

COGNITA

St Margaret's Preparatory School



Fire Risk Management Policy

September 2022

UK

Our Ethos

The **ethos** of St Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

Our Aim

Our **aim** is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.



Cognita requires that all Cognita UK Schools policies and procedures are in place to manage fire safety in all our premises; that fire risk assessments are carried out for each workplace, school, establishment, etc; and that mutual arrangements are made with those in joint occupancy;

Key points

The Regulatory Reform (Fire Safety) Order 2005 applies to all non-domestic premises and requires the Responsible Person (employers in workplaces) to carry out a fire risk assessment of their premises.

Cognita, being the employer and owner in respect of Cognita Schools, is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessments must be reviewed at least every two years by the approved Fire Consultant or when there is any building alteration/change of occupation and use of the premises, or following a fire incident/emergency, etc. The School's Internal Fire Audit programme supplements this external FRA process to provide a suitably robust fire management system.

Emergency Plans must be drawn up for each premises, which reflect the outcome of the fire risk assessments.

Responsibilities in relation to this Policy fall on The Responsible Person and designated duty holders such as Head Teachers (Principal Dutyholder), Safety Assistants (nominated to support local fire safety management duties), Managers, Personnel, Fire Wardens, external Fire Safety Advisor and persons who otherwise have control of premises and employees.

Detailed information and guidance is given in the attached Appendices.

Fire Safety Management Corporate Policy

1 Introduction

- 1.1 This Policy describes the arrangements for effectively managing fire safety so as to prevent fire occurring and, in the event of fire, to protect people and property.
- 1.2 Compliance with the Policy is crucial in the context of business continuity planning and risk management generally, and to comply with the Regulatory Reform (Fire Safety) Order 2005, which became effective on 1st October 2006.
- 1.3 The responsibility for complying with the Order rests with the 'responsible person'. This is the employer in respect of workplaces. Any duty imposed on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person who has, to any extent, control of those premises (Head Teacher, Business Manager, teaching staff and other employees) so far as the requirements relate to matters within his/her control.
- 1.4 The guidance contained in the Appendices 1 and 2 includes more detailed information on specific matters referred to in this policy.

Responsibilities

2 Head Teachers (Principal Dutyholders) will:

- 2.1 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.
- 2.2 Ensure that a competent person (Safety Assistant) 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;
- 2.3 Ensure that arrangements are in place for the completion of Fire Risk Assessments, including, where appropriate, technical surveys in respect of fire protection;
- 2.4 Ensure, in conjunction with the outcome of the fire risk assessment that the recommendations of the fire risk assessment are implemented and that all necessary fire precautionary measures and procedures, fire safety systems and equipment are provided and maintained as required.
- 2.5 Ensure that fire, security, and health and safety arrangements at each premise are complementary.

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- 2.6 Ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- 2.7 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;
- 2.8 Liaise with the local Trade Union Safety Representative, where appointed, on all aspects of the above arrangements.

3 Nominated Safety Assistants with responsibility for premises or parts of premises will:

- 3.1 Ensure that Fire Alarm and Detection Systems, Emergency Lighting and Fire Extinguishers are appropriately located and properly maintained;
- 3.2 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;
- 3.3 Ensure that a Personal Emergency Evacuation Plan (PEEP) is developed for all relevant persons e.g. employees, service users, in accordance with the guidance on PEEPs, which is contained in Section 6 of the Fire Management File. When necessary, further advice may be sought from the Fire Safety Advisor.
- 3.4 Ensure that if there is any doubt about the provision of new or replacement fire safety equipment or alteration to existing layouts, advice is sought from the Fire Safety Advisor;
- 3.5 Ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- 3.6 Ensure that fire risk assessments are reviewed at every two years or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire.
- 3.7 Ensure that internal fire safety audits are carried out at the designated frequencies. A model audit form is provided in Section 10 of this Fire Management File.
- 3.8 Ensure that effective arrangements are in place for contacting the emergency services;
- 3.9 Ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, chemicals, etc;
- 3.10 Arrange and review Fire Evacuation Drills at the beginning of each Term;
- 3.11 Ensure that Fire Action Notices (displayed as a minimum at Fire Alarm Call Points) and Fire Signage are appropriate and kept up to date;
- 3.12 Ensure all escape routes are kept clear of obstructions and that access to Fire Extinguishers and Fire Alarm Call Points are not impeded; and

