

Somerset Bridge Primary School & Nursery

Fire & Emergency Evacuation Plan

This Emergency Plan has been developed following fire risk assessments of the relevant building.

The purpose of the plan is:

- To ensure the safety of all persons in the event of a fire
- To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- To ensure adherence to official guidance and related standards

Copies of the Emergency Plan will be made available to any person on request.

Copies of the building Fire Risk Assessment are kept by the School and are available for inspection by the Fire Service and building occupants.

1. Address of the premises to which this Fire Emergency Plan relates	Somerset Bridge Primary School Stockmoor Drive Bridgwater Somerset TA6 6AH Telephone: 01278 422100
2. Use of the premises	16 class Primary School and Nursery
3. Responsible Person	The Headteacher has overall responsibility of the school building, the Deputy Headteacher will assume responsibility in his absence. Communication will be maintained with the Manager of the Nursery to coordinate evacuation of the Nursery children.
4. Other Management responsibilities for fire safety	The Site Manager, Business Manager and nominated fire marshals are responsible for overseeing the fire safety arrangements in the building. Compliance has been contracted to BAM FM.
5. Fire warning arrangements	An electrical fire alarm system with manual call points and heat and smoke detectors are provided throughout the building. The fire alarm panel is located in the entrance hallway. The general alarm signal is clearly audible throughout the premises. The alarm is a two-tone signal and light indicators in the ceiling are activated for the visually impaired.
6. Action in the event of a fire	On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. Call points are located at all external exit doors.

	<p>On hearing the alarm signal, all persons (other than designated fire marshals) present should immediately and calmly evacuate the premises, by the nearest available emergency exit route and proceed to the Assembly Point and detailed on the Fire Action Notices. Teachers, or members of staff responsible for groups of children should evacuate by the nearest available emergency exit, taking with them the groups of children in their care together with their essential medicine.</p> <p>During the lunch-time period KS1 teachers with classes still on the KS1 playground will evacuate by the nearest exit and, if safe to do so, will make their way around the outside of the building to support lunch time staff.</p> <p>Persons evacuating must:</p> <ul style="list-style-type: none"> • obey the fire marshals instructions; • ensure others in the vicinity also evacuate; • assist any person who needs help, if safe to do so; • not stop to collect any personal belongings; • proceed directly to the Assembly Point (location is detailed on the Fire Action Notice at each alarm call point and also on plans in each classroom) • remain there until officially instructed otherwise <p>Often the Fire Brigade will call the office to ask if it is an actual fire, but if not, Business Manager or dedicated fire marshal will telephone the Fire Rescue Service once it has been ascertained whether there is an actual fire on 01392 872200 or out of hours 03333 990014.</p> <p>There is one trained fire marshal working within the main school office. All are aware of the procedures in place in the event of staff absence.</p> <p>There is one grab bag located in the school office and this will be taken to the assembly point by the Office Manager, or a member of office staff in her absence. After office hours this will be taken by a dedicated fire marshal.</p> <p>There is another grab bag in the Nursery and this will be taken to the assembly point by the Nursery Manager or Deputy Manager.</p> <p>Registers are prepared by the office staff and a dedicated IPAD which is kept in the office fully charged will be taken to the assembly point together with the school mobile phone.</p> <p>The Site Manager (or assistant caretaker) will also have a full set of keys.</p> <p>After hours or in the school holidays, the Site Manager (or assistant caretaker) will, once it has been established that there is an actual fire and the building has been evacuated, open the school gates for the fire brigade.</p>
<p>7. Emergency escape routes</p>	<p>Emergency escape routes are clearly signed and are kept immediately available and unobstructed at all times.</p> <p>All users of the building should ensure that they are fully aware of both obvious/familiar <u>and</u> alternative escape routes.</p>

<p>8. Arrangements for fighting fires</p>	<p>Fire-fighting equipment is provided and maintained, together with a sprinkler system throughout the school.</p> <p>Persons without specific training are not expected to fight a fire but all occupants should familiarise themselves with the location and basic operating of the equipment in case they need to use it (i.e. only in order to escape, if cut off by fire)</p> <p>Fire Marshals are nominated and trained to use the fire-fighting equipment provided.</p> <p><u>FIRE MARSHALS 2019/20</u> Diana Morgan / Catherine Hoare (offices and Reception) Natasha Rook Laura Randell (BASC) Justin McGowan / Amy Lewis (Library area) Cameron Birch Victoria Mitchell Alison Cawley (Lunch hall) Rebecca Atkinson Tracey Calver Site Manager (contractors on site)</p>
<p>9. Procedures for evacuation and liaising with the fire brigade</p>	<p>The Headteacher or Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Check the alarm panel and ascertain whether there is a confirmed fire • Direct fire marshals as necessary • Direct evacuation persons away, towards the assembly point • Confirm that the fire brigade has been contacted • Meet and direct the emergency fire service • Collate information from fire marshals to complete a successful evacuation of the premises <p>Everyone to evacuate the school by the nearest available exit and go to the assembly point on the KS2 Playground. Teachers and staff responsible for groups of children to ask children to line up (by class in the playground and by table in the lunch hall/practical room) and lead them to their assembly point in the KS2 playground.</p> <p>Evacuation instructions are displayed in all classes and areas of the school.</p> <p>Children are to be checked by the class teacher and the fire register held in the air once all are accounted for. Children are asked to keep still and quiet in class groups and await further instructions.</p> <p>If an alternative assembly point is required, fire marshals will notify all staff using the tannoy system and the Nursery will be called.</p> <p>The following information will be required for the Fire Service:</p> <ul style="list-style-type: none"> • Plan of the building • Whether the building is known to be fully evacuated; or whether persons remain in the building; or which areas have not been checked; • Any dangerous substances stored in the building that could ignite • Where the fire is thought to be located; and the best route to get to any trapped persons

