



**Villa Real School**  
*together we achieve*

# Fire Safety Plan and Emergency Plan 2024

Responsibility: SMT

Date: March 2024

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 08.03.24

Date for Review: March 2025

## **Fire Safety Duties:**

The following persons have fire safety responsibility within the School:

**HEADTEACHER** will ensure:

- there is a Fire Safety Risk assessment and that preventive and protective measures are in place
- all staff are familiar with the policy and their roles and responsibilities and know where fire exits and assembly points are and give visitors relevant information regarding emergency procedures
- that a fire drill is undertaken every term
- all visitors receive a copy of the fire plan (as per Appendix 1) via the safeguarding sheet
- staff Personal Emergency Evacuation Plans (PEEPs) are completed

**HEALTH AND SAFETY MANAGER** will:

- organise regular checks and maintenance to be carried out on firefighting equipment, emergency exits, fire points, emergency lights, internal fire doors, premises and grounds, interior of building, warning and information signs, smoke alarms
- liaise with the local Fire Prevention Officer to ensure adequate and proper fire precautions are in place, check the number and location of fire alarm points, location of bells and appropriateness of fire-fighting equipment
- keep a current list of all hazardous substances on the school premises and ensure safe storage in accordance with COSHH Safety Datasheets
- ensure pupil/student and staff PEEPS are provided and reviewed by all stakeholders as required

**CARETAKER** will ensure that fire safety measures are in place i.e.:

- carry out controls and checks as listed in Fire and Safety binder
- give relevant information regarding emergency procedures to visiting contractors and workers
- ensure all sources of ignition are in a safe condition and are inspected and certified in accordance with guidelines
- ensure all school exits are kept clear and all pathways remain accessible and free from hazards

**TEACHERS/HLTAs in charge of classes** will:

- take charge of pupils/students to ensure their class evacuates the building in an emergency in a calm and safe manner
- actively ensure that the means of escape in their classroom is never obstructed or blocked
- ensure they hold a key to unlock padlocks on the gates

**ALL OTHER STAFF** will cooperate in the emergency procedures in event of a fire. If a pupil in crisis is being supported by a Team Teach member of staff from another class, then the class being supported must provide a member of staff to support that class.

### **Employees**

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The School will consult employees (or their elected representatives) about nominating people to carry out roles in connection with fire safety and about proposals for improving the fire precautions.

### **Visitors**

Visitors, such as non-employees; students; volunteers; parents and contractors, will follow procedures as set out in the Guidance for visitors attending the school. Visitors are to assemble in front of the garage with the green doors and roll call will be made by the Headteacher or the Headteacher's PA against the visitors' register.

## **Details of the School's Emergency Plan**

### How people will be warned if there is a fire

- In the event of a fire, a continuous alarm will sound in all areas
- Fire alarms are situated throughout the school in corridors

### What staff should do if they discover a fire

- Staff should break the nearest break glass point on their way out of the building and report the location of the fire to the Office as soon as possible after ensuring pupils/students in their care have evacuated to a place of safety
- They should evacuate the class by the safest route to the nearest fire exit which is clearly marked on the plan, escorting pupils/students and staff to the appropriate assembly point
- Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely
- Staff should not stop to collect personal belongings on their way out
- Under no circumstances should anyone attempt to re-enter the building until told to do so by the Headteacher
- Staff should evacuate the building safely and calmly to the top of the main car park opposite the main entrance to the School as indicated by the Assembly Point Sign

## **Procedure for checking the premises have been evacuated**

If safe to do so:

### **HEADTEACHER** will

- ensure that Conductive Education classrooms are evacuating, supporting if required and directing staff to ensure that pupils are evacuated.

### **SCHOOL BUSINESS MANAGER (SBM)** will

- check that the area between the school hall, kitchen and up to and including the medical room and extended services room has been evacuated
- check the alarm panel to ascertain which zone has been activated and if safe to do so check for source of fire
- explain to emergency services the situation of power supplies and any high-risk areas.
- reset the alarm and ensure the school is safe for return following a false alarm or when all clear given. The number to re set the alarm is clearly marked on the board beside the intruder alarm panel
- shut off any machinery in use when the alarm sounds
- collect the school mobile phone

### **HEADTEACHER'S PA** will

- print off InVentry record and collect off site visits file and pupils' address book
- print from SIMs the pupil register report for the day

### **DEPUTY HEADTEACHER** will

- check sensory room and soft play and 1-1 rooms
- check hydro
- remove the small oxygen cylinders from the medical room (leaving the large cylinder in situ)

SMT will deputise for each other if absent.