- 3.13 Ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out.
- 3.14 Ensure Zurich hot works procedure is implemented, and Zurich hot works permit is issued for any works involving hot works processes

4 Sources of Help and Advice

- 4.1 Cognita Facilities Team and the Fire Safety Advisor will provide additional advice and guidance, on request, to assist with the implementation of this Policy, and ensure it is kept up to date in accordance with any changes in legislation and reflects current best practice;
- 4.2 Cognita will provide additional advice and guidance in respect of fire risk assessments and where applicable, specialist advice in respect of physical building structure from a fire safety perspective;

5 Fire Wardens will

- 5.1 Pro-actively monitor any fire protection measures and equipment present;
- 5.2 Competently react to emergency situations, in accordance with training;
- 5.3 Know how to raise the alarm and call the emergency services, along with being familiar with the means of escape in the area in which they are responsible;
- 5.4 Ensure that evacuations are carried out in an orderly manner; and
- 5.5 Support roll call to ensure that everyone has been accounted for.

6 Employees must

- 6.1 Ensure they are familiar with the Emergency Plan for their workplace and co-operate by participating in Fire Evacuation Drills and by observing practical fire safety arrangements;
- 6.2 Know, and co-operate with the Responsible Person's requirements and policies relating to fire safety for their workplace;
- 6.3 Report to their manager or supervisor any concerns about fire safety;
- 6.4 Be familiar with all escape routes;
- 6.5 Not wedge fire doors open, nor block or obstruct them nor abuse or interfere with any fire safety equipment or procedures or tolerate such actions by others.
- 6.6 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;
- 6.7 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
- 6.8 Comply with law relating to smoking and the employer's no smoking policy.
N.B. Failure by an employee to cooperate with the employer's fire safety arrangements is an offence under article 23 of the Regulatory reform (Fire Safety) Order 2005.

APPENDIX 1: Guidance to the Policy for Fire Safety Management

Useful reference documents which should be used to support your fire safety risk assessments and development of fire precautions.

The Fire Safety Risk Assessment Guides published by [Home office](#). These are referred to in Section 13 of the Fire Management File.

Practical Fire Safety Arrangements

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.

Passive Fire Precautions are concerned with the physical conditions at workplaces 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, members of the public, etc;
- appropriate safe and secure location of building services e.g. gas;
- provision of clear fire safety signage for escape routes and final exits, in
- conformity with the Regulatory Reform (Fire Safety) Order 2005, Health and Safety (Safety Signs and Signals) Regulations 1996 and The Equality Act 2010.
- provision of prominently located Fire Action Notices (e.g. by Fire Alarm Call Points) to inform people of the action to be taken in the event of fire;
- education and training of staff in fire safety arrangements, in particular
- evacuation procedures and drills.

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.

Fire safety inspections of the premises must be carried out at the frequency specified in the Fire Safety Inspections of the Premises section (Appendix A, section A1) of the Fire Safety Guides, which can be viewed at <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

Fire Risk Assessments

Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order 2005 and are a structured approach to determining the risk of fire occurring in a workplace or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must form the basis of the Emergency Plan.

Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organisations with whom a workplace is shared. Where appropriate, an individual 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.

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Particular care should be taken when giving consideration to the use of Refuges as part of a PEEP. Placing people with mobility impairments, who cannot manage stairs without significant support, into a temporary Refuge is only acceptable if the Emergency Plan contains a robust and effective plan to enable them to be removed from the Refuge, to an external place of safety. Such plans must not rely on the Fire and Rescue Service to affect the rescue. Where an effective plan to quickly remove persons in a Refuge to an external place of safety cannot be put into place, then alternatives to a Refuge must be considered. A guidance note on PEEPs has been developed and is contained in Section 6 of the Fire Management Folder. When necessary, further advice may be sought from the Fire Safety Advisor.