<p>10. Other key responsibilities in the event of a fire</p>	<p>Nominated fire marshals are trained in the use of fire extinguishers (section 8).</p> <p>Records are held of all nominated persons and training.</p> <p>In an evacuation, adequate fire marshals are available for the following, under the direction of the Headteacher and/or Deputy Headteacher:</p> <ul style="list-style-type: none"> • Checking that each designated area is clear of all personnel and closing doors if safe to do so • Directing evacuation persons to the assembly point • Reporting each area clear • Preventing persons from entering/re-entering the building • Attacking small fires with fire fighting equipment if trained and safe to do so <p>Class Teachers and those members of support staff who are responsible for groups of children have a responsibility to ensure that their classes/groups evacuate safely to the final assembly point, closing doors if safe to do so and for reporting that their area is clear. They should also bring with them essential medication.</p> <p>Fire Marshals will check designated areas of the building as directed by the Headteacher and/or Deputy Headteacher.</p> <p>Kitchen staff (Aspens employees) have a responsibility to ensure that their area evacuates safely to the final assembly point and for reporting that their area is clear.</p> <p>All evacuations are recorded by the Site Manager.</p>
<p>11. Persons who are especially at risk</p>	<p>At certain times young persons with extra needs may be present. Fire evacuation plans (PEEPs) are completed by the SENCO for all SEN children and children with injuries or disabilities that need additional support with an evacuation.</p> <p>These are held with the SENCO, the relevant Class Teacher and in the fire records.</p>
<p>12. Special arrangements for disabled, young and elderly persons evacuation</p>	<p>Fire Marshalls will assist any disabled visitors or staff from the building during a fire evacuation.</p> <p>Persons with disabilities which might affect their ability to evacuate rapidly, or which might impede others evacuating should ask to see a copy of the Fire Evacuation Plan. Arrangements for the safe evacuation of persons with disabilities is as follows:</p> <ul style="list-style-type: none"> • All persons are provided with comprehensive information (this plan). • Visitors with disabilities should make themselves known to reception where they will receive guidance on what to do in an evacuation. • Regular users of the building are consulted and their needs discussed and assessed. Individual Personal Emergency Evacuation Plans will be agreed, documented and implemented. • All students with additional needs have PEEPS agreed and implemented by the SENCO.

<p>13. Presence of visitors, contractors, service providers etc</p>	<p>Building contractors and other external contractors/visitors (members of the public) may be present at times.</p> <p>Where planned events exceed the normal conditions, arrangements for evacuation will be assessed and appropriate provisions made.</p> <p>All contractors will be supervised by the Site Manager and must agree to the fire safety arrangements and are adequately informed and instructed that Safe Systems of Work are adhered to throughout. Any dangerous substances present must be declared with the exact location to the Site Manager.</p> <p>At drop off or collection time everyone will be asked to leave the building and fire marshals will be directed by the Headteacher or Deputy Headteacher to sweep the playgrounds and school. The Site Manager and another fire marshal will be asked to stand at the entrance of the school grounds to ensure that nobody enters the site.</p>
<p>14. Shutdown/isolation of critical machines, appliances, power supplies etc in the event of a fire</p>	<p>The Kitchen staff (Aspens) will shut down kitchen equipment at the emergency cut-off switches and confirm the area clear, if safe to do so, before leaving.</p>
<p>15. Specific arrangements, if necessary, for high risk area of the workplace and dangerous substances</p>	<p>No areas of the school building are considered a high fire risk.</p> <p>Small quantities of various cleaning substances may be present in the relevant areas, kitchen, caretaker and cleaning cupboards (identified on the plan). No significantly dangerous substances are normally present.</p> <p>If any dangerous substances are brought onto site by contractors the following details must be supplied to the Site Manager:</p> <ul style="list-style-type: none"> • Chemical identity/trade name • Quantity • Location • Brief details of use and storage • Material data sheet <p>The person concerned must report when the substance has been removed.</p>
<p>16. Arrangements for an Emergency Plan to be used by a hirer of the school building</p>	<p>The school will ensure that:</p> <ul style="list-style-type: none"> • Procedures are in place to ensure that appropriate information will be made available to any person or organisation hiring or using the premises. • Any activity not adequately addressed by the current Fire Risk Assessment will be controlled, assessed and planned for in advance of the event. • Arrangements for persons with additional needs will also be addressed.
<p>17. Contingency Plan for when life safety systems (fire detection, emergency lighting) are out of order</p>	<p>In the event of temporary disablement of any of the critical systems, arrangements will be in place to assess and ensure that an adequate level of protection is maintained to meet risk levels.</p> <p>The Headteacher/Deputy Headteacher and Site Manager are responsible for ensuring that planned temporary disablements (eg building work) are</p>