- Roll calls will be made by the Headteacher or Headteacher's PA

### **ICT TECHNICIAN**

- Assist CE3 in the evacuation of class students

### **KITCHEN STAFF** will

- turn off cooking appliances before leaving the kitchen

**Identification of key escape routes & how they are accessed to escape to a place of safety (the dynamics and route of escape could be dynamically changed depending on the location of the fire)**

- **FROM THE SCHOOL KITCHEN** – If able, out of the external exit door.
- **FROM THE HALL, HALL OFFICE AND HALL TOILETS** – through the fire doors, turn left and go through the gate to the walkway alongside the drive.
- **FROM THE OFFICE AREA, FOYER, ACCESSIBLE TOILET AND FEMALE STAFF TOILET** – Unless obstructed, through the main entrance to the Assembly Point.
- **FROM THE HYDROTHERAPY POOL AREA** – through the fire door and turn left past the hall through the gate and to the path alongside the school drive, through the side gate into and across the car park.
- **FROM THE SOFT PLAY, SENSORY ROOM, ROOMS 39a AND 47, AND ROOMS DOWN MAIN CORRIDOR** – past sensory and soft play, through the door towards Room 47 building and follow the path to the left past the hall through the gate and to the path alongside the school drive, through the gate into and across the car park.
- **FROM ROOM 37** – through the door into the class garden, past the hall, through the gate and to the path alongside the school drive, through the gate into and across the car park.
- **FROM ROOM 12** – escape through the class door into the yard and walk right towards the main school entrance.
- **FROM ROOMS 13, 14, 15, 16, 17A, 17B and 21** – through the fire door at the top of the corridor (next to Room 16), go through the junior yard towards the main entrance of the school, through the gate to the Assembly point in the car park.
- **FROM ROOMS 22, 28 and 30, 6<sup>TH</sup> FORM TOILETS, LAUNDRY, BATHROOM, SENIOR TOILETS, THE STAFF ROOM AND PPA ROOM** – through the fire door beside the PPA room, turn left past the Early Years Garden and the hall to the path alongside the school drive, through the gate into and across the car park.
- **FROM THE DEMOUNTABLE** – Exit through the main door, down the ramp, through the gate towards the Assembly Point in the car park.
- **FROM THE SENIOR YARD** – through the gate at the top right of the yard, into the junior yard towards the main entrance of the school through the gate to the Assembly Point. Depending on the fire location or risk this could be dynamically changed.
- **FROM THE JUNIOR YARD** – move towards the main school entrance, through the gate to the Assembly Point.

## ARRANGEMENTS FOR EVACUATION OF PEOPLE ESPECIALLY AT RISK:

- All the pupils/students at Villa Real School have severe or profound and multiple learning difficulties, Autism Spectrum Disorders and/or distressed behaviour and staff should follow the guidance in their PEEPs and Individual Health Care Plans
- Pupils/students who use wheelchairs and who are out of their chair when the alarm sounds may be lifted back into their chairs as per their individual Risk Assessment and/or according to their PEEP.
- Pupils/students in the Hydrotherapy pool may be lifted out of the pool into their chairs as per their individual Risk Assessment and/or according to their PEEP. Foil blankets are provided for pupils/students and staff who are in swimwear. If safe to do so, pupils within the hydro pool could be authorised to stay in place, depending on severity and location of the fire.
- Staff identified as having a PEEP should be evacuated in accordance with their individual PEEP
- Visitors invited to the School will be requested to inform the School of any special requirements which may include any mobility issues, hearing/visual impairments or if any assistance is required in evacuating the school premises before they arrive.

