



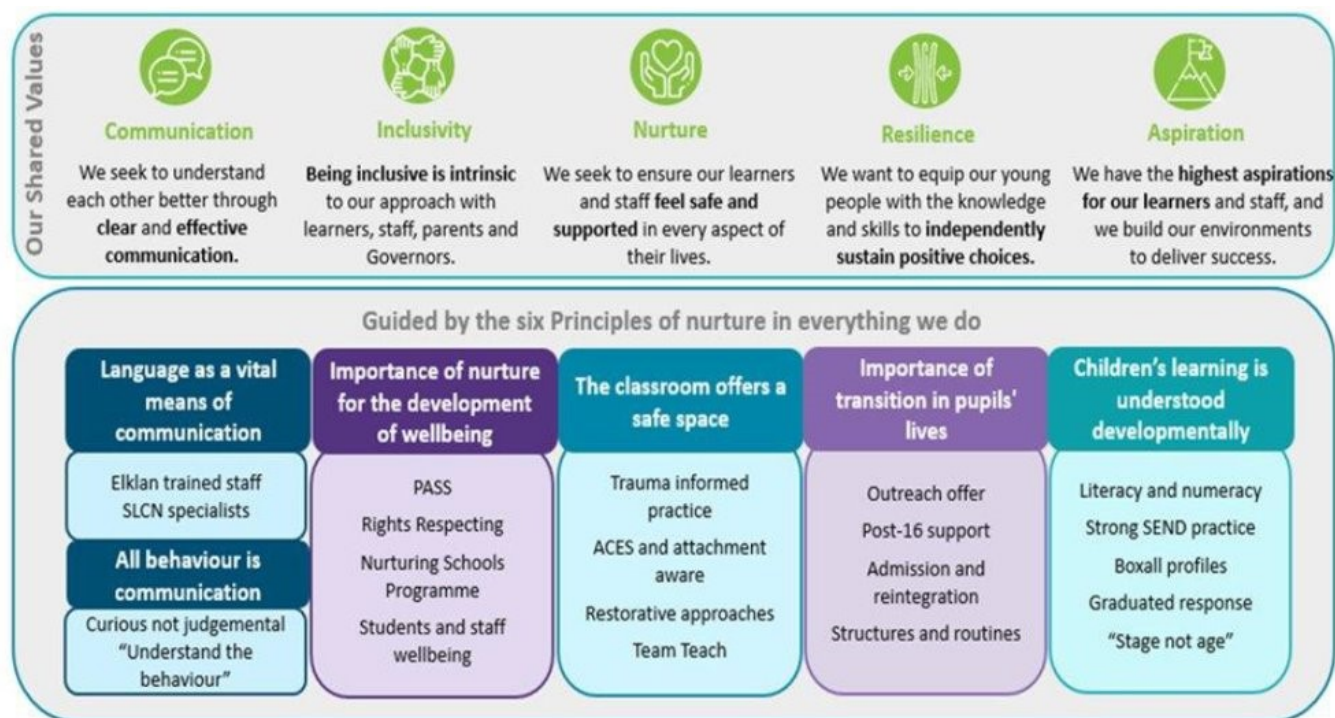
<p>Bridgelea Primary School Bridgelea Road Withington Manchester M20 3FB</p>	<p>Bridgelea Primary School Plymouth Grove West Longsight Manchester M13 0AQ</p>
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## FIRE EVACUATION POLICY

<b>Implemented</b>	<b>SLT</b>
<b>Written by</b>	<b>Diane Hallworth</b>
<b>Ratified by Governors</b>	<b>Autumn Resource Committee 2024</b>
<b>Review Due Date</b>	<b>Autumn 2025</b>

## Bridgelea Primary School Vision & Mission Statement

Our overall vision of '**Understanding People**' captures our core purpose perfectly. At Bridgelea we want to help our children, families, and communities to understand themselves and others more, whilst keeping their understanding of the statutory and wider curriculum.



