions and information relating to the location of alarm call points and fire extinguishers is included in the booking formation for the swimming pool. These instructions are also clearly displayed around the pool area. Prior to the first letting the Site Manager will walk the evacuation routes and assembly points with the Lead Named adult

7.14 Staff with Specific Responsibilities

Please refer to Appendix 8 for details of staff that have identified as having specific duties in the event of a fire or other emergency.

7.15 Overall Control

The Head Teacher is in overall control of any the emergency situation and has responsibility to

- Take overall control of the evacuation
- Ensure that other people with specific duties have taken relevant action
- Account for all persons in the premises
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs
- To ensure that the emergency situation is recorded

In his absence the Deputy Head will take overall control if possible. They will be supported throughout by the Site Manager/School Business Manager and the Senior Leadership Team.

7.16 Fire Fighting

- Staff on-line training provides an awareness of the use of the different types of fire extinguishers.
- It is the responsibility of each member of staff to know the location and type of fire extinguishers around school
- Staff are not fully trained in the use of fire fighting equipment so should only use the equipment if they feel confident to do so and only if it is safe to do so

7.20 Re-Entering the Building

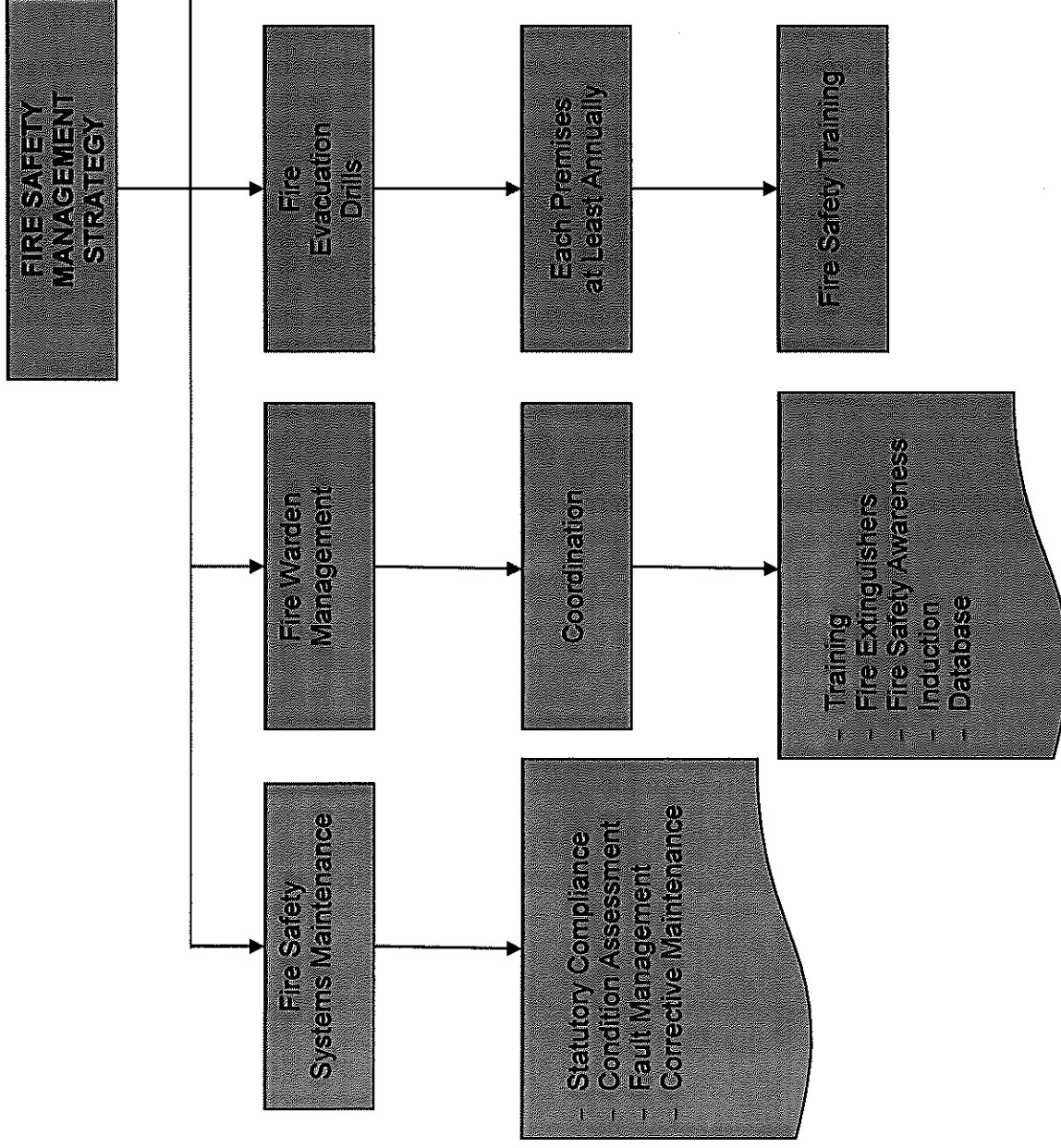
- If it becomes apparent that it is unsafe to re-enter the building then a member of staff will be stationed at a safe distance to the school entrance to ensure that no one enters the premises. Any new visitors reporting to reception should be directed to the assembly point
- When it is safe to do so The Head Teacher will advise staff that they can re-enter the building
- This should be completed in a calm and silent manner
- The classroom doors will need to be opened from the inside to allow access
- **Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building**