Keeping sources of fuel such as combustible materials, flammable substances and waste; separated from sources of ignition including work equipment, lighting, hot surfaces, hot working processes, carelessness by contractors, etc on site, and arson must also be taken into account.

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

Fire Safety Audits

Fire Safety Audits may be carried out at any Cognita School by the Fire and Rescue Service who are the enforcing authority for this legislation and are likely to include a request to inspect the following documentation;

- Fire Safety Risk Assessment
- Fire Safety Policy
- Premises Specific Fire Safety Handbook or File, containing:
 - o Fire Safety Maintenance Records
 - o Fire Safety Log Book
 - o Written Fire Evacuation Plan
 - o Records of Staff Fire Safety Training

Historic Buildings

Cognita Schools occupy a number of historic and/or listed buildings. These buildings may present particular difficulties in achieving acceptable standards of fire safety and emergency evacuation commensurate with the character, structure, fabric and contents of the buildings.

A holistic approach to these situations will be required based on the premises specific fire risk assessment; which should take into account appropriate levels of supervision and surveillance, as well as practical security arrangements, e.g., engineered solutions, anti-arson mailbox, CCTV etc. and the statutory need to provide an effective and robust Emergency Plan.

Managing building works and alterations including Hot works Procedure

The fire risk assessment will be reviewed before any building work commences and with consideration to additional dangers that are likely to be introduced.

The school will liaise and exchange information with Contractors who have a duty under CDM Regulations 2015, to carry out a risk assessment and inform you of their significant findings, alongside preventative measures they may employ.

Continuous monitoring should take place to monitor the impact of building work on the general fire safety precautions such as the increased risk of combustible materials and accumulated waste and maintaining adequate means of escape.

Fire Risk Management Policy

Activities involving hot work such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable materials. This is done by having a written permit to work for the people involved (whether they are employees or contractors).

A permit to work is appropriate in situation of high hazard/risk and where there is a need to:

- Ensure there is a formal check confirming that a safe system of work is being followed.
- Co-ordinate with other people or activities
- Provide time-limits when it is safe to carry out the work, and
- Provide specialised personal protective equipment (such as breathing apparatus) or methods of communication

Additional risks that can occur during building work can include:

- Hot work such as flame cutting, soldering, welding or paint stripping
- Temporary electrical equipment
- Blocking of escape routes including external escape routes
- Introduction of combustibles into an escape route
- Loss of normal storage facilities
- Fire safety equipment, such as automatic fire detection systems being affected
- Fire resisting partitions being breached or fire doors being wedged open
- Additional personnel who may be unfamiliar with the premises

The school implements the Zurich "In Depth Guide to Hot Works Safety" and utilises the Zurich Hot Works Permit template.

Further Guidance

Specific guidance, where appropriate, is listed in Section 13 of the Fire Management File.

**APPENDIX 2
ST. MARGARET'S PREPARATORY SCHOOL, GOSFIELD
FIRE SAFETY ARRANGEMENTS**

Named Personnel

The 'Responsible Person' is Cognita Schools Limited

The 'Principal Duty holder' is the Head Teacher

The Fire Safety Assistant is the Facilities Manager

The duties of each of the above are set out in the main body of this Policy.

The Fire Safety Management File

Details of our fire safety management systems are set out in the white Fire Safety Management File which is kept in the Facilities Manager's Office (Room 49) and in the red Fire Safety Emergency File which is kept in the fire alarm panel in the cupboard in the School Office.