## UN Rights of the Child: Bridgelea 10 Articles

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

### Article 12

You have the right to give your opinion, and for adults to listen and take it seriously.

### Article 13

You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

### Article 15

You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

### Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

### Article 27

You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

### Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

### Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

### Article 30

You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

### Article 31

You have the right to play and rest.

### Article 39

You have the right to help if you've been hurt, neglected or badly treated.

## The Six Principles of Nurture

The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.



## Introduction

Bridgelea Primary School is responsible for the fire safety precautions on its sites. They 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 Bridgelea is paramount. The Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

*Note: The safe evacuation of the school is not the responsibility of the fire service.*

## Staff Responsibilities and Training

Information and training will be provided by the School Business Manager, Headteacher and Site Manager to all members of staff on the action necessary when a fire is discovered. (New staff will receive minimum fire awareness training as part of the induction policy)

- 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 and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping

## Protective Equipment – Fire Extinguishers

Fire fighting equipment is provided throughout the buildings and on each of the stairwells at Longsight 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

The Site Manager will undertake weekly visual inspections of all fire fighting equipment to ensure they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with. Any defects or shortcoming should be brought to the attention of the facilities team via the log book (situated in the main office) or email.

Daily visual checks will be carried out by the Facilities team are as follows:-

- On the physical state of the fire extinguishers
- Checking that the exit routes are free from obstruction and are left unlocked
- Reporting all defects to the SBM who will ensure that any remedial action is taken

Regular annual checks of all fire extinguishers will be undertaken by Fullwood Fire Protection and recorded on each extinguisher.

## The Evacuation Procedure

See attached Appendix A evacuation procedure notices for staff and general display. Every occupied room will have a fire action notice.

The following sequence of actions should take place when a fire is detected.

- Alarm
- Evacuation of premises

- Call the fire brigade (to ensure that they have been called automatically)  
**Withington postcode: M20 3FB; Longsight postcode: M13 0AQ**
- Report to the assembly point
- Tackle the fire (if it is safe to do so)
- Duties and identities of employees with specific responsibilities (Responsible Person & Fire Marshalls)
- Procedures for liaison with the Fire Brigade

**Alarm – ANYONE** discovering a fire should without hesitation activate the nearest fire alarm call point with a fire key.

**Evacuation of premises Longsight**– on hearing the fire alarm students will exit the building via fire exit stairwells **1** and **4** nearest to their classroom with staff within their class groups. If these exits are blocked stairwells **2** and **3** are to be used. Bags, coats and personal belongings 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.

- Fire Marshall for each floor to collect the walkie-talkie **if safe to do so**, are to make sure toilets, halls, safe base and refuge areas are checked before vacating the premises and moving directly to the assembly point informing via walkie-talkie that their floor is clear or if there is anyone at the refuge areas.
- The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

**Evacuation of premises Withington** – on hearing the fire alarm students will exit the building via nearest fire exit through external doors via classrooms with staff within their class groups. If these exits are blocked exit can be made via the reception area. Bags, coats and personal belongings 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.

- Fire Marshall for the site, are to make sure toilets, hall and safe base areas are checked before vacating the premises and moving directly to the assembly point informing that the site is clear.
- The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

## Calling the Fire Brigade

All outbreaks of fire are to be reported to the Fire Brigade. It is the duty of the Headteacher (if absent a member of SLT) to make the call before vacating the premises, and to meet the fire services on arrival. The schools monitoring company Capricorn will call either the site office mobile or SBM mobile to confirm whether the fire brigade is required.

## Report to the assembly point

- The designated assembly point at Longsight is in the middle of the far side of Bridgelea carpark (sign posted) adjoining Plymouth Grove Road.
- The designated assembly point for Withington is outside the school gates on the opposite side of Bridgelea Road. At the assembly point classes will line up.

Admin staff will take the registers to the assembly point and distribute them to the person responsible for each class. A member of the SLT will check the visitors and support staff present against the inventory system.