7.19 Contingency Plans

Please refer to the School Contingency Plan if it becomes apparent that we will not be able to access the building in a timely manner.

7.20 Post Incident Report

As soon as reasonably possible after the event a meeting should be held of the site stake holders and a report completed. This should be made available to all parties and any recommendations actioned in a timely manner.



FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	☐	☐	☐	
Are fire doors clear of obstruction?	☐	☐	☐	
Are escape route clear?	☐	☐	☐	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	☐	☐	☐	
Are whistles, gongs or air horns in their correct place?	☐	☐	☐	
Escape Lighting				
Are luminaries and exit signs in good condition?	☐	☐	☐	
Is the emergency lighting and signs working normally?	☐	☐	☐	
Fire fighting Equipment				
Are all fire extinguishers in place?	☐	☐	☐	
Are all fire extinguishers clearly visible?	☐	☐	☐	
Are all fire hydrants accessible for the fire service?	☐	☐	☐	
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	☐	☐	☐	
Are fire doors clear of obstruction?	☐	☐	☐	
Are all external escape routes clear?	☐	☐	☐	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	☐	☐	☐	
Did staff and all others hear the alarm working?	☐	☐	☐	
Did any linked fire protection system operate correctly?	☐	☐	☐	
Did visual alarms, pagers or vibrating pads work?	☐	☐	☐	
Do voice alarms work and was the message understood?	☐	☐	☐	
Escape Lighting				
Are charging indicators visible and illuminated?	☐	☐	☐	
Fire fighting Equipment				
Are all fire fighting equipment in working order?	☐	☐	☐	
Are all fire extinguishers mounted 1 - 1½ metres?	☐	☐	☐	
Monthly Checks				
Escape Routes				
Do all electronic release mechanisms work correctly?	☐	☐	☐	
Do all automatic doors "failsafe" in the open position?	☐	☐	☐	
Are all self-closing devices working correctly?	☐	☐	☐	
Are all door seals and intumescent strips in good condition?	☐	☐	☐	
Are all external stairs in good condition and non-slip?	☐	☐	☐	
Do all roller shutters for compartmentation working correctly?	☐	☐	☐	
Do all internal fire doors close against their rebate / stop?	☐	☐	☐	
Escape Lighting				
Do all luminaries and exit signs working when tested?	☐	☐	☐	
Are emergency generators working correctly?	☐	☐	☐	
Fire fighting Equipment				
Is the "pressure" in stored pressure extinguishers correct?	☐	☐	☐	

