

WALTON PEAK FLYING HIGH PRIMARY & NURSERY ACADEMY



Fire & Emergency Plan 26.27

General Procedures

Walton Peak Flying High Academy fire risk assessment and fire and emergency plan will be reviewed annually with documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after a below acceptable standard fire drill.

This fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors, and contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Fire drills and alarm activations.

Regular fire drills will be undertaken at differing times of the day on at least a termly basis; drills will include before/ after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.

The fire service will be informed of all incidents of fire, even if small and extinguished.

Tackling fires

Staff are instructed not to tackle fires unless they have received appropriate training in the safe use of fire extinguishers, and they are unable to safely evacuate from the building.

Evacuation Register Pack

- The evac register packs are located outside the main office and outside the Site Lead storage room.
- It is the responsibility of the Admin staff member present to take the evac register pack from the admin office and the Site Lead is responsible for taking the evac register at the Site Lead storage room

Evac Register contents:

- Instructions for Fire Officer sheet
- Evacuation Register
- Fire Marshall jacket

Fire Evacuation Plan

<u>Action on discovering a fire:</u>	• Close the door or access to the area. • Activate the nearest alarm call point. • Evacuate the building immediately as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. • Report immediately to the nominated Evacuation Controller and relay as much information as is possible in relation to the whereabouts of the fire, what was on fire and any other details that you may have.
<u>Action on hearing the fire alarm:</u>	• Evacuate the building immediately as per the relevant arrangements for safe evacuation, assisting pupils, visitors as required and proceed to the designated assembly point. • Do not stop to collect any personal belongings. • Close doors as you leave if safe to do so. If you have specific duties, ensure these are carried out when safe to do so and reported
<u>Alerting persons of the need to evacuate</u>	• Under normal circumstances persons on site will be alerted of the need to evacuate the building by the sounding of the fire alarm. • The fire alarms sound is a continuous bell tone. • If the fire alarm fails persons within the building would be alerted to the need to evacuate the building by the use of walkie talkies, carried by staff at all times. • Persons with hearing impairments are alerted by the assistance of appropriately trained staff.
<u>Communicating with the emergency services</u>	In the event of a confirmed or suspected fire nominated persons will place a direct call to the fire service by calling 999 from an internal phone or 999 from a mobile. Nominated persons are: • Head Teacher • Deputy Head Teacher • School Business Lead • Site Lead In the event of a serious, confirmed fire if unsure whether a call has been placed anyone can call the fire service. The person calling the fire service needs to have as much information available to them as possible to enable them to give accurate information to the fire service including:

	• Full school name and address (specific information if postcode will not bring them to the correct part of site) • Has a fire been confirmed or is there a smell of smoke? • What is the location of the fire? • Do we know whether there are any persons trapped in the building or unaccounted for? • Do we know how or why the fire started? I.e., cooking, hot working, naked flame, arson.
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Staff with specific responsibilities

All staff Fire awareness training completed by:

- Head Teacher
- Deputy Head Teacher
- School Business Lead
- Site Lead

Fire Marshal training completed by:

- Head Teacher
- Deputy Head Teacher
- School Business Lead
- Site Lead

<u>Role</u>	<u>Designated persons</u>	<u>Responsibilities</u>
Evacuation controller	Headteacher Deputy Head School Business Manager Site Manager	Taking overall control of emergency evacuation of the building/site and communicating with emergency services/ local authority as required.
Fire Marshall's	Site Manager Deputy Head Year 1 Teacher Jo Chell NEST TA Office Assistant	Assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).
Control panel officers	Head Teacher Deputy Head School Business Manager Office Assistant	Checking the fire panel to identify whether detectors/call points have been activated and the zone of the building (if applicable) or to identify faults.
PEEP support staff	All Teaching Assistants are responsible for the PEEP of the	Responsible for providing support to individuals as per the

	respective children they are working with that day.	information contained in the individual PEEP.
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Specific persons at risk (PEEPS)

Refer to specific PEEP documents for further information.

Arrangements for safe evacuation

<u>Time of day</u>	<u>Evacuation procedures</u>	<u>Assembly point</u>	<u>Evacuation Controller</u>	<u>Method of accounting for persons.</u>	<u>Control panel officer.</u>
Standard teaching times		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Break times pupils outside		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Break times pupils inside		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Lunch time outside		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager

Lunchtime inside		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Assemblies Staff/pupils only		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Assemblies with Parents attending		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Before/after school (Pupils on site at clubs or activities)		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
As pupils arriving or leaving		Front Playground – KS1 & Nest	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager

		Back Playground – KS2 & all other departments Carpark – Kitchen staff			
Staff only on site (Consider lone working)		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Open house/ evenings		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Plays/concerts		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Organised events		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager

		Carpark – Kitchen staff			
During examinations		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager
Any other circumstances		Front Playground – KS1 & Nest Back Playground – KS2 & all other departments Carpark – Kitchen staff	Head Teacher & Site Manager	Evac registers and site sweep as outlined in the fire evacuation plan	Site Manager

Text is shown to give examples and to aid thought process only.

Specific arrangements must be included within this area when building or refurbishment projects are taking place on site.

Specific procedures for high-risk areas/activities

Within school the following areas/activities have been identified as high risk with regards to fire/emergency.

- Main kitchen - Catering staff have detailed shut down procedures in the event of an emergency and are responsible for ensuring procedures are undertaken.
- Boiler/plant room – Access to this area is restricted. Premises Officer/Site Services Officer (SSO) and contractors who may need to access area are familiar with plant and emergency shut-down procedures and are responsible for ensuring these are undertaken.

Methods of communicating information relating to fire evacuation

Teaching and support staff	Fire awareness/marshal training, communication of fire and emergency plan within staff meetings (teaching, support, admin and SL), fire drills and de briefs.
Catering and cleaning staff	Communication of fire and emergency plan and pre-arranged meetings, fire drills and de briefs.
Shared users of site	Consultation in development of fire and emergency plan, communication of relevant procedure
General visitors	Signing in process, Visitor/contractor leaflet, generally escorted on site.
Contractors	Signing in process, Visitor/contractor leaflet, site induction (as required).
Lettings	As part of letting agreement, induction by Site Lead.
Emergency services	Following initial 999 call the Evacuation Controller will be the person responsible for liaising with the emergency services. They will make themselves known to the emergency services on their arrival and relay information verbally and by use of documented information in the evac pack

Whole site evacuation

If it becomes necessary to evacuate the whole site whilst pupils are in school, an arrangement is in place with Parkside Community School to relocate to their premises.

Students will be escorted to the agreed destination by appropriate school staff with members of SLT and Admin remaining on site to direct parents or emergency services as required

A member of senior management team will advise the CEO of the trust in the event of pupils having to be relocated to another site.

Parents/carers will be advised of the situation via Class Dojo and school website, in the event of a whole school evacuation.



Useful contact names/numbers

Headteacher:

Mr Mark Parkinson – 01246 234381,

Gas:

National Emergency Service – 0800 111999, Willets – 07947 611705

Electricity:

Avedi Electrical – 07872 344164

Water:

Severn Trent – 0800 783 4444