	risk assessed and authorised in advance, monitored and minimised in extent and duration.
18. Fire information and instruction – students and visitors	<p>Information and instruction is conveyed to students and visitors by the following means:</p> <ul style="list-style-type: none"> • Fire Action Notices • Classroom discussions • Fire drills • Specific communication with visiting organisations etc <p>The Fire Emergency Evacuation Plan is available from the school office.</p>
19. Fire training programme – all staff	<p>Local information, induction and awareness training is based on the arrangements detailed in this Fire Emergency Evacuation Plan and includes the following:</p> <ul style="list-style-type: none"> • The action to be taken on discovering a fire • The action taken when the fire alarm sounds • Familiarisation with the means of escape from the premises • Other relevant information in the plan such as fire marshals, persons in need of assistance, safe shut down of equipment • The location of the assembly point • Appreciation of the use of fire resistant doors and of the need to close all doors where possible in the event of a fire • The location of fire-fighting equipment • Local fire safety awareness and prevention <p>Fire drills and practised each half term. Issues following these are addressed as priorities.</p>
20. Fire training programme – nominated staff	<p>As above and additionally as follows:</p> <p>Users of fire-fighting equipment will be trained as necessary and undertake refresher training on a regular basis as advised.</p> <p>Local briefing on their duties and arrangements for evacuation/clearing of areas – updated annually or following changes to staff.</p> <p>Fire plan distributed to all staff.</p> <p>Refresher training is carried out at not less than three year intervals. Level of cover is addressed annually or following changes to staffing. Training is booked where necessary.</p>
21. Fire safety systems	<p>All access controlled doors and gates are linked to the fire alarm system and release automatically on activation.</p> <p>Sprinkler system is in place throughout the school.</p>
22. Fire safety arrangements – drawings and plans	<p>Locations of the following fire safety features are indicated on the accompanying plans:</p> <ul style="list-style-type: none"> • Fire extinguishers • Manually operated fire alarm call points • Electrical supply intake, main water shut off point and main gas shut off valve

Fire safety Records

Records relating to fire safety precautions are kept in the Site Manager's office. These can be made available for inspection by any officer of the fire authority.

Inspection, testing and maintenance are recorded for the following:

- Alarms and smoke detectors
- Sprinkler system
- Fire extinguishers
- Emergency lighting
- Fire drills

Records include:

- Date of inspection
- Any defects reported
- Date that defects were corrected

Escape routes

Escape routes (corridors, stairways, walkways etc) and exits are sited as shown on the plan. All escape routes must be kept clear from:

- Potential sources of ignition
- Combustible materials
- Obstructions and hazards
- Holding open designated fire doors, unless by a fire alarm released device

Fire Alarm System

The fire alarm panel is checked on a daily basis to see that it indicates normal operation, any faults are reported and remedial action is taken without delay.

Testing and maintenance is arranged as required by BAM FM.

Emergency Lighting

All escape routes are adequately lit when the premises are in use. External lighting switches on when there is insufficient daylight or individual lights may be operated by an internal switch by the exit door.

The emergency lighting system utilises self-contained battery luminaires, trickle charged by the main electrical supply coming into operation on failure of mains lighting. Full testing and maintenance is carried out annually or sooner if required.

Fire Fighting Equipment

Fire fighting equipment is distributed throughout the building. All extinguishers are sited on wall brackets with the base at a suitable height for use by occupants of the school. These are permanent fire points in the building.

Servicing is undertaken annually by a registered company, arranged by BAM FM.

A suitable number of staff appropriate to the size of the school have been trained in the use of fire extinguishers.

Fire Safety Inspections and Risk Assessments

All staff are encouraged to maintain awareness and check for fire defects and deficiencies. The Site Manager undertakes weekly checks of the fire alarm and extinguishers, ensuring that all fire fighting equipment is present and fully operational. All checks are recorded.

Daily checks of doors are carried out. Any obstructions to walkways, corridors and exit doors are removed. A note of any actions and the date of completion is recorded.

A full fire risk assessment is completed regularly by the Local Authority or in the event of any significant changes.