



*Broadway Junior  
School*

*Fire Safety and  
Evacuation Plan  
2018*

## OUR FIRE RISK ASSESSMENT HAS CONSIDERED

### ○ FIRE HAZARDS

*What could start a fire?*

- *Electrical equipment left on overnight e.g. laminator, computers.*

*What could burn?*

- *Rubbish in bins*
- *Wooden demountables*

### ○ PEOPLE AT RISK

*Who is at risk?*

- *Employees*
- *Children*

*Who could especially be at risk?*

- *Visitors*
- *Disabled*
- *Other school users*

### ○ EVALUATE AND ACT

- *Maintenance of building*
- *Maintenance of fire fighting equipment*
- *Fire drill*
- *Procedure/jobs*
- *Signage*
- *External doors*
- *Clutter of furniture impeding safe access*
- *Planned escape routes*

### ○ RECORD PLAN AND TRAIN

- *Record of assessment made*
- *Regular staff informed and planning understood*
- *Arrangements for temporary staff in place*
- *Consulted other building users and provide copies of Risk Assessment*
- *Training drill organised*

### ○ REVIEW

- *Following changes to the building*
- *Escape routes, communication and practice drill*

### **ROUTINE TASKS FOR ALL STAFF**

- Your daily routine should start and end with a visual check of your room and other working areas.
- Your class/teaching group need to be made aware of procedures, escape routes. These need to be practised.
- Ensure that all escape routes are free from clutter. This will include areas where children leave their bags and coats.
- All fire doors and exits should be completely clear.
- Inform the Headteacher/Caretaker of particular concerns including maintenance issues.
- Supply staff and visitors need to be aware of procedures and which escape route to follow.

### **SPECIFIC TASKS SHOULD THE ALARM SOUND**

- Stop all activity in the area that you are working in.
- Make a quick visual check for signs of fire.
- If you are on your own make your way immediately out of the building using the prescribed route for that area - nearest safe Fire Exit.
- Do not stop to collect bags or other items.
- If you are in possession of your register bring it with you.
- If the registers are in the office - Office staff will bring the registers to you.
- Office staff/Headteacher will quickly assess the situation prior to ringing the Emergency Services.
- Lunchtime staff will need to collect registers from the school office if they are there.
- If you are working with the children demand attention and quickly instruct the children on how and which way they will leave the premises and where they are to go.
  - Walking quietly in single file
  - Make two lines next to each other at the assembly point - designated number
  - Expect and demand silence while a head count/register is called
- Adults who are on duty at the time are responsible for calling the register.
- Inform the Headteacher/Teacher in charge that all children/staff/visitors are accounted for.
- Wait in silence until further information is made available or you are given the all clear to enter the building.

### **SPECIFIC TASKS FOR LUNCHTIME STAFF SHOULD THE FIRE ALARM SOUND**

- When the alarm sounds the children should stop what they are doing and wait for instructions.
- The children will be told by you to leave the hall, classroom and corridor and make their way

to the assembly area on the school playground.

- The children will line up in classes on their respective yards. The children will know which yard to go to.
- You must insist that they do this quietly and walk at all times.
- Children in the school hall must leave by their nearest Fire Exit. The member of staff on duty in the hall must ensure that the hall is clear before following the children.
- Another member of staff must ensure that the corridor, toilets and classroom are clear before leaving the building.
- Whoever is on-duty in the School Office and the Headteacher must make their way outside with the registers, visitors book and staff signing in sheets and distribute them to staff who should be waiting on the yard.
- If a member of staff has left the premises at lunchtime - Lunchtime Staff need to call the register.
- Any registers that do not tally must be reported to the Headteacher immediately.
- Do not re-enter the building until the all clear has been given.

#### **Wet Lunchtimes**

- Following the same procedures but with a Lunchtime member of staff stationed at each door to ensure safe egress of the children.
- Again a member of the Office Staff and/or Senior Lunchtime Supervisor should take registers and visitors and staff signing in sheets.

#### **ASSEMBLY AREA LINING UP PROCEDURE**

Three main Fire Assembly/Evacuation areas are: Staff Car Park, Lower and Upper Yards. All Fire Warden(s) and Headteacher will have walkie-talkies to be able to effectively communicate in an emergency.

Each class will line-up quietly on their respective yard. Preferably the children for each class should be split into 2 lines for an easier headcount and for safe distance between line-up and the building. A headcount must be taken and the register called if necessary i.e. If the head count does not match the register.