They contain the following information:

- Plans showing the site and gas and electric shut off locations.
- Plans of the Main Building - Ground Floor, Main Building – First Floor, Sports Hall Building and LAF Building. Each plan shows the room numbers, the locations of all smoke detectors, fire alarm call points, zones, heat and smoke detectors, fire extinguishers and the location of flammable materials.
- Written details of all of the above.
- Examples of our Fire Safety Instructions
- Details of identified fire hazards / materials and liquids
- Cognita's Fire Safety Strategy
- This Fire Safety Policy and Fire Emergency Plan which incorporates our Personal Emergency Evacuation Policy and Procedure
- Our Fire Risk Assessment.
- Details of internal routine logs and inspections
- Details of external logs and inspections
- Details of our training on fire safety
- Guarantees and Operator Instructions including Modification Certificates for work carried out to the Fire Alarm System
- Fire Drill and Fire Alarm Activation Record sheets and Improvement Plans
- A copy of our Critical Incident Management Plan
- Fire Authority Correspondence
- Fire Safety Management Guidance

Keys to the gas meter cupboard and the electricity cupboard are kept in the red Fire Safety Emergency File for use in an emergency.

In the event that the Fire and Rescue or other emergency services are called to attend the School, the Facilities Manager, the Site Officer or the School Secretary will ensure that the File is passed to them upon their arrival.

The School Site

The school comprises three separate buildings:

- The main building (two storey and incorporating the Science Room (Room number 3))
- The sports hall building (single storey and incorporating the main catering kitchen, three music pods, toilets and changing rooms)
- The LAF Building (single storey and incorporating the ICT suite and the Art Room)

Plans showing the layout of each building, the room numbers, exit doors, fire doors and emergency lighting are on display in the inside of the door to the Fire Alarm Panel Cupboard in the School Office and in the red Fire Safety Emergency File which is also kept in the Fire Alarm Panel Cupboard.

The locations of all fire alarms, fire alarm call points, heat and smoke detectors, fire extinguishers and hazardous materials are shown on the plans.

Our Fire Risk Assessment

St. Margaret's Preparatory School has carried out a Fire Risk Assessment, to identify our preparedness to deal with: -

- preventing fire
- dealing with an outbreak of fire
- evacuating people safely from a building
- avoiding injury and death from fire
- minimising property damage and disruption to our activities.

It is filed in Section 2 of the Fire Safety Management File.

The Fire Risk Assessment is reviewed either annually, when building or other work occurs which necessitates a review, whenever there are significant changes to our activities and whenever a serious incident occurs.

The Facilities Manager is responsible for initiating the review. Review requests are made to the School Support Centre. The Fire Risk Assessment is carried out by a qualified representative from, or by a fire safety officer nominated by, Cognita's School Support Centre.

The actions highlighted in the Fire Risk Assessment form part of our maintenance or planned maintenance programme. Anticipated completion dates have been assigned and progress against them is monitored on an ongoing basis.

Fire alarms

All buildings are linked to an electric fire alarm system complying with the British Standard (BS 5839). The fire alarm is linked across all three buildings.

It is linked to the mobile phones of the Caretaker, the Site Officer and the Head Teacher. It is not linked to the local fire service.

To comply with fire safety legislation the Fire Alarm Panel is checked on a daily basis by the Caretaker, Site Officer or by the Facilities Manager in their absence.

The fire alarms, fire call points and emergency lighting are checked and tested regularly by the Caretaker, Site Officer or the Facilities Manager on a weekly basis. Records are kept. The fire alarm system is checked and serviced annually by a qualified engineer.

Fire Fighting Equipment

Our buildings are equipped with fire-fighting equipment, such as portable fire extinguishers. They are located in the positions shown on the plans at the front of the Fire Safety Management File.

Fire extinguishers are placed on wall brackets and/or in designated bays to use during an emergency. An annual programme of maintenance is in place to ensure that all extinguishers are in good working order.

All staff have a duty to report any acts of vandalism and/or legitimate use of extinguishers to the Facilities Manager.

Fire Drills

The Head Teacher and the Facilities Manager arrange for a monitored fire evacuation drill to take place at least once every term.

The outcomes from these drills and all actions and learning points are recorded on a Fire Drill / Fire Alarm Activation Checkpoint and Improvement Sheet.

The Nursery Co-ordinator ensures that all children who attend on a sessional basis are taken through a mock evacuation exercise and reports any action points arising to the Facilities Manager.

The sheets, together with any consequential actions in them, are communicated to staff and discussed at staff meetings.

Copies of these sheets are kept in Section 10 of the Fire Safety Management File.