	YES	NO	N/A	COMMENTS
Three Monthly Checks				
General				
Are emergency tanks / ponds at their normal / correct level?	☐	☒	☐	
Are vehicles blocking fire hydrants or access to them?	☐	☒	☐	
Additional items from manufacturers requirements?	☐	☒	☐	
Six Monthly Checks				
General				
Has the emergency evacuation lift (if fitted) been tested?	☐	☒	☐	
Have sprinkler systems been tested by a competent person?	☐	☒	☐	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	☐	☒	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☒	☐	
Escape Lighting				
Do all luminaries work for a third of their rated value?	☐	☒	☐	
Annual Checks				
Escape Routes				
Do all fire doors work correctly?	☐	☒	☐	
Is escape route compartmentation in good condition?	☐	☒	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☒	☐	
Escape Lighting				
Do all luminaries operate on test for their full duration?	☐	☒	☐	
Has the system been checked by a competent person?	☐	☒	☐	
Fire fighting Equipment				
Has all equipment been checked by a competent person?	☐	☒	☐	
Miscellaneous				
Have dry / wet risers been tested by a competent person?	☐	☒	☐	
Has smoke control systems been tested by a competent person?	☐	☒	☐	
Has external access for the fire and rescue service been checked for availability at all times?	☐	☒	☐	
Have any fire fighters switches been tested?	☐	☒	☐	
Are fire assembly points clearly indicated by signs?	☐	☒	☐	

FIRE SAFETY TRAINING PROGRAMME

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will be a minimum of three fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	Three training sessions per year
Fire Wardens:	One training session per year specific to their duties
Managers:	One training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raise the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

FIRE SAFETY TRAINING RECORD**Date:** _____ **Duration:** _____**Given By:** _____ **Session For:** _____**Subjects Covered**

- ☐ The significant findings from the fire risk assessment and fire safety policies
- ☐ What to do on discovering a fire
- ☐ How to raising the alarm, including the locations of fire break glass points
- ☐ The action to take upon hearing the fire alarm
- ☐ The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- ☐ The arrangements for calling the fire and rescue service
- ☐ The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- ☐ Knowledge of escape routes including stairways and especially those not in regular use
- ☐ How to open all emergency exit doors
- ☐ The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- ☐ Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- ☐ The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- ☐ The safe use, risks from storing and working with highly flammable/ explosive substances
- ☐ General fire precautions, fire awareness and good housekeeping practices
- ☐ The no smoking policy (where applicable)
- ☐ Special provisions for assisting disabled people and any training needed
- ☐ Identifying fire hazards and fire incidents reporting procedures; and
- ☐ Equipment fault reporting procedures.