At Lunchtimes, all staff must ensure that children leave by the nearest Fire Exit and make their way safely to their yard. Lunchtime staff will need to assist in the calling of registers.

Once the head count has been taken and/or register has been called and staff are satisfied that all are present, the register must be returned to the Fire Warden Central Point.

All staff and visitors to school should make their presence on either yards or other assembly point areas known to the Fire Warden(s) at the Central Point. The Fire Warden will then be able to check that all staff and visitors signed into staff signing-in sheets and school visitors book are safe.

*The Headteacher or Senior Staff must be informed immediately of any missing persons.*

**Fire Assembly Point Lower Yard:**

Class 1      Mrs C Hunter  
                 Mrs D Kemp  
                 Mrs C Summers  
Class 2      Mrs N Walker  
                 Mrs H Giles  
Class 3      Mrs Z Gardiner  
Class 4      Mr A Scott  
Class 5      Mrs L Hastie  
                 Mrs A Ferry

Mrs M Acklam

**Fire Assembly Point Upper Yard:**

Class 6      Mr J McCabe  
                 Miss A Carney  
Class 7      Miss B Smith  
                 Miss R Taylor  
Class 8      Mrs G Robinson  
Class 9      Mr C Lindstedt  
Class 10     Mr A Heywood/Mrs C Johnson  
                 Mrs J Ditch  
                 Mrs K Cooper  
                 Miss A Kincaid

Mrs J Chipp  
Mrs G Robson  
Mrs L Dingwall

**Fire Assembly Point in Upper/Lower Yard (relating to class bases they are working in)**

Visitors

**Staff Car Park**

Mrs J Mackay  
Mrs M Carney  
Mrs S Kennedy  
Miss D Carr

*Ms J Carter  
Miss T Cook  
Ms M Jobling  
Mrs J Ross  
Mrs C Todd  
Mrs S Kennedy  
Ms L Richardson*

*Fire Wardens  
Mr G James  
Mrs J Chipp  
Mrs M Acklam  
Mrs G Robson  
Mrs C Johnson*

## **FIRE EMERGENCY AND EVACUATION PROCEDURE**

**IF THE FIRE ALARM SOUND, PLEASE LEAVE THE BUILDING SAFELY AND BY THE NEAREST FIRE EXIT**

### **STAFF**

*On discovery of a fire the following procedures must be followed:*

- *Do not panic – quickly assess the situation before raising the alarm.*
- *The alarm can be raised by breaking any red fire glass points. A continuous klaxon will sound throughout the school.*
- *Evacuate the children and visitors using the prescribed emergency exit routes (consult floor plan).*
- *Mrs Acklam/Mrs Johnson/Mr Gowland or a member of the office staff will take responsibility for informing the Fire and Rescue Services.*
- *Mrs Acklam will proceed to the Lower Yard, Mrs Chipp will proceed with class registers, staff signing in sheets and visitors book to the Fire Assembly Area and Mr James will make their way safely to the Main School Entrance to liaise with the Fire and Rescue Services.*
- *At lunchtime, Lunchtime Supervisory Assistants will ensure children leave the building safely and a head count needs to be taken and the register called if necessary.*
- *Registers still in classrooms at the sound of the fire alarm are the responsibility of the Class Teacher/Staff Member and must be taken out as part of the evacuation procedure.*
- *A head count needs to be taken and the register called if necessary. Once the Member of Staff is satisfied that all children are accounted for they must raise their hand and ensure that the Register is handed to the Fire Warden(s) at the Central Point.*
- *Any discrepancies must be immediately notified to the Headteacher or Senior Staff Member within your area.*
- *Do not re-enter the building until the all clear has been given by a Senior Staff Member.*

### **CHILDREN**

*When the fire bell sounds continuously the following instructions must be followed:*

- *Stop what you are doing and listen carefully to your teacher or another adult.*
- *When instructed you must leave the classroom/building in silence and single file.*
- *Leave the building by the nearest exit and line up at the designated assembly point. You will know this point because you will have discussed this with your teacher and practised emergency evacuation.*
- *Remain silent and allow your teacher to carry out the head count and register if necessary.*
- *Do not re-enter the building until the all clear has been given.*

### **GUESTS AND VISITORS**

*Leave the building by the nearest exit and proceed to the assembly area. Report to the Headteacher or Fire Warden at the nearest Fire Assembly Area Point.*

*We have fire drills at least once a term and our performance is managed and monitored by our Health and Safety Core Group. Feedback is provided to all staff at a briefing following the carrying out of a fire drill or evacuation procedures.*

*Revised September 2018*