

Fire safety and Evacuation Policy
 Autumn 2021
 To be reviewed 2023
 FGB approved Summer 21

Key Associated Policies and documents: DCC Health & Safety Policy
 DCC Fire Safety Tool-Kit

1. POLICY STATEMENT

1.1 Devon County Council is committed to ensuring the health, safety and welfare of all of its employees. We will therefore promote a positive workplace culture that:

- Complies with legal requirements and best practice including guidance from the Department for Communities and Local Government
- Identifies the hazards and effectively manages the risks associated with fire in all premises controlled by Devon County Council and to work with the responsible person in premises under the control of other organisations where DCC employees are located
- Enables managers and staff to carry out fire safety risk assessments that are accurate, understandable, and consistent
- Manages identified risks with solutions that are reasonably practicable
- Sees the provision of information and appropriate training as a core element
- Enables managers to address issues raised by staff and anyone who is affected by our services
- Fully supports the active participation of staff representation by recognised Trade Unions in the development and implementation of health and safety related policies and procedures

1.2 The successful implementation of this policy can only be achieved by co-operative effort at all levels within the organisation.

2. CONTEXT

2.1 The Regulatory Reform Order (Fire Safety) 2005 simplifies the law relating to fire safety in the workplace and replaces most of the previous fire safety legislation including the need for fire certificates.

2.2 The law now requires any person who has some level of control over premises to take reasonable steps to reduce the risk from fire, and make sure people can escape if there is a fire. This includes a requirement to carry out a fire safety risk assessment and consider others who may be affected including neighbouring properties.

2.3 Devon County Council is committed to providing a safe environment that is free from all reasonably foreseeable and significant risks to our employees and those affected by our activities. This policy and guidance supports the Corporate Health & Safety Policy with information enabling the effective management of fire risks.

2.4 While the legislation and this policy are primarily concerned with the protection of people rather than property, effective arrangements to prevent fires will achieve benefits in both respects.

3. IMPLEMENTATION

3.1 This policy applies to all Directorates and Services within Devon County Council, but may be supplemented by Directorate procedures and guidance, which set out specific detail relating to service needs.

3.2 Directorates will be provided with a tool-kit to support them in implementing and integrating this policy into their working practices. Alternatively, directorates may use their own procedures but they must be able to demonstrate that they are meeting the requirements of this Corporate Policy.

3.3 The standards that form part of this policy will be used to monitor directorate

practices and management of fire safety issues.

3.4 Directorates should ensure that those with responsibilities under this policy:

- Are trained to an appropriate level
- Have access to competent advice and support
- Have access to the resources necessary to meet the issues identified with this policy and the associated implementation plan requirements
- Have sufficient time allocated to carry out the necessary tasks associated with this policy

4. RESPONSIBILITIES

4.1 The Chief Executive and Director of each Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the Corporate Health and Safety Policy.

4.2 The Central Health, Safety and Well-being Committee are responsible for the development of this policy and for monitoring its implementation.

4.3 Managers and supervisors at all levels are directly responsible for ensuring this policy is known and acted upon. This accountability cannot be discharged by delegation.

4.4 Responsibility for various aspects of fire safety within council premises depends on the type of establishment.

4.5 A key responsibility is to carry out a fire safety risk assessment. The essential elements of such an assessment are:

- Identify fire hazards
- Identify people at risk
- Evaluate the risk
- Remove, reduce and protect from the risk
- Record the findings of the assessment and action taken
- Ensure an effective emergency plan is in place
- Inform, instruct and train
- Review the assessment

4.6 All employees must:

- Take care of their own health and safety and that of others who maybe affected by what they do, or fail to do, at work.
- Follow precautions identified in fire safety risk assessments
- Follow procedures relating to fire safety for their workplace
- Inform their line manager / supervisor of any concerns regarding fire safety
- Participate in fire safety training, as agreed with their manager / supervisor
- Comply with the fire safety arrangements of host organisations when visiting or working at their premises

5. AUDIT, MONITOR & REVIEW

5.1 All directorates and services within Devon County Council must be able to demonstrate compliance with this policy in accordance with their own auditing procedures, Directorate Annual Health and Safety Reports and via the Directorate Quarterly Management report to the Central Health, Safety and Well-being Committee.