Fire Doors and Escape Routes

All main access doors are controlled through a door keypad entry system. When the fire alarm is activated these doors automatically release from the door keypad system.

Doors leading to and at the end of fire escape routes are fastened only in such a way that people on their way out can immediately and easily open them without the use of a key.

Vision panels are installed in all doors to safeguard the safety of occupants within the room. Therefore they should be kept clear and free from all obstructions at all times.

Fire doors are there to safeguard against the spread of smoke and fire. They should never be wedged or propped open unless they are held open by an automatic release device or, if they need to be maintained in the open position at any time they must be monitored and immediately closed in the event that the fire alarm sounds.

All fire doors are self closing.

Fire Risk Management Policy

Fire Escape signage is in place at all key locations in the School. The signage complies with quality standard BS EN ISO 7010.

Fire escape routes are maintained clear of combustible materials and unobstructed at all times.

Maintenance Arrangements

The fire alarm is tested weekly and serviced annually by competent contractors.

The emergency escape lighting is tested monthly and checked annually by a competent contractor.

Fire Extinguishers are checked half termly and are serviced annually by a qualified engineer.

Fire doors and escape routes are checked on a weekly basis.

These arrangements are monitored by the Facilities Manager.

Records of tests and contractor servicing are maintained and kept in the Fire Safety Management File in the Facilities Manager's Office.

Fire Emergency Evacuation Procedure

Our Fire Emergency Evacuation Procedure is attached at Appendix 3. It is reviewed by the Facilities Manager at least annually or more often if circumstances change. Special evacuation provision is made for people with disabilities. Details are set out at Appendix 4.

Training

Fire Awareness training is provided for all staff. This also includes the key elements of a fire marshal's role.

All training is provided by approved suppliers or by way of an online course.

Records of all training are kept and details are set out in the Training Log which is maintained by the Facilities Manager.

APPENDIX 3

ST MARGARET'S PREPARATORY SCHOOL FIRE EMERGENCY EVACUATION PROCEDURE

The Assembly Point

The Assembly Point is on the netball courts adjacent to the wood.

Fire Alarm Activation

Anyone who finds a fire must immediately sound the fire alarm by pressing the button on the nearest fire alarm call point.

On hearing the alarm - and investigating the zone information in the fire alarm panel - the Facilities Manager and/or the Caretaker will investigate whether there is a fire or danger of fire on site. If there is, they will immediately call the Fire and Rescue Service. They will update the Head Teacher about the situation at the earliest possible opportunity. If there isn't a fire, they will go the Assembly Point and liaise with the Head Teacher.

Upon hearing the fire alarm, the Head Teacher's PA/School Secretary or Admin Assistant will, if it is safe to do so, quickly collect the following items from the office and take them to the Assembly Point:

- The class lists for that day
- Any emergency inhalers which are being stored in the office
- The pupil, staff and peripatetic staff signing in and out books
- The Visitors and Contractors on Site signing in and out books

If the fire service has been called during peak periods at the start or end of the day, the Facilities Manager or the Site Officer will call Gosfield Primary school and alert them to the fact that we are expecting the fire service to attend and to request their assistance in preventing congestion at the end of Hall Drive

If the Fire Alarm sounds during daily class instruction:

On hearing the alarm, teachers will immediately evacuate the children in their charge, leading them out of the building in a calm and orderly manner and in silence, by the nearest exit and proceed to the Assembly Point on the netball courts.

There must be no delay to recover personal possessions, coats or bags.

If a second adult is present in a class and if it is safe to do so, doors and windows are to be closed.

If the Fire Alarm sounds during lunchtime:

Adults supervising any children in classrooms will immediately evacuate the children in their charge, leading them out of the building in a calm and orderly manner and in silence, by the nearest exit and proceed to the Assembly Point on the netball court.

There must be no delay to recover personal possessions, coats or bags.

Kitchen staff will switch off all appliances and the gas supply to the kitchen. The remaining kitchen staff will assist with the evacuation of the Hall in accordance with the stated procedure.

Playground supervisors will move children to the Assembly Point on the netball courts.