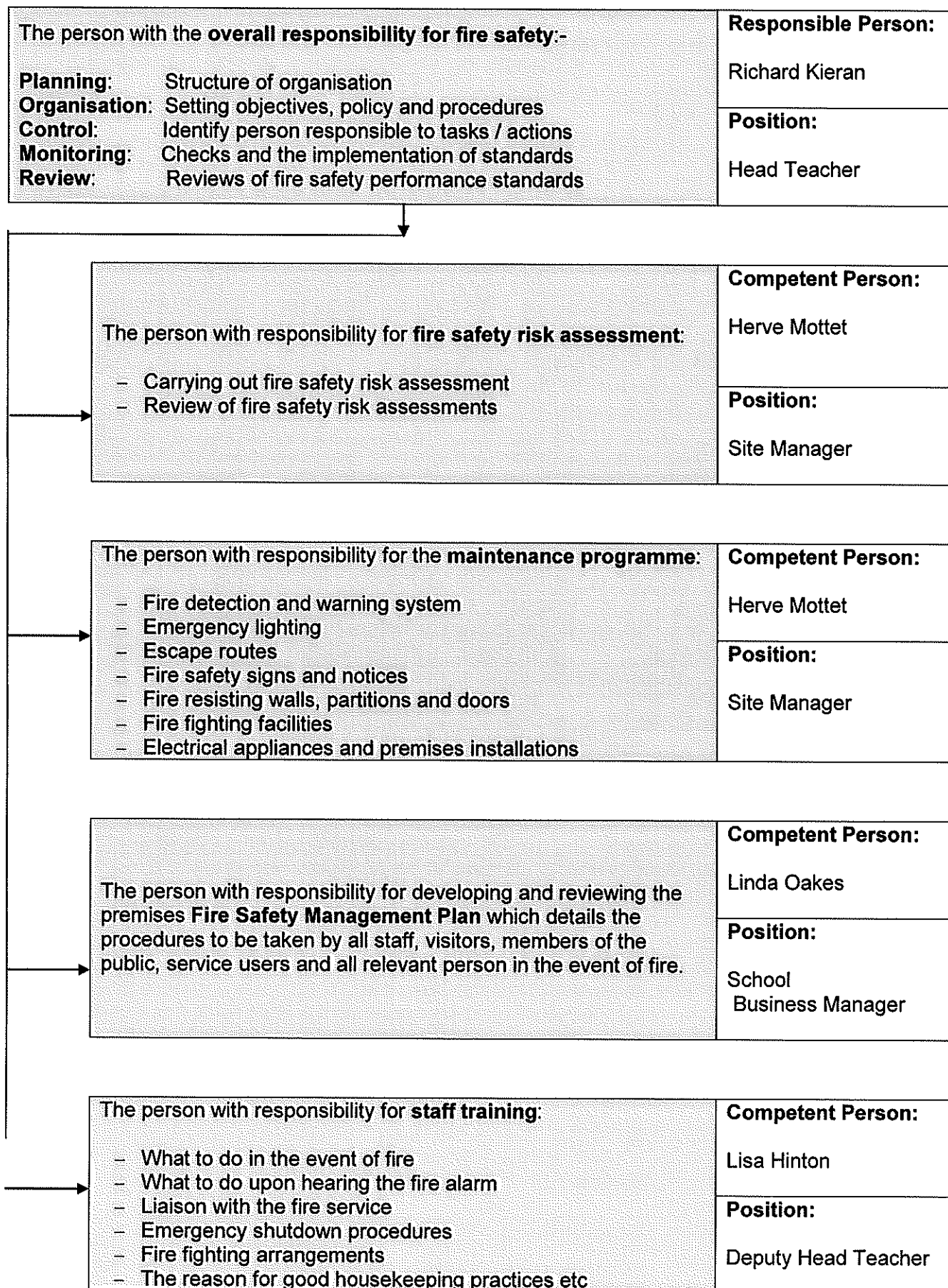
Names of those attending:

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Name: _____ **Date:** _____**Signed:** _____ **Position:** _____

FIRE SAFETY MANAGEMENT STRUCTURE





FIRE INSTRUCTIONS

BEFORE A FIRE HAPPENS

1. Read the Emergency Evacuation Process
2. Familiarise yourself with all means of escape
3. Familiarise yourself with fire alarm call points
4. Key staff to know how to use the fire extinguishers

IF YOU DISCOVER A FIRE (NO MATTER HOW SMALL)

1. Raise the alarm by operating the nearest fire alarm call point
2. Call the fire service immediately using the nearest available telephone or mobile.

Dial **999 or 112 from a mobile** and state that the fire is at:

Woodrow First School
Longdon close
Woodrow South
Redditch
B98 7UZ

In case of a very minor fire designated staff may tackle the fire using the appliance provided – if it does not delay evacuation, or place persons at risk.

In any case the alarm should be sounded.

ON HEARING THE ALARM

1. Leave the building by the nearest available exit
2. If it is safe to do so the designated person should ensure all toilet areas are clear

Assemble for a roll call at:-

FIELD TO REAR OF THE SCHOOL

3. Once registered please report details of the fire/incident to the Chief Fire Marshall

REMEMBER

Do not stop to collect personal belongings.

Close doors behind you as you leave.

Do not re-enter the building.