## Call the roll

The member of staff in charge of their class will immediately check their register and show that all pupils and staff are present by raising the register in the air.

## Tackling the fire

The overriding duty of the staff is to ensure the safety of the students and themselves. Small fires may be tackled (after sounding the alarm by staff using the fire keys or pressing the fire button) by trained staff using fire extinguisher/blanket appropriate to the type of fire if it would be safe to do so.

### **Duties and Identities of employees with specific responsibilities**

**Headteacher/SLT** – On hearing the alarm will check the fire panel. If the panel indicates smoke the SLT will continue with their Fire Marshall duties. If the panel indicates fire they will contact the Fire Brigade via Capricorn 0844 800 1605 or dial 999 in an immediate emergency before continuing with their Fire Marshall duties.

**Fire Marshalls – (Floor Leads/HLTA/SLT/Premises/Admin)** – Identified each morning have the responsibility of their floor - retrieving the walkie-talkie (where possible) and ensuring their floor exits the building, checks the toilets, unused rooms and refuge areas before making their way to the fire assembly point.

**Teaching Staff** – Have the responsibility for taking the registers at the fire assembly point for their class. When all students and class staff are accounted for, they should confirm that their group is present and correct by holding the register in the air.

**Admin Staff** – On hearing the alarm should collect all registers (from the morning sweep) and print the visitor's and late arrivals evacuation list taking them to the assembly point.

**Headteacher/SLT/Admin** – If the fire alarm goes off whilst the sweep is being undertaken staff member undertaking the sweep must take the registers out to the fire assembly point and pass to the classes.

**Headteacher/SLT** – At the assembly point will liaise with the class teachers, teaching assistants, administrators, facilities staff and Fire Marshalls to confirm that a roll call has taken place and establish if any persons are missing.

**The Headteacher and key staff** – have been provided with the fire evacuation app for both sites, walkie-talkie(at Longsight) to establish two way communication with those staff responsible for escorting disabled students/staff or visitors to refuge areas on the first and second floor prior to their evacuation from the building.

**Procedures for liaison with the Fire Brigade** – The Headteacher or SLT will meet the Fire Brigade at the schools gates on their arrival, and give them details of any persons missing; persons in the refuge areas; the location of the fire (if known) and access points to the building.

### **Evacuation of disabled persons – student, staff or visitor**

The Headteacher 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. These safe areas, located near the lifts on the first and second floor stairwells.

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 (PEEPS) will be developed by the Headteacher/SLT in consultation with individual disabled students and staff. 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 eg ability to independently reach the safety or 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.

### **Fire Evacuation Log Book**

It is the responsibility of the Site Manager to record any fire alarm activations or servicing on via the schools online PPM portal.

### **Out of hours use**

Holiday club etc., taking place outside of 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 building.

### **Fire Alarm System**

Daily indicator checks – to ascertain that the panel indicates normal operation and if not any fault is receiving urgent attention.

Weekly test – the system is tested at the same time each week activating and recording a different call point on each occasion.

Quarterly and annual inspection and test – the test and check sequence is carried out in accordance with the current British Standard by the schools PPM provider.

### **Fire extinguishers**

All fire fighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufactures requirements.

The site manager will inspect all fire fighting equipment weekly to ensure that they are not obstructed and are readily available.

### **Records of fire drills and training**

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of a fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed preferably twice, but in all cases, once in each period of 12 months.

### **Emergency Lighting**

The emergency lighting is tested in accordance with the relevant British Standard and Manufactures instructions.

Fixed fire fighting equipment (sprinklers) and smoke detection

Servicing, tests and maintenance are carried out in accordance with the manufacturer's instructions (and relevant British Standards) by a competent engineer who is familiar with the design and operation of the equipment.