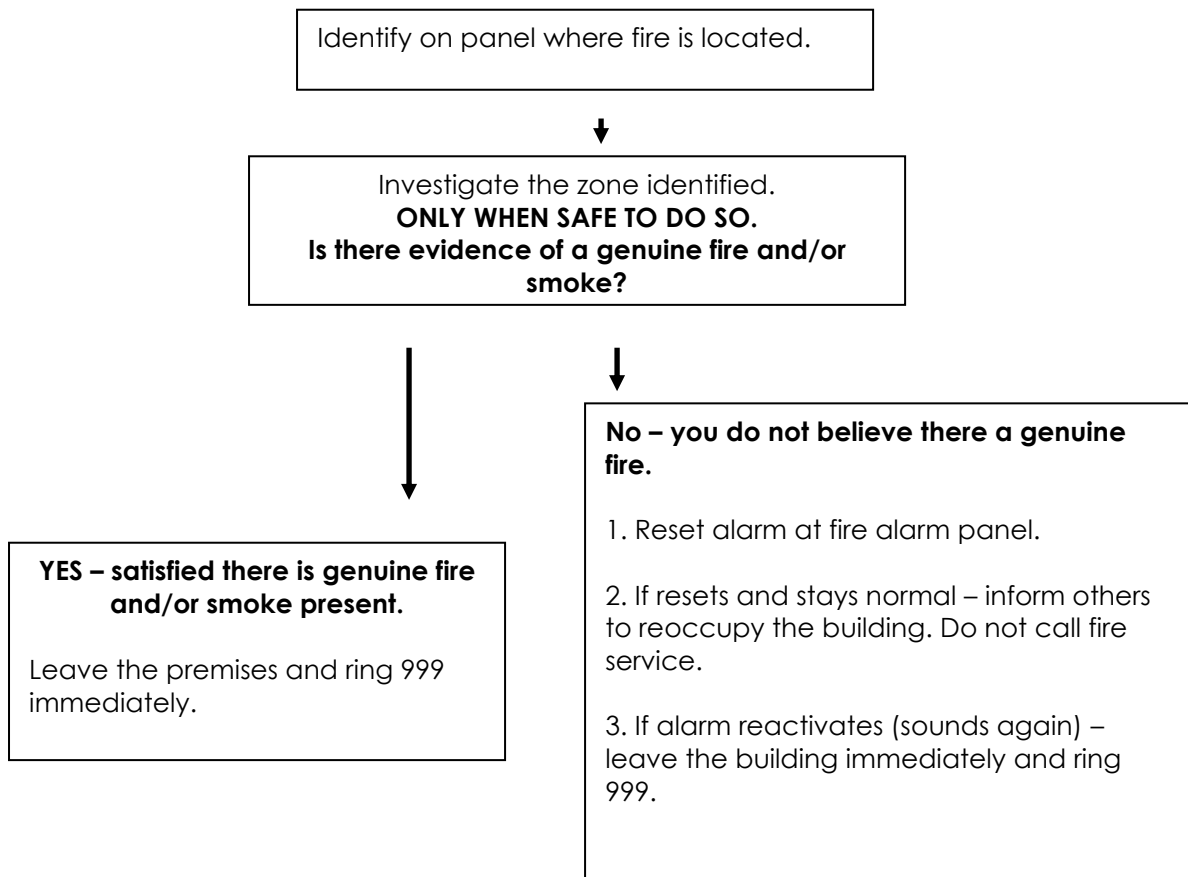
**SCHOOL FIRE PLAN ZONES** – In line with the school Fire Plan map all rooms within the school will fall into a coloured zone, this can be seen below and also located at the school entrance fire alarm panel.

School Fire Zones		
Classes & Class Rooms (as@Dec23)		
Pale Blue	Zone 1	Boiler Room Only
Olive	Zone 2	S4 – Demountable Classroom
Red	Zone 3	Kitchen (2)
Yellow	Zone 4	Hall (1) WC (3) WC (4a) Deputy Head Office (4) Ass Head Office (5) Ass Head Office (5a) Reception (6) S3 Classroom (7) SBM Office (8) Medical Room (9) Hydro (43) WC (44) WC (45) Store (46) PE Store (46a)
Orange	Zone 5	Room 10, HO Office (11) IT Office (38) CE1 Classroom (39a) Outdoor Ed Office (39b) WC (40) Sensory (41) Soft Play (42)
Green	Zone 6	WC (23/4) Changing Room (25) WC (26/27) P3 Classroom (28) Changing Room (29) CE3 Classroom (30) PPA Room (31) Staff Room (32) Kitchen (33) WC (34 / 36) Sensory Room (35) P2 Classroom (37)
Pink	Zone 7	EYFSA Classroom (12) S2A Classroom (13) Quiet Room (14) S2 Classroom (15) P2A Classroom (16) S3A Classroom (17a, b) Changing Room (18) WC (19, 20) P3A Classroom (21) CE2 Classroom (22)
Blue	Zone 8	P1A Classroom (47)

## Procedure for calling emergency services

On hearing the alarm, **the building will be evacuated as described above**. At the same time the designated person (School Business Manager or Caretaker) will read the fire alarm panel to identify the location of the fire.