5.2 This includes providing confirmation on:

- How directorates have reviewed existing arrangements and carried out steps for implementation where necessary
- How those with responsibility for premises (Establishment managers, head teachers, etc) are fulfilling their responsibilities.
- How fire safety risk assessments for premises are being carried out incorporating the essential elements outlined in section 4.5
- How directorates are meeting the responsibilities outlined in section 4

6. EQUALITY STATEMENT

6.1 The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

6.2 This policy and related guidance has been subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and

guidance reviews.

7. REVIEW OF THE POLICY

- 7.1 The Central Health, Safety and Well-being Committee will review this Policy every two years or sooner if changes are made to current legislation and the guidance issued from the Department for Communities and Local Government.

Evacuation and Fire Procedures

Activating alarm

- Person identifying emergency is responsible for pushing glass point to sound alarm
- Senior member of staff/ caretaker can activate bell alarm with key and reset. Key will be stored in Headteacher's office

Evacuating from the building

Staff Responsibilities

Duty Office Staff will

- telephone emergency services when alerted by Headteacher
- check staff and access toilets
- take class registers, any staff registers and visitor book to assembly point
- ensure all staff, canteen staff and visitors are present

- check each visitor is present corresponding to visitors book
- inform Headteacher if all adults and children present ASAP

Teaching staff will

- instruct children and other adults to stop, line up children and follow evacuation procedures
- use register to ensure all children are present as quickly as possible once reaching assembly point
- return register and inform duty office ASAP of absent children or adults
- remain with children until Headteacher/ senior teacher provides information of safe return to building
- teacher to alert Headteacher of absent adults and pupils within team

Teaching Assistants will

- check children/ access toilets and intervention areas prior to evacuation
- accompany unsupervised children or children with a plan or direct adults to assembly point
- evacuate to assembly point

Headteacher/ senior staff

- identifies source of emergency
- ensure all persons are accounted for
- make prompt decision to contact emergency services calling 999
- instruct staff to return to building when safe for staff, visitors and children
- make decision evacuate to TESCOs car park via Mines Road (Tel 0345 026 9622)

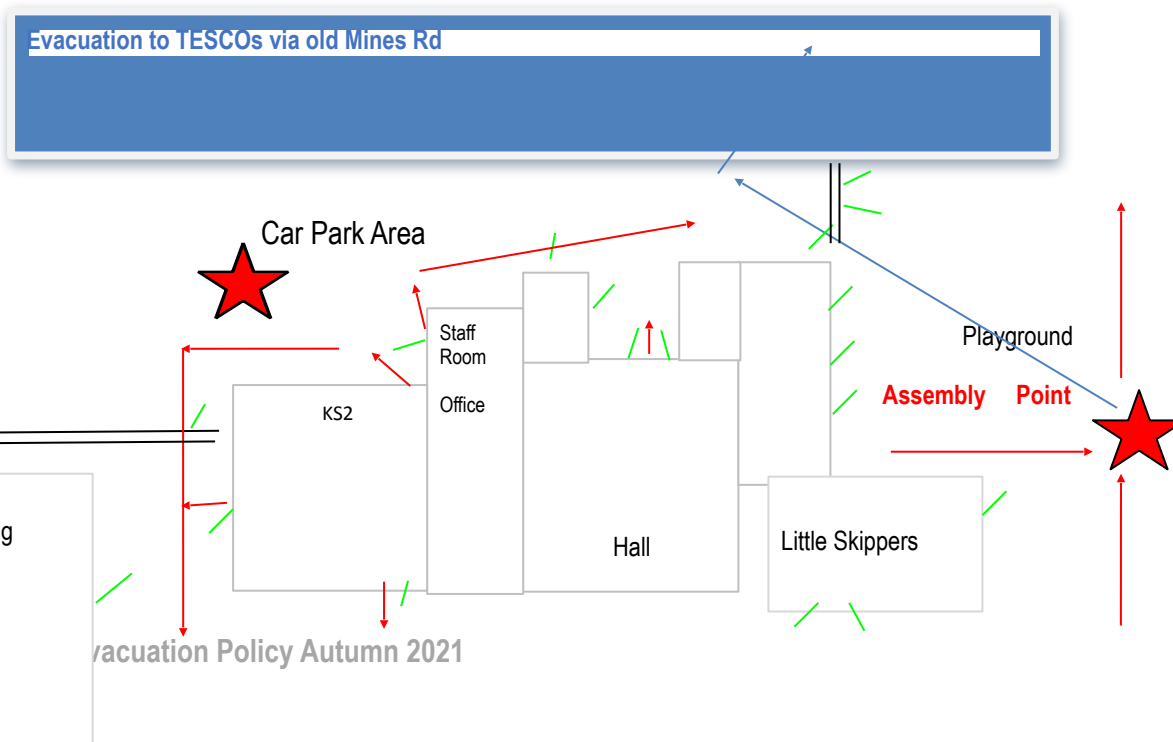
In -vacuation remaining safely within premises