REMAIN at the assembly point

Return to the building only when authorised to do so



EMERGENCY EVACUATION PROCESS

At any time during the school day, the bell may ring continuously, at which signal, all staff and children should stop what they are doing **IMMEDIATELY** and leave the building by the nearest door, walking quickly. Classes should then assemble with the adult responsible for them at the time at:

FIELD AT REAR OF THE SCHOOL

- Ensemble as far away from the school building as possible.
- Do not stop or return to collect personal belongings
- This exercise should be carried out in silence.
- There should be no talking except to give instructions.
- Teachers who have their registers in the classroom are responsible for taking it out with them.
- If registers have been sent to the office, the attendance officer, the secretary, head or deputy will be responsible for taking them outside.
- Ensure visitors are escorted from the building to the assembly point
- If possible a member of staff should head the evacuation line to ensure that children get out of the building safely without hesitation or panic, while another staff member brings up the rear and makes certain that the last child is safely out of the building and that the classrooms are empty.
- Designated staff will be responsible for rounding up children who may be in the toilets.
- Close any doors en-route without delaying your escape
- As soon as the classes are assembled a roll will be taken.
- Adult responsible for the class to raise register in the air when roll call complete.
- Where there is only one member of staff in the room they should leave last in order to check that the room is empty and the door is closed.
- If you have responsibility for assisting persons with Personal Evacuation Plans respond as identified in the Plan.
- If you are not in the classroom leave by the nearest fire exit door
- If you are taking part in PE/Dance/Swimming no one should stop to dress.
- You must remain at the assembly point until you are authorised to return to the building

REMEMBER

1. Get the children out first
2. Use the nearest exit
3. Call 999
4. When the children are safe, trained staff to tackle small fires only where appropriate



EMERGENCY PROCEDURE FOR GETTING CHILDREN INSIDE SCHOOL QUICKLY

There may be occasions when we need to shelter within the building from an outside hazard i.e. smoke plume, or environmental emergency.

1. Inside signal will be 3 short bells rung repeatedly
2. All staff to go to the playgrounds.
3. Outside signal is 3 short whistles and then the call 'shelter'
4. Pupils and visitors to be taken immediately into the school building via the following entrances and assembly in the Blue Room unless otherwise advised:
 - KS2 to enter through the front entrance, Year 4 classroom doors and Year 3 & 4 corridor doors
 - KS1 to enter through the gallery door, hall doors and Year 1 classroom doors
 - FS to enter through classroom doors from the playground or 'Smarties' classroom
 - Staff to check inside areas i.e. toilets and escort pupils to safe area
 - All staff to ensemble in this area for a briefing

NB: Consider the location of the outside incident and if appropriate move to another safe location within the building

5. Once everyone is safely in the building all exterior doors and windows should be closed
6. The front school entrance should be manned in case of anyone needing shelter
7. Office staff should take registers from the office and then go to the carpet area to ensure double doors are opened back for easy entrance of children, and that children go to their allocated areas, as follows:
 - Nursery and reception – by nursery door.
 - KS 1 Reception door/Smarties.
 - KS 2 centre of room.
8. Office staff to contact emergency services, when alarm rung and nature of incident known
9. Emergency whistles are located by main entrance, nursery and reception door, gallery doors to playground, smarties classroom and in the KS1 & 2 cloakrooms



EMERGENCY EVACUATION PROCESS FOR THE SWIMMING POOL

At any time during the school day, the bell may ring continuously, at which signal, all staff and children should stop what they are doing **IMMEDIATELY and leave the pool by the nearest** exit door, walking quickly. Classes should then assemble with the adult responsible for them at the time at:

FIELD AT REAR OF THE SCHOOL

- Ensemble as far away from the school building as possible.
- **Do not stop to get dressed**
- This exercise should be carried out in silence.
- There should be no talking except to give instructions.

