



## Beaconside Primary and Nursery School Fire Evacuation Plan

### School Context

The school site comprises a main school building, additional mobile classroom, Hazel House - a school resource building, two large playing fields, three playgrounds and a deciduous coppice of approximately one hectare. The majority of the children are based in the main school building; however, the younger children are in the Foundation Stage Unit connected to the main building via a corridor and a small number of children are based in The Nest, a room located just off the school hall. There is a mobile classroom in the upper playground; this is due for removal so currently not being used with the exception of ad hoc occasions.

Other regular users of the building:

- Shire Services Catering Company – school kitchen (lunchtimes)
- St Oswald's – Hazel House (every day: 7.30 – 8.45am & 3.20-6pm and school holidays)
- Extra-curricular sports coaches (every day 3.20 - 4.20pm)

### Fire Evacuation Procedures.

On discovering a fire, raise the alarm at the nearest call point; this will automatically alert the fire brigade. It is important that pupils are evacuated to safety; do not stop to collect belongings, go straight to the assembly point and if possible close doors behind you to prevent the spread of fire. The admin team or a member of the senior leadership team, working in the administrative area, will collect the fire registers and critical incidents grab bag, along with two radios and take them to the assembly points. The most senior member of staff on site will take a device that provides access to the Inentry App which contains a register of all staff and visitors on site. Staff will check the children's toilets to ensure that no-one has been left in there.

Those children working in Key Stage Two area will evacuate down the main stairs and through the fire exit doors located by the Art Resource room. Those children in Year 1 will exit via the fire door in their classroom and those in Year 2 via the cloakroom fire exit and those children in the library via the library exit door. Those children who are working in the hall, kitchen or blue room will exit via the fire door at the side of the hall. Those children working in the Foundation Stage Unit will exit by the nearest and safest door onto the Foundation playground. Those children in the mobile classroom will exit via the fire doors at the rear of the building. Boys' and girls' toilets and changing areas in the Hall corridor area will be checked by site manager/admin/senior leaders on way through corridor whilst leaving by nearest convenient exit.

All children and staff who are working in the main building and mobile classroom at the time of an alarm will assemble on the upper playground facing away from the school. Children from the Foundation Unit will assemble on the front playground. A designated member of staff and in their absence another directed by the EYFS teachers will collect the gate key as part of the evacuation process. Any persons in Hazel House will leave via the nearest exit and assemble on the lower playground. Those on the playgrounds/field, at the time of the alarm, will remain on the nearest playground in order that they can be accounted for.

In the event of the children needing to be evacuated from the site the children will be led down the bank at the far side of the upper playground and will exit the school via the gates on the lower playground. They will then assemble at Beacon Church.

It is also expected that teachers will consider alternative routes for evacuation if the main route, normally used, is not accessible.

### **Playtimes and Lunchtimes**

Those adults and children, who are on the upper playground, will assemble on this playground facing away from the school. Those adults and children on the lower playground will remain on this playground and assemble facing away from the school. Those who are in the hall or The Nest will exit via the fire door at the side of the hall and assemble on the bottom playground. Staff, who are on site, will join their class in the areas where the majority of their class will be. The admin team or member of senior leadership team working in the administrative area will collect the radio communication system, fire registers, device with Inentry App and critical incidents grab bag and take them to the assembly points. Staff will check the children's toilets to ensure that no-one has been left in there. Staff, who have left the building, should always sign out and not re-enter the building on their return until instructed to do so by the headteacher or the Fire Service.

### **Arrangements for children with specific additional needs**

Those children, with specific needs, will be supported, by designated members of staff, to leave the site safely. In most cases this will be MAB pupils supported by MAB staff. If a member of MAB staff is not present then this responsibility will be assumed by the class teacher. This also applies to any pupil with a temporary disability.

### **Post-Evacuation**

The headteacher or in their absence deputy head will take responsibility for checking that all children, staff and visitors are accounted for using the radio communication system.

The person liaising with the Fire Service will be the headteacher or in their absence deputy head.

In the case of inclement weather or other unforeseen circumstances the children should be escorted to Beacon Church parents will be contacted and arrangements will be made to pick children up from this venue. The senior management team will make this decision, following consultation with the senior fire officer.

The Head or other member of the senior leadership team will contact the LA.

Any accidents or incidents that occur during evacuation must be recorded on the Critical Incident Form. Health and Safety officers will inform the Health and Safety Executive as required, by the RIDDOR Regulations.

### **Visitors / Contractors.**

All visitors / contractors must sign in using the Inentry system located in the main office at the entrance to the school. Contractors should report either to the admin team or the site manager and state the nature of their work and the impact this will have on the safe working practices within the school. The visitors should be made aware of the procedures in the case of an emergency. In the event of long-term building work emergency procedures will be discussed at pre commencement meeting and updated weekly as work progresses.

### **Parents' Evening.**

It will be the responsibility of the class teacher to escort any parents to the nearest fire exit and to the assembly areas. Members of the SLT will check various areas of the school: Head - KS2 and KS2 area, Deputy - Admin and The Nest and disabled toilet and Foundation Stage Team – FS Unit.

### **Performances / Special Events.**

A special fire risk assessment for any special events will be undertaken by the headteacher. The risk assessment will be discussed with staff and where necessary the pupils, prior to the event taking place. Audiences at plays, concerts etc, will have fire exits pointed out to them.

**Fire Drills.**

There will be a fire drill carried out on a termly basis, one will take place early on in the autumn term to take account of the new intake and any new members of staff. One fire drill will take place during the lunch time period. Details of the fire drill will be recorded in the Fire Log Book and the Governing Body will be informed of dates, times and any specific problems. Following the fire drill there will be a debriefing session with staff.

The testing of the fire points is undertaken by Fire Safe Services Ltd on a twice-yearly basis as well as by our site manager at regular intervals and recorded.

**Fire Appliance Access**

Although the school was built (and extended) prior to 2001, the total floor area of the building is less than 2000m<sup>2</sup> and fire appliance access does in fact reflect the requirements of table 18 in the BB100, providing 15% perimeter access. The elevations to which vehicle access is provided each have the doors in excess of 750mm in width. The gates securing the playground, that provide the access, have a minimum width when opened of 3.1m in accordance with table 19 of BB100 and provides minimum carrying capacity, turning facility etc. Therefore it would appear that this achieves the access requirements of a new school building.

The site manager is responsible for ensuring that the gates providing access to the playgrounds are unlocked and open in readiness for the fire appliance access on initiation of the evacuation procedure. In his absence, this is the responsibility of the leadership team: in the first instance the headteacher and in their absence the person who has been left in charge of the school. A key to the gate can be found in an external key safe situated next to the PE store.

**Review.**

The Headteacher, site manager and the resources committee will ensure that the emergency plan is reviewed on an annual basis, early autumn term, or sooner if changes occur that affect this plan. This will account for new members of staff and pupils with specific needs joining the school as well as any changes to the building and school organisation. If staff or pupils join through the year, an induction and review will be held at this point.

**Headteacher:** Lorraine Hadley

**Chair of Governors:** Kate Bennett

**Date:** 03/11/2025