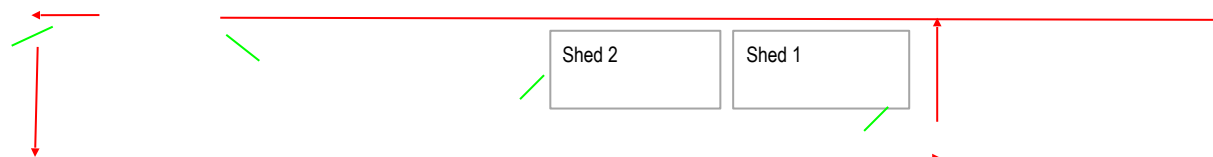
- **Headteacher / senior staff** unlock key box stored outside Headteacher office
- **Headteacher / senior staff** identify safe evacuation assembly point eg hall
- **Headteacher/senior staff** delegates jobs on identified key rings to immediate staff
- Senior staff all staff and children remain in in-vacation area
- Administrators call police if office phone safe to use
- **No one uses mobile phones as this may trigger a bomb or a hidden location**

Evacuation when the premises is no longer safe

If event of evacuation, if premises remains unsafe and the immediate community is at risk;

- **Headteacher/senior staff** support staff and children to evacuate to TESCOs
- **Class teachers** to lead children and support staff to TESCOs via Old Mines Rd
- **Administration staff** to take all pupil emergency contact data and charged mobile phones
- **Visitors** remain in assembly point until all visitors are identified and given evacuation procedure





General Evacuation

On hearing the fire alarm

- **All staff, children and visitors** evacuate using nearest fire exit to assembly point
- **MDAS** follow plan and evacuate all children from hall to assembly point
- **Office staff** telephone emergency services if needed
- **Office staff** checks staff toilets and access toilet
- **Identified TAs** in each team checks shared areas and toilets (Lacey Building, KS1, KS2, KS1 access)
- **Office staff** take registers and visitors book to playground
- **Office staff** alert headteacher/senior leader when headcount and registers are taken for all classes
- **Visitors/staff** leave staffroom via fire exit via playground gate to assembly point

Evacuation during lunchtimes

Lunchtime Clubs

Evacuate children to main playground via nearest classroom or fire exit door
 Check toilets and rooms after evacuation
 Pupils join own class and continue to follow whole school evacuation procedure

Role of MDAs in hall to initiate evacuation

- Instruct children to remain seated
- Direct children to leave by starting with row 1, nearest table to fire exit, proceed down rows, continue until evacuation complete
- **Adult A** lead children into main playground via bottom playground gate
- **Adult B** stationed at fire door to ensure efficient evacuation
- **Adults C** and **D** station at corridor entrance doors **preventing** children returning to main building or toilets.
- **Adult E** check toilet in KS2 corridor and **prevent** children and adults re-entering hall

After children have evacuated from dining hall:

Adult C checks KS1 toilets
Adult D checks KS2 and access toilets

Evacuation route from hall

- Lead children out through fire exit(via car park area)
- Follow path from hall, via side gate into main playground(assembly point)
- Early years leave Foundation Stage Unit and wait in main playground
- Children line in year groups
- Class allocated MDAs check all children present using registers and alert Administrator when all present ASAP
- Office Staff alert Administrator when all children are present
- Staff and children return to main building when instructed by delegated senior leader