If the Fire Alarm sounds during pick-up or drop-off time

Adults supervising any children in classrooms will immediately evacuate the children in their charge, leading them out of the building in a calm and orderly manner and in silence, by the nearest exit and proceed to the Assembly Point on the netball court.

There must be no delay to recover personal possessions, coats or bags.

Staff will ensure that all parents and carers in the building follow the Fire Exit Instructions and that they assemble at the Assembly Point.

Staff will be alert to the fact that parents / carers are in school and will be additionally vigilant when exiting the buildings.

If the Assembly Point cannot be used because of car parking then people are to assemble on the grass area beside the netball courts behind the willow dome.

A member of staff will be put on duty at the school gate. Parents arriving at school in their cars along Hall Drive will be told to continue their journey into the Golf Club grounds, if it is safe to do so, and to await further instruction.

No parents / carers are to be permitted to get into their cars and leave the car park until the fire services have arrived on site, all people have been accounted for and the children are safely assembled.

Pick up or drop off will be re-commenced when it is safe to do so in whatever manner and from whichever location the Head Teacher decides.

If the Fire Alarm sounds during pre and post school hours

If early or late waiters are still underway, adults supervising any children in classrooms will immediately evacuate the children in their charge, leading them out of the building in a calm and orderly manner and in silence, by the nearest exit and proceed to the Assembly Point on the netball court. They will take the register with them.

Club Leaders must evacuate their children by the nearest possible exit, proceed to the Assembly Point and take the Club Register with them.

There must be no delay to recover personal possessions, coats or bags.

Staff not involved in early or late waiters must evacuate the building by the appropriate exit and go to the Assembly Point NOT to their cars.

Personal Emergency Evacuation Plans

Disabled pupils and staff will have had a PEEP prepared detailing any specific fire evacuation requirements. Relevant staff will have been briefed on these requirements. Details are set out at Appendix 4.

Evacuation Management

The Head Teacher (or Deputy Head in his absence) will:

- Oversee the evacuation and check that all is in operation in accordance with this Plan
- Hand out daily class lists from the Fire Folder to each form/class teacher
- Complete his checklist ensuring that everyone is accounted for
- Implement the Critical Incident Management Plan if necessary
- Together with the Facilities Manager, Site Officer and the Caretaker, be available to liaise with the Fire and Rescue Service as necessary
- Coordinate, disseminate and act on information from the Facilities Manager and the Fire and Rescue Service.

Class teachers will:

- Conduct a roll call of their classes based on the daily class lists, reporting the results immediately to the Head Teacher.
- Supervise the children in their care and make sure everyone stays calm and well behaved

The Head Teacher's PA/School Secretary/Admin assistant will:

- Check the presence of teaching staff based on the daily signing in book and, where necessary, cross reference missing staff with the Staff Arrivals and Departures file. If required a verbal check will be made as to whether a missing staff member is or is not in school.
- Check off all visitors, contractors and peripatetic staff on site from the Staff Arrivals and Departures file and report her findings to the Head Teacher.

The Facilities Manager and/or the Caretaker will meet the Fire and Rescue Service on their arrival and:

- Provide details of the fire.
- Provide details of any unaccounted persons.
- Provide details of any staff tackling the fire (if any)
- Present them with the Fire Safety Management Folder
- Remain available to liaise with the Emergency Services and inform them of any updated information relating to unaccounted persons.
- Remain available until the incident has been closed off and the area made safe.

Everyone must remain quiet and calm whilst at the Assembly Point.

No one is to leave the Assembly Point unless instructed to do so by the Head Teacher.

When the Head Teacher gives his permission to return to the building, everyone must proceed quietly back into the building, following any instructions given.

Fire Fighting Arrangements

Generally with the exception of reactive fire-fighting to secure means of escape a 'flight not fight' policy exists in the School.

Tackling fires using fire-fighting equipment in the School will only be undertaken by suitably trained staff when they have assessed the situation as being reasonably safe to do so.

