



Fire Risk Assessment and Evacuation Plan

Should fire break out in Phoenix Bay school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

Classroom Staff/Support Staff

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Staff to take their 2 way radios with them
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must inform administration staff via radio if this is different from their class assembly point so their fire registers can be brought to them
- Staff will check children against the fire register and immediately inform administration staff via radio of any missing children
- Any staff who have children in a different location to their normal assembly point must notify via radio the child's class teacher.

Administrative Staff

- Unless otherwise informed that a fire drill is to take place, the administrator/Principal will on hearing the alarm, immediately contact the Fire Brigade on the emergency number 999.
- The school registers will immediately be distributed to the assembly point A located up the steps, at the side of the building. The office radios must be taken out with the registers to receive any class messages regarding fire assembly point changes
- The visitor's, staff and volunteer signing in books must also be taken out and checked. Any persons missing must be reported to the Fire Marshal officer for the respective assembly point.

Principal and Lead Teacher

- The Principal and Lead Teacher will monitor the evacuation of the premises from the assembly point A.
- To enable them to monitor the assembly point, teaching staff/support staff will report by radio to confirm the registers tally. Any missing students/staff must be reported by radio immediately.
- When the headcount has been completed the Principal or Lead Teacher will inform the Business Manager by radio that everyone is present.

Business Manager

The Business Manager will check the following areas:-

- Visually check the Learning Hub, classrooms, toilets, First Aid room, Podcast room, kitchen and office.
- A radio call will be made to the Principal/Lead Teacher stating that all areas are clear.
- He/she will then monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises.
- In the event that the Business Manager is not on site the responsibility passes to the Principal/Lead Teacher to check the whole school.
- Fire Marshal to scout the building once staff/students are evacuated

No-one may re-enter the buildings until they have been given the all clear by The Principal, in the case of a fire drill or Fire Marshal, in the case of a fire.

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- All staff are issued with New Employee Booklets on their first day. This contains all Health/Safety Data and Fire Evacuation procedures.
- Visitors and contactors are supplied with Fire Safety Information Leaflet when they sign in the visitors book.
- Regular fire drills are arranged

Key Escape Routes

- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi-annually by Seale Hayne

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Point A at the top of the steps to the side of the building

Fire Risk Assessments

Risk assessments are carried out annually by Totnes Fire Protection Ltd

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/ children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment (Seale Hayne)

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

Lead Staff:

Principal
Ross Banks

Business Manager
Jacqui Sloane

Lead Teacher
Gaye Williams

Fire Marshal
Teegan Banks-Bunnett
Daisy Bvan