

St Charles RC Primary School

COVID-19 Update for Fire Evacuation Policy 2020



Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.

We aim to pass on the faith we share in partnership with you.

We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.

We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

As a family of God, we love to learn and learn to love

Introduction

From 20th March 2020, parents were asked to keep their children at home, wherever possible and for schools to remain open only for those children of workers critical to the COVID-19 response – who absolutely need to attend. From June 1st 2020 some children will return to school.

Context

From 1st June schools are being asked to reopen in a phased response. There are multiple pieces of government guidance that recognise that younger children struggle to socially distance however they also recognise the need for schools to reopen in a manner that reduces transmission and considers the health and safety implications for all. As a response we are making the following additions to our fire evacuation policy.

Aim

The aim of this fire procedure is to provide a response to a fire and achieve a safe and effective evacuation of the building.

Management of the Fire Procedure is by:

Fire Control Officer	Clare Campbell
Deputy Fire Control Officer	Nicola Drake
Search Officer(s)	Deborah Shearer – office, disabled toilet and ladies toilet
	Susan Starkie – Nursery Classroom
	Yvonne Holt – Reception classroom
	Christina Leckey/Rachel Coussons – Year 1 classroom and cloakroom
	Amanda Williams – Year 2 classroom and cloakroom
	Theresa O'Donnell – Y3 classrooms and cloakroom
	Clare Brown – Y4 classrooms and cloakrooms
	Gisella Steedman – Y5 classrooms and cloakroom
	Lyn Hackett – Y6 classrooms and cloakroom
	Sarah Medrano – disabled toilet, staff room and staff toilets, including collection of staff signing in sheet

- The role and responsibility of the Fire Control Officer is set out in Salford City Council's Fire Policy (http://intranet.salford.gov.uk/fire_safety_policy.doc). The role of the Search Officer is to search rooms if it is safe to do so and advise and assist occupants to the assembly point and to report to the Fire Control Officer whether their area is clear or not.
- The fire alarm is a continuous siren. The fire alarm does NOT have automatic connection to the fire service and so the OFFICE STAFF or most senior member of staff on duty should telephone the Fire Service on 9-999.

Fire escape routes and exits are:

- Marked in all rooms
- The assembly point is the PLAYGROUND
- The system for identifying whether the building has been successfully evacuated and it is unoccupied is a search of the rooms and a roll call of persons assembled in the assembly compared against the Registers and the visitors book.

Fire Action

- Fire Action Notices are posted at each break glass point in the building.
- On hearing/seeing the alarm (continuous siren) all persons will leave the building by the nearest safe exit.
- **In class: Teachers are responsible for the pupils in their bubble and will: lead the evacuation; instruct pupils to remain calm and evacuate in a line 2 m apart; remind pupils where their assembly point is and lead them to the markings which are at 2m distances; ensure that they know their school Fire Evacuation Procedure; ensure that all their pupils know how to evacuate in the event of a fire; carry out a roll call at the assembly point; ensure that there is always a clear route to their classroom Fire Exit; ensure that their classroom Fire Exit Door is available for use. (If it is an exterior door, then it should be secured, but NOT locked). Search officer(s) will search their departments (if it is safe to do so) and assist/direct occupants to leave the building. The Fire Control Officer (or if FCO is absent the most senior member of staff on duty) will telephone the Fire Service (9-999).**
- At lunchtime: the bubble lead at that time will take responsibility for evacuating children as above and they will be supported by any available teachers taking a roll call at the assembly point.
- Before and after school: Search officer(s) will search their department (if it is safe to do so) and assist/direct occupants to leave the building. The Fire Control Officer (or if FCO is absent the most senior member of staff on duty) will telephone the Fire Service (9-999). The Fire Control officer will maintain control of access to the premises.
- Evening events: Search Officers and a Fire Control Officer will be appointed and trained in their role prior to the event.
- Disabled persons will be assisted as identified in their personal emergency evacuation plan (PEEP).
- The office staff will pick up the registers and visitors book and use it and also talk to the search officer(s) to undertake a roll call at the assembly point and establish whether the building is unoccupied. They will also pick up the school keys and mobile phone.

- If you discover a fire sound the alarm by activating the nearest break glass point. Tackle the fire only if it is small and safe to do so. Do not use more than one extinguisher to tackle a fire, leave the building once your first extinguisher has expired.
- Close doors and windows if safe to do so. Turn off sources of ignition where safe to do so. Report the presence of flammable materials to the Fire Control Officer.
- Do not delay to collect personal belongings.

Visitors

On arrival visitors should be made aware of the location of exits, break glass points, the fire blanket and fire extinguishers.

Location of Exits, Call Points and Extinguishers

Fire exits are:

- Clearly marked and shown on a map in each room along with the escape route

Break glass call points are:

- Next to all emergency exits

Fire extinguishers are located at:

- Frequent locations throughout the building

Changes to fire evacuation:

School will:

- Ensure that fire alarms are tested weekly and emergency lights tested monthly
- Check daily to ensure that emergency exits are accessible and that fire alarm points are unobstructed
- Continue fire safety testing and keep ignition sources separate from combustible materials. Even where stockpiling is necessary due to external factors, these safety measures must be followed
- Continue to keep fire doors closed - they should never be propped open
- Ensure any new or temporary staff have had fire safety training and awareness
- Be vigilant of any potential hazards or risk, particularly where staffing levels have reduced or if staff are working alone or in an isolated environment

If a fire does occur in your premises you must ensure the fire service is called at the earliest opportunity and inform the operator that an evacuation is in progress.

Reducing risk of fire:

We can reduce the risk of fire by ensuring:

- Entrances and exits are kept clear

- Rubbish and commercial bins are emptied and stored securely away from any buildings
- Any excessive amounts of stock are not stored in a hazardous manner
- All utilities are isolated where possible - if unable to isolate electricity remove all plugs from sockets
- Buildings are secure, with the usual measures in place to prevent arson
- Doors are kept closed
- Any CCTV covering the building is functioning correctly

If a fire warning and detection system at your premises is linked to an alarm collecting centre they should be advised that the building will be empty and be given up to date contact details of managers.

Changes to evacuation arrangements

Each bubble will exit the building through their nearest exit and line up 2m apart in their playground places.

The fire drill will take place each week on a Wednesday morning at 10am so that each new child entering school on a phased return understands the new fire evacuation procedures fully.

Equal Opportunities

St Charles RC Primary School has universal ambitions for every child, whatever their background or circumstances. Children learn and thrive when they are healthy, safe and engaged. In order to engage all children, cultural diversity, home languages, gender and religious beliefs are all celebrated.

Our curriculum includes a wide range of texts and other resources which represent the diversity and backgrounds of all our children. We believe in 'valuing what the child brings to school' and recognise the importance of supporting a child's first language, not only to foster self-esteem, but to assist in the learning of English.