This fire-fighting will **only** be undertaken if there is a need to rescue unaccounted for people. It will be by a minimum of two suitably trained, qualified staff, designated by the Head Teacher or the Facilities Manager, who must have due regard to the following:

They WILL:

- Only undertake these activities with the agreement of the Head Teacher or the Facilities Manager
- Ensure the Head Teacher is aware they are tackling the fire and report back to him when they leave the building.
- Only tackle small fires.
- Ensure that they are always located between the fire and an exit.
- Take two extinguishers if possible.
- Leave the building if the first extinguisher has little or no effect on the fire.
- If one person has to leave the building both, or all if more than two, will leave.

They will NOT:

- Enter thick smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Remain in the building if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.

The Head Teacher or the Facilities Manager must inform the fire service on their arrival if any members of staff are still in the building.

Next Actions

As soon as the Fire Evacuation is complete, and if the circumstances are appropriate, the Head Teacher will proceed in accordance with the Critical Incident Management Plan.

APPENDIX 4

PERSONAL EMERGENCY EVACUATION PROCEDURE

- St. Margaret's Preparatory School positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as disabled or SEN are not discriminated against or treated less favourably than others.
- The School will work in partnership with the disabled person, their representatives (where necessary), and other interested parties to ensure that procedure and procedures are created in the best interest of the individual. The School will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities it will also identify any additional arrangements which need to be in place for activities which take place away from the premises.
- Progress and compliance with this procedure will be monitored and reviewed by the Head Teacher and the Facilities Manager in conjunction with the Leadership Team.
- To ensure the safety of all persons in an emergency situation the School will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified in accordance with the procedure set out below.
- The School will update its risk assessments and PEEPs either on an annual basis, where the health and safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.
- The roles and responsibilities of staff and the Senior Management Team with regard to supporting those needs will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.
- In order to support an individual with complex health needs appropriate members of staff will receive training and training updates.
- This procedure will be aligned with all other relevant policies and procedures.

1.0 Introduction

- 1.1 The purpose of this guidance is to enable St. Margaret's Preparatory School to implement procedure and procedures in order to discharge part of its duties towards disabled pupils, staff and visitors under the relevant legislation.
- 1.2 By considering the guidance in this document an individual Personal Emergency Evacuation Plan will be able to be developed which will ensure that those with a mobility issue, whether permanent or temporary, are not put at any disadvantage or treated less favourably in the event of an emergency situation.
- 1.3 This plan will:
 - a. identify any specific needs of the individual;
 - b. identify staff responsibilities;
 - c. identify staff training requirements;
 - d. identify specific evacuation routes and procedures where appropriate;
- 1.4 The 'PEEP' will be reviewed at least annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health, a change in procedures or an alteration of the premises.

2.0 Development of the PEEP

- 2.1.1 In order for a PEEP to be developed for an individual the School must consult with all persons - including parents/representatives where necessary.
- 2.1.2 When a potential need for a PEEP has been identified, a consultation will be initiated with the person involved, their parent / carer (in the case of a child or young person) and other staff involved in their care and safe evacuation. This will ensure that information is gathered, relevant procedures are drawn up and training requirements are met. It will also identify where any special equipment may be required.
- 2.1.3 The answers to the questionnaire in Appendix 5 will be used to develop a PEEP for (a) all children in the school (b) all Students who are under 18 and who are on a placement at the School and (c) any visitors to the School who are under 18 - whose parents / carers have identified a particular need or where staff feel that a PEEP may be necessary.
- 2.1.4 The answers to the questionnaire in Appendix 1 will be used to develop a PEEP for all adults visiting and staying at the school for any length of time who have stated that they may require a PEEP or where a particular need has been identified.

3.0 Retention and Records

- 3.1 A copy of all completed PEEP's will be kept with the School's emergency plans and with appropriate staff.
- 3.2 Where the individual concerned is over 18 they should keep a copy of the PEEP along with any items identified in the questionnaire that may be required in the event of an evacuation from the building.
- 3.3 Where the individual concerned is a student on a placement at the School, and/or visitor to the School and is under 18, the PEEP must be signed by a parent / carer. A copy will be retained by the student/visitor along with any items identified in the questionnaire that may be required in the event of an evacuation from the building.
- 3.4 Where the individual concerned is a pupil at the School, a copy of the PEEP will be kept with their Class Teacher, the Health and Safety Co-ordinator, the child's parents / carers and with their records.