## Appendix A

# GENERAL FIRE PROCEDURE

## THE PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point.

## ON HEARING THE FIRE ALARM SIREN:

Fire Marshall will retrieve the walkie-talkie (if safe to do so) and ensure their floor exits the building and will do a sweep of the floor and refuge areas

CLASS STAFF WILL ENSURE PUPILS FORM A SINGLE FILE AND EXIT BY THE MOST DIRECT ROUTE TO THE FIRE ASSEMBLY POINT (STAIRWELLS 1 & 4) IF NOT BLOCKED

At all times

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE FIRE ASSEMBLY POINT

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO**

## FIRE ASSEMBLY POINT

### Longsight

The designated assembly point is located in the middle of the far side Bridgelea car park (signage is on the fence) adjoining Plymouth Grove Road. On vacating the building you must make your way to this area in a quiet and orderly manner and await further instructions.

### Withington

The designated assembly point is located outside the school gates on the opposite side of Bridgelea Road (signage is on the wall). On vacating the building you must make your way to this area in a quiet and orderly manner and await further instructions

On arrival at the fire assembly point you must stay within your class groups, registers will be provided by admin to the teachers for them to take the register and ensure all the class are present, teachers are to raise it in the air to confirm full class present.



Any children/staff/visitor missing must be reported immediately to the Head Teacher or Fire Evacuation Co-ordinator.

## **STAFF FIRE DRILL PROCEDURE**

- 1. WARNING – CONTINUOUS SOUND OF THE SCHOOL FIRE ALARM (SIRENS)**
- 2. EVACUATION OF THE BUILDING IN A QUIET AND ORDERLY MANNER**
  - **All students, staff and visitors** – via the nearest fire door leading to the stairs and/or out of the building to the designated fire assembly point.
  - **Kitchen, office and community rooms** – via the nearest fire door and directly around the perimeter of the school to the designated fire assembly point.
- 3. ASSEMBLY POINT** – Longsight (far side of the car park); Withington (Across Bridgelea Road)
- 4. REGISTERS** – will be provided by Admin/SLT at the assembly point.
- 5. CALL THE ROLL AND REPORT ANY STUDENTS/STAFF MISSING TO THE HEAD TEACHER OR FIRE EVACUATION CO-ORDINATOR.**
- 6. REGISTER** - Check the register and raise it in the air to confirm full class present.
- 7. FIRE MARSHALL TO RETRIVE THE WALKIE-TALKIE AND ENSURE THEIR FLOOR EXITS THE BUILDING AND CHECK THE TOILETS; UNUSED ROOMS & REFUGE AREAS BEFORE LEAVING THE BUILDING.**  
**FLOOR FIRE MARSHALL TO BE IDENTIFIED EACH DAY ON ROTA**
- 8. STAFF ARE NOT TO RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.**

**Appendix B****FIRE MARSHALLS**

<b>Kelly Eyre</b>	<b>Head Teacher</b>
<b>Amy Robinson</b>	<b>Deputy Head Teacher</b>
<b>Caroline Gibson</b>	<b>Assistant Head Teacher</b>
<b>Emma Davies</b>	<b>Assistant Head Teacher</b>
<b>Diane Hallworth</b>	<b>School Business Manager</b>
<b>Lisa Shaw</b>	<b>DSL Lead</b>
<b>Gary Hindle</b>	<b>Site Manager</b>
<b>John Thornley</b>	<b>Caretaker</b>
<b>Julia Raine</b>	<b>Finance Officer</b>
<b>Kennedy Lord</b>	<b>SEN Administrator</b>
<b>Maisie Nuttall</b>	<b>SEN Administrator</b>
<b>Claire Pickering</b>	<b>TLR</b>
<b>Jonny Carroll</b>	<b>TLR</b>
<b>Angela Hughes</b>	<b>TLR</b>
<b>Molly Smith</b>	<b>TLR</b>
<b>Chelsey Gledhill</b>	<b>HLTA</b>
<b>Emma Neary</b>	<b>HLTA</b>
<b>Adam Payne</b>	<b>HLTA</b>