Evacuation

Lunchtime, After School and Breakfast evacuation

Lunchtime Clubs

Evacuate children to main playground via nearest classroom or fire exit door
 Check toilets and rooms after evacuation
 Pupils join own class and whole school evacuation procedure

CABIN after school and breakfast provision

On hearing the fire alarm

- *All staff* and children evacuate using CABIN exit door and wait in car park.
- *Cabin lead* contact senior leaders to inform and check whether on/off site
- *Cabin lead* telephone emergency services using CABIN mobile if senior leaders on/off site
- *Cabin staff* checks KS1 and access toilets
- *Nominated Cabin staff* take class to register in car park and remain with pupils and any parents who arrive
- *Cabin lead* instructs staff not to release pupils with parents until all clear is instructed by emergency services or senior leaders

Evacuation route from Cabin during ASC and Breakfast Club

- *Cabin Lead* evacuates with children through exit(end door towards Mines Rd) with emergency contacts
- *Cabin Lead* designates member check KS1 and access toilets and collect register
- Staff lead children along path to access parking area parking (assembly point)
- Children line up
- *Staff* check all children present using register and alert Cabin Lead when all present ASAP
- Staff and children return to main building when instructed by Cabin Leader/ senior staff emergency services
- If off site, contact Headteacher immediately and where you are located if no longer on site

If unable to return to building

If evacuation to assembly points remains unsafe, Leader evacuate group to TESCO car park via Old Mines Road

CABIN Lead contacts parents and Headteacher ASAP providing clear collection point (assembly point if no longer TESCO car park)

Appendix 1

Evacuation and Fire Procedures Lettings

NB

Group must identify named person responsible for first aid and fire evacuation

Named identified person is responsible for accessing own first aid box and charged torch during letting session

Activating alarm

Person identifying emergency is responsible for pushing glass point to sound alarm at the rear of the hall

Evacuating from building

Identified person must

- have access to groups charged mobile phone
- telephone emergency services
- ensure all members of group evacuate building using fire exit
- ensure all members of group assemble in car park
- check disabled toilets and reception area prior to evacuation
- ensure all staff and visitors are present at assembly point and have evacuated safely
- ensure group remain in assembly point until fire service give permission to re-enter

Evacuation from premises, when remaining still unsafe

If event of evacuation when premises remains unsafe and community at risk;
All staff and group members should evacuate to TESCO via Old Mines Road

Visitors joining group

Once identified as having left premises safely, visitors are responsible for own safety, leaving premises

Appendix 2

Evacuation and Fire Procedures Agreement Lettings

NB

Group must identify named person responsible for first aid and fire evacuation

Named identified person is responsible for accessing own first aid box and charged torch during letting session

Activating alarm

Person identifying emergency is responsible for pushing glass point to sound alarm at the rear of the hall

Evacuating from building

Identified person must

- have access to groups charged mobile phone
- telephone emergency services
- ensure all members of group evacuate building using fire exit
- ensure all members of group assemble in car park
- check disabled toilets and reception area prior to evacuation
- ensure all staff and visitors are present at assembly point and have evacuated safely
- ensure group remain in assembly point until fire service give permission to re-enter

Identified person must report any kind incident

Tel Karen Wilson, School bursar 01237475178

Evacuation from premises, when remaining still unsafe

If event of evacuation when premises remains unsafe and community at risk;
All staff and group members should evacuate to Polyfield

Visitors joining group

Once identified as having left premises safely, visitors are responsible for own safety, leaving premises

(Name of group).....agree to follow above procedure in an emergency.

Return copy to school office(Signed).....

Appendix 3

Evacuation report

Date	Emergency point
Time evacuation commenced ;	Name of staff reviewing procedure
Time taken to assemble;	Time taken for roll call

Comments ;

Actions to be taken;

Appendix 4

In-vacuation report

Date	Key Box 1 Headteacher office Key Box 2 Deputy Headteacher office
Time evacuation commenced ; Name of staff reviewing procedure	

Time taken for procedure to be completed

Comments ;

Actions to be taken;