IF THERE IS NO-ONE IN THE WATER

- Prepare to evacuate the swimming pool building
- If there is no sign of fire within the pool building, the person in charge must go to the meeting point or contact the incident team via walkie-talkie to establish the exact nature of the emergency and to advise the officer in charge of the situation in the pool.
- Please advise the incident team of the staff who are present in the swimming pool
- If instructed to do so leave the pool using the emergency exit advised by the incident team.
- Where possible and safe to do so take the blankets and heat foils located in the disabled cloakroom.
- Where possible a member of staff should head the evacuation line to ensure that children get out of the building safely without hesitation or panic, whilst another staff member brings up the rear and makes certain that the last child is safely out of the building
- Ensure that everyone is out of the pool complex and lock external doors, as part of the evacuation procedure
- People with responsibility for assisting persons with Personal Evacuation Plans respond as identified in the Plan.
- When the class are assembled a roll will be taken
- Adult responsible for the class to raise register in the air when roll call complete.
- Remain at the assembly point until authorised to return to the building



EMERGENCY EVACUATION PROCESS

Key Stage 1 and 2

In the event of the fire alarm sounding:

- The adult responsible for the class is responsible for moving the class out through the class fire exits and to the designated muster point.
- The adult responsible for the class to perform an initial head count and then call the register, once the registers have arrived with the office staff.
- Once all the children are accounted for the adult will hold their register in the air.
- Children wait silently in their line until the all clear is given.
- Class TAs are responsible for checking the toilets and quad.

The following class TAs have responsibility for these areas:

- Year 2 JD – the Year 2 toilets
- Year 2 JM – the quad
- Year 4 SB – Gallery toilets (In the afternoon – SEND TAs working in the Gallery to check the Gallery Toilets)
- Year 3 SH and Year 4 LA/LH – glass corridor
- Year 3 MCT – Year 3 / 4 toilets

They shut the fire exit doors as they leave the classroom.

TAs working in a one to one capacity are responsible for ensuring their child exits the building with the class. TAs leading interventions ensure they and the child[ren] leave via the nearest exit and assemble with their class for the register.



EMERGENCY EVACUATION PROCESS

Foundation Stage

The nature of the organisation and space in the Foundation Stage unit makes it impossible to give a named person a particular role. However, this can be overcome if we designate the job a person is doing at any time to a designated role in fire evacuation.

Role of the adults

On hearing the fire bell

- the adult who is leading the focus activity in Reception 1, Reception 2 and Nursery will be responsible for stopping the children in their area and directing them to the fire exit. They will acquire the register from the office staff outside, ready to check names once the children are assembled.
- the adult who is in the role of manager will be responsible for checking the toilets, sweeping the class area and being the last person to leave the room and close the doors
- the adult on the playground should gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are handed over to their own class teacher who will check them off on the register.
- the adult undercover should gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are handed over to their own class teacher who will check them off on the register.
- the adult in the woods should gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are handed over to their class teacher who will check them off on the register.
- adults responsible for individual children will ensure that they are safely evacuated and checked on class lists.
- any additional adults in the unit will support these leading adults to ensure that the children are safely and efficiently evacuated from the building.

Lunchtime

On hearing the fire bell

- If all adults and children are in the blue room eating or collecting lunch, adults to gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are lined up in their classes. Miss Edwards to be responsible for checking the toilets, sweeping the area and being the last person to leave the room and close the doors. Mrs Coldwell to register Mrs Bailey's Class. Mrs Hirst to register Mrs Heynes Class.

When the children are starting to finish eating:

- the adult who is in the blue room will be responsible for checking the toilets, sweeping the area and being the last person to leave the room and close the doors
- the adult on the playground should gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are lined up in their classes. Mrs Coldwell to register Mrs Bailey's class. Mrs Hirst to register Mrs Heynes Class.
- the adult undercover should gather up the children they are supervising, lead them to the nearest designated fire exit and then ensure they are lined up in their classes. Mrs Coldwell to register Mrs Bailey's Class. Mrs Hirst to register Mrs Heynes Class.
- adults responsible for individual children will ensure that they are safely evacuated and checked on class lists.

Fire exits.

There is a standard fire exit procedure for safely leading the children from the unit and ensuring they are checked against the register.