4.0 Training

- 4.1 Where the completion of the questionnaire highlights a training need or where a need is identified through any other means to ensure the safe evacuation, appropriate training will be provided and a record kept of that training.
- 4.2 Staff will be informed of any specific responsibilities in an emergency evacuation. This must include a sufficient number of staff to cover in the event of some personnel being absent.
- 4.3 Where the disabled person is an adult they will also have appropriate training to ensure that they are kept up to date with the procedures.

5.0 Practicing the Evacuation Drill.

This will be in five phases.

1. The individual responsibilities, methods and evacuation routes must be identified.
2. All involved, including staff, PEEP user, pupil and the School's Health and Safety Co-ordinator will physically travel the routes and go through the procedure to ensure it is appropriate.
3. A physical evacuation of staff member / pupil, and where appropriate, using equipment provided will take place.
4. An evacuation will be carried out during a full School Emergency Evacuation Drill.
5. After each practice event there will be a debrief meeting and review to identify any problems encountered and improvements to be made. These issues will all be recorded.

6.0 Review

- 6.1 This process, and each PEEP, will be reviewed as circumstances change or annually whichever is the soonest.

APPENDIX 5

**Personal Emergency Evacuation Plan
Questionnaire**

(To be completed using input from the person with the disability and/or their parents, representatives or carers where necessary)

Please set out below full and clear details of the disability / condition which results in the need for this PEEP

1	Where are you based for most of the time? Please name the building, the floor and the room number	
2	Do you routinely use more than one location in this building? If so, provide details.	
3	Do you routinely use other buildings? If so, provide details	
4	Are you aware of the emergency evacuation procedures for the School?	
5	Do you require written emergency evacuation procedures?	
6	Do you require emergency evacuation procedures to be accompanied by:	
	1. BSL	
	2. Braille	
	3. On tape	
	4. Large Print	
	5. Other	
7	Are the signs indicating the Emergency Routes or the Emergency Exits clear enough?	

8	Can you hear the fire alarms in the school?	
9	Could you raise the alarm if you discovered a fire?	
10	Do you need assistance to evacuate the building in an emergency?	
11	If yes what type of assistance do you think you might need?	
12	If you need help, who is designated to help you?	

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	Is it a formal arrangement (ie. specified by the Head Teacher or written into their job description)?	
13	Are you always in easy contact with those designated to help you?	
14	In an emergency, could you contact the person in charge of evacuating the building and let them know where you are?	
15	Are you able to move quickly in the event of an emergency?	
16	Do you find stairs difficult to use?	
17	Are you a wheelchair user?	
18	Are there special circumstances to be taken into consideration during an emergency evacuation e.g.: i. Is there anything that you must have with you? ii. Have you identified other requirements?	

Comments

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have. Please return this form to the Facilities Manager.

Print Name

Signature

Date

(Person completing this form)

PERSONAL EMERGENCY EVACUATION PLAN FOR:

NAME:
CLASS:
BUILDING:
FLOOR:
ROOM NUMBER:

Awareness of Procedure

I am informed of an emergency requiring evacuation by (please tick):

Existing alarm system

Pager device

Visual alarm system

Other (please specify)

DESIGNATED ASSISTANCE:

The following people have been designated to give me assistance to get out of the building in an emergency:

Name:

Contact details:

Name:

Contact details:

METHODS OF ASSISTANCE AND EQUIPMENT NEEDED:

The following methods of assistance and equipment will be used:

PROCEDURE:

The following step by step procedure (beginning with the first alarm) will be followed:

Fire Risk Management Policy

Ownership and consultation	
Document sponsor (role)	COO Europe
Document author (name)	Head of Health and Safety Europe
Consultation	

Compliance	
Compliance with	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005

Audience	
Audience	Heads, H&S Co-ordinators

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Related documentation	
Related documentation	H&S Policy H&S Handbook for Employees