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**FIRE EVACUATION PLAN**

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| Created/Revised: | April 2021 |
| By: | Mrs C Park |
| Review Details: |  |
| Review Date: | July 2022 |
| Approved by Governing body: | 5th July 2021 |

**General Statement**

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised.

**Employee Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

**Communication**

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all persons on our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

We have introduced the following procedures in order to maintain high standards of fire safety

* A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if circumstances change or there are reasons to believe it is no longer valid. These may include alterations to the premises, new work processes, false alarm activations, fire drill related issues, equipment failure and changes to personnel/site users.
* The fire evacuation procedures will be practised and timed at least termly/6 monthly and documented.
* Fire Awareness Training will be provided to all staff.
* All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
* All escape routes will be clearly signed and kept free from obstructions at all times.
* All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager.
* Alarm systems will be tested weekly. Staff will be told when a test in scheduled.
* On hearing a continuous alarm / fire bell all persons should calmly exit by their nearest emergency exit and make their way to their identified point of assembly. Pupils and staff should not stop to collect personal items as this will cause delay and put others in danger.
* Most importantly - pupils and staff should remain calm and alert in order that instructions can be heard understood and acted upon both in and out of doors.
* Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting is tested monthly.
* In the event of a fire it is expected that the Head of School or the most senior member of staff will call the fire brigade.
* In the event of the site needing to be totally evacuated, we will evacuate to Greens Lane Methodist Church, Greens Lane, Hartburn, Stockton on Tees, TS18 5HP arrangement in place since April 2021 with Caroline Noble, Senior Steward, Greens Lane Methodist Church. Keys kept in ‘Grab Bag’. Refer to walking route.
* The named Fire Warden/s are;

Claire Park

Lindsey Wain

Tracey Ashenden

Gail How

Tania Ditchburn

Mandy Lockwood

Joanne Ainscough

Penny George

Alison Smith

Ruth Craddock

They are responsible for sweeping allocated areas (toilets, cupboards etc.).

* The member of staff on duty in the office is responsible for taking out the electronic Tensor roll call report and visitors book.
* The fire assembly points are located: In addition, please see the evacuation map of the school site

**Groups and classes to Exit to front of school (on front lawn areas)**

* Nursery
* Class 1
* Class 2
* Class 3
* Class 4
* Class 5
* Class 11
* Class 12
* Class 13
* Class 14
* Class 15
* Class 16
* 1 member of Office Staff
* Head of School
* Dining room
* Meeting Room
* The Pod

**Groups and classes to Exit to rear of school (On M.U.G.A )**

* Kitchen staff
* Class 1
* Class 2
* Class 3
* Class 6
* Class 7
* Class 8
* Class 9
* Class 10
* Class 17
* Class 18
* Staff Room
* Studio
* Hall
* Computing Room
* 1 member of office staff
* Class Teachers are responsible for collecting medical boxes if it is safe to do so and to close windows if it is practicable.
* Staff should ensure pupils line up in an orderly way, are silent and then take a quick head count, then a roll call **using their fire drill group registers**. Any missing pupils should immediately be brought to the attention of the Head of School / Senior Administrator in charge who will coordinate a response.
* On no account should a member of staff or pupil return to the building once they have assembled outside.
* When requested staff should indicate to the Hof School and Admin staff as appropriate that all are present verbally or by holding up their Red Fire Evacuation Clip Board, which signals their pupils are accounted for.
* When a drill takes place and the Head teacher is satisfied that the roll call is correct and it is safe to do so classes will be instructed to return to the building. Checks between the Head teacher and Admin Staff will be made by 2 way radio to confirm school has been evacuated satisfactorily.
* The Head of School or most senior member of staff is responsible for liaising with the Fire Service.
* Fire awareness training for all staff is every 3 years.
* Fire Warden training is provided at commencement of employment and every 3 years.
* The PEEP (if applicable) is documented by and kept in N/A at present.
* This policy forms part of employees’ conditions of employment. Failure to comply may be treated as a disciplinary matter.