EMERGENCY EVACUATION PROCESS

Smarties Fire Action Plan

If you discover a fire:

- Immediately operate the nearest Fire Alarm Call-Point.
- School Office will telephone Fire Brigade.
- Attack fire, if possible and trained, with appliances provided.

On hearing the fire alarm:

- Leave the building using the nearest available exit.
- Close all doors behind you.
- Report to the person in charge at your assembly point. (**Field at the rear of the classroom block**).

Actions staff should take on hearing the alarm:

- The adult with responsibility for the class will take charge and lead in the fire evacuation when the alarm is sounded.
- The responsible adult will commence evacuation of the building. All children will line up at the fire exit leading onto KS1 playground.
- The TA will check the toilets and ensure all the fire doors are closed. Pick up visitors signing in book from the classroom. (Thursdays only.)
- The responsible adult will lead Smarties onto the playground to the assembly point on the school field. One TA will follow at the back of the line to ensure children stay together. The TA will follow closely behind
- The responsible adult will ensure that nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at the assembly point and check all children and staff members are accounted for.
- In the event that Smarties are in another area of school they will leave the building using the nearest fire exit with the class teacher leading and the TA closing all the fire doors.

Escape routes

The escape route from the classroom:

- Out of the classroom door leading onto KS1 Playground.
- Across the playground and onto the field.



EMERGENCY EVACUATION PROCESS

Woodlands Children's Centre

In the event of a fire:

- Sound the alarm by breaking the glass in the red fire call points; located in Room 103, rear of Room 105 and in the school entrance lobby.
- Call the fire service immediately using the nearest available telephone or mobile.

Dial **999 or 112 from a mobile** and state that the fire is at:

Woodlands Children Centre/ Woodrow First School
Longdon Close
Woodrow South
Redditch
Worcestershire B98 7UZ

- Exit the building by the nearest available fire exit.
- Shut the fire exit door as you leave the building.
- There are 3 fire exits located at the front entrance, rear of room 103 and rear of room 105

In the event of the fire alarm sounding:

- The adult responsible for the class/children is responsible for moving everyone out through the nearest available fire exit and to the designated muster point at the rear of the school building.
- If you are using Room 105B you should exit the building using the fire exit at the front entrance or at the rear of Room 103.

DO NOT EXIT ACROSS THE COURTYARD BACK INTO THE SCHOOL

- The adult responsible for the class/children to perform an initial head count and then call the register, once the registers have arrived with the office staff.
- Once all the children are accounted for the adult will hold their register in the air.
- Children wait silently in their line until the all clear is given
- All letting group should have a designated adult responsible for ensuring the everyone has exited the building safely and is ensembled at the designed muster point at the rear of the school building
- Prior to the letting commencing the designated adult should take time to familiarise themselves with the building layout, fire call points and fire exits.
- The designated adult for the letting should report to the Fire Incident lead to confirm the everyone has exited the building safely.
- Letting groups should wait silently until the all clear is given to re-enter the building
- Class TAs/ Designated Adult are responsible for checking the toilets, kitchen (Room 102), office (Room 101), Room 104 and store cupboard are all clear, **if it is safe to do so.**



STAFF WITH DESIGNATED ROLES DURING AN EMERGENCY EVACUATION PROCESS

Designated Role	Name	Position
Incident Lead Officer	Richard Kieran	Head Teacher
Incident Support Team	Linda Hall Lisa Hinton Rebecca Hardisty Ilse Williams Justine Marshall	School Business Manager Deputy Head/KS2 Leader SENco/Senior Leadership Team Foundation Stage Leader/SLT KS1 Leader/SLT
Fire Marshalls	Herve Mottet (Chief Fire Marshall)	Site Manager
First Aiders	Lesley McPartland Elaine Cole Gemma Cowley – Paediatric First Aid Rachel Matthews Emma Taylor	School Administrator Foundation Stage HLTA Foundation Stage Teaching Assistant Teaching Assistant Pastoral Support Lead
Visitors	Linda Hall Lesley McPartland Sarah Wilkes	School Business Manager School Administrator Finance/Office Support