WESTFIELD SCHOOL

Fire Evacuation Policy

Review Due	February 2024
Updated	March 2024

Westfield School is responsible for the fire safety precautions on its site. We must ensure that fire precautions at the school comply with all relevant health and safety legislation.

The safety of all children, visitors and staff at Westfield School is paramount. The Head teacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff from the school.

Staff Responsibilities and Training

One member of the admin team will be trained as the Fire Warden, in house training for new staff will be given as part of the induction process and any regular updates will be communicated to the classes during class meetings:

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Note: *All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.*

Protective Equipment – Fire Extinguishers

Firefighting equipment is provided throughout the building and is marked with the appropriate signage. Only persons who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Inspection Procedures / Good Housekeeping Practices

Regular inspections of fire safety equipment, exit routes etc. will be carried out in accordance with the details in the Health and Safety Schedule, which is located in the School Business Manager's office. Any defects or shortcomings should be brought to the attention of the School Business Manager or Headteacher who will ensure the arrangements for replacement or replenishment.

The Head Teacher an School Business Manager has delegated responsibility for health and safety and reviews the Fire Risk Assessment annually, the latest version of the Fire Risk Assessment was completed in April 2023 for all buildings on site by GB Fire Safety Ltd.

The fire alarm tests will take place weekly by the school caretaker and recorded. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school, a record is kept of the evacuations. Members of the SLT team, and the Governor with responsibility for Health & Safety will be notified prior to an evacuation exercise, and are welcome to observe the evacuation exercise. The Fire Log Book is located in the School Business Manager's office.

The Evacuation Procedure

Every occupied room will have a fire action notice, in "communicating print" for the pupils to follow. The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises
3. Call the fire brigade
4. Report to the assembly point
5. Tackle the fire, only if it is safe to do so

6. Duties and Identities of employees with specific responsibilities
7. Procedures for liaison with the fire brigade

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Caretaker or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the School Business Manager or Headteacher.

2. Evacuation of premises – On hearing the alarm students will taught to stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated on the fire evacuation procedure. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors are closed behind them as they leave the premises. The evacuation should take place in a quiet and orderly manner so that instructions can be heard. Teaching Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the Headteacher, Deputy Head Teacher or School Business Manager to make the call before vacating the premises, if it is safe to do so, or evacuate and telephone the fire brigade using a mobile phone, then meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is the top playground, by the polytunnel. All staff and students to line up in classes, and their teacher (or member of staff in charge of the class) will lead the roll call. When all students in their specific group have been accounted for, they should confirm that their group is present and correct, by raising their hand. The school Administrator will also check the visitors present against the visitors register and lead the staff roll call.

5. Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled, after sounding the alarm, by staff using the method appropriate to the type of fire if it is safe to do so.

6. Duties and Identities of employees with specific responsibilities:

Headteacher/ School Business Manager / Deputy Head – On hearing the alarm will contact the fire brigade using the 999-telephone system.

School Administrators – On hearing the alarm they should collect all class signing out books, visitors' book and the staff signing-in log and take them to the assembly point.

Headteacher, Deputy Head Teacher School Business Manager– At the assembly point will liaise with the class teachers, teaching assistants, administrators to confirm that a roll call has taken place and establish if any persons are missing.

7. Procedures for liaison with the fire brigade

The Headteacher, Deputy Head Teacher or School Business Manager will meet the fire brigade on the driveway of the school on their arrival, and give them details of any persons missing or remaining in the building or close proximality of the buildings; the location of the fire, if known, and access points into the building.

Evacuation of disabled persons – student, staff or visitor:

The Head Teacher will ensure plans have been made so that any disabled person(s) experiencing difficulty in evacuating the building are properly escorted, initially to the safe area (refuge) and then to the assembly point. The safe area is the rocking horse on the bottom playground and is clearly indicated on the attached plan.

It is not intended that a disabled person should be merely escorted to the safe area, which affords thirty-minute fire resistance, and left alone. Identified staff will remain with disabled persons until they can be safely evacuated from the building, or return to the classroom once the Fire Officer has determined it is safe to do so.

Personal Emergency Evacuation Plans are developed by the Manual Handling Trainer, Nikki Deacon in consultation with class staff teams. The plan will include details of the action to take in the event of a required evacuation. The plan will outline the requirements of the disabled person e.g. ability to independently reach the safety of a protected escape route or exit, or if required support from staff. Where support is required staff will be identified with the specific responsibility of escorting the student or staff member to the safe area (refuge) or assembly point. A member of SLT should be made aware of any difficulty being encountered.

Fire Evacuation Log Book

The log book is located in the School Business Manager's office. Any Fire alarm activations or servicing are recorded in the Fire Log Book.

Out of hours use

Open evenings etc., taking place outside normal school day. In this event school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. However, visitors will be made aware of the evacuation procedure and the means of escape from the Westfield building.

Lettings/external hire

Any external hirer of the school will be required to meet with a member of the SLT or Caretaker prior to hire to ensure they are aware of the fire evacuation procedures.

Fire Alarm System

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this, it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer. Annual tests should be entered in red ink.

Further Information

Fire Precautions Act 1971 (1971 C.40)

Fire Precautions (Workplace) Regulations 1997

Fire Safety at Work (HMSO) 1989 – ISBN: 0 11 3409052

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