The following simple procedure should be followed **WHEN SAFE TO DO SO**. If in any doubt get out of the building and ring the Fire Service on 999.



## **Arrangements for fighting fire**

- There are a sufficient number of fire extinguishers which are adequate for the risks within the premises and are located throughout the school premises. Staff should only attempt to fight a fire with the fire extinguishers provided and if they can do so without risk to themselves or others and if they feel they are competent to do so. If staff are unsure, they should leave immediately, closing any doors behind leaving firefighting to the Fire Service.

## **The duties and identity of staff that have specific responsibilities if there is a fire**

### **FIRST AIDERS FOR STAFF**

In the event of a fire/smoke present, the First Aiders for staff are to assess staff and pupils/students that have been identified as having a medical condition concerning breathing/chest problems.

**DEPUTY HEADTEACHER** - to take the two small oxygen cylinders out of Medical Room to the assembly point, leaving the large 7kg cylinder in the Medical Room.

**ICT TECHNICIAN** to assist CE3 in the evacuation of class students.

**HEADTEACHER** is to ensure that Conductive Education classrooms are evacuating, supporting if required and directing staff to ensure that pupils are evacuated.

### **Fire Wardens**

- Fire wardens in terms of an active role will need to competently respond to emergencies, being prepared and trained to use firefighting equipment if safe to do so.
- Fire wardens will be trained by the Durham County Council Health and Safety Team which will be conducted on an, every three years basis.



## **Any appliances or power supplies that have to be isolated if there is a fire**

**Main Gas Point** – in boiler house or at the top of the main school drive just inside the school gate.

**Main Electrical Switch** – in the switch room near Room 22 classroom at the beginning of the right-hand fork in the school corridor.

**The Caretaker is responsible for the above.**

### **Specific arrangements for high-risk areas**

<b>Boiler house –</b>	Gas point
<b>Plant room for Hydro pool –</b>	Calorex heating unit for heating water in pool Chlorine agitator Electrical pumps CO2 tank Chlorine powder
<b>Garage -</b>	Petrol canisters in locked metal cupboard Petrol in lawnmowers and strimmers Poison in locked metal cupboard
<b>School Kitchen -</b>	Gas isolation point

### **Contingency Plans for when safety systems are out of order**

- In the event of a fire detection systems being out of order, staff should use the internal telephones to inform the office, and shout to alert neighbouring rooms. The office will phone other classes and staff.
- Activities to take place will be reviewed and any that could cause a fire will be postponed till the fire safety system is operating again, e.g. Science experiments involving naked flames.
- Some rooms will not be used without fire detection in place, e.g. those are that are isolated so neighbouring classes could not alert them, or rooms within rooms where people would be trapped by a fire in the outer room.
- In the event of the place of assembly being unavailable the school will use the Ambulance Station/ Fire Station.

### **Procedure for meeting rescue services on their arrival and notifying them of any special risks**

The Headteacher will meet the emergency services in the main car park at the front of the school. There is a designated area for the emergency services to park a vehicle beside the Outdoor Climbing Wall.

## **What training employees need and the arrangements for ensuring that this training is given**

- Fire drills will be held every term. False alarms are treated as a fire drill.
- The emergency procedure will be shared with staff, including the induction of new staff.
- Details of this policy are discussed annually with staff at a staff meeting at the beginning of the school year and reviewed by Governors annually.

## **Plans for dealing with people once they have left the premises**

- Once the premises have been evacuated if it is unsafe to return, parents/ carers will be contacted and asked to collect their children as soon as possible.
- Alternative accommodation may be found at the adjacent Fire and/ or Ambulance station.

## **Liaison between building owners, employers, residents and rescue services**

- The SBM together with the Caretaker is responsible for ensuring damage to building is repaired.
- Emergency premises assistance can be obtained from –

Property Helpdesk - 03000 267 890

Health & Safety Team – 03000 265 787

## **Invacuation procedure**

There may be occasions when it may be safer to move people away from a threat while remaining inside the school building.

If the threat is outside of school or the location is unknown, people may be exposed to greater danger if the evacuation route takes them past the threat. In this case moving all staff and pupils to a safer space is often safer than evacuating them into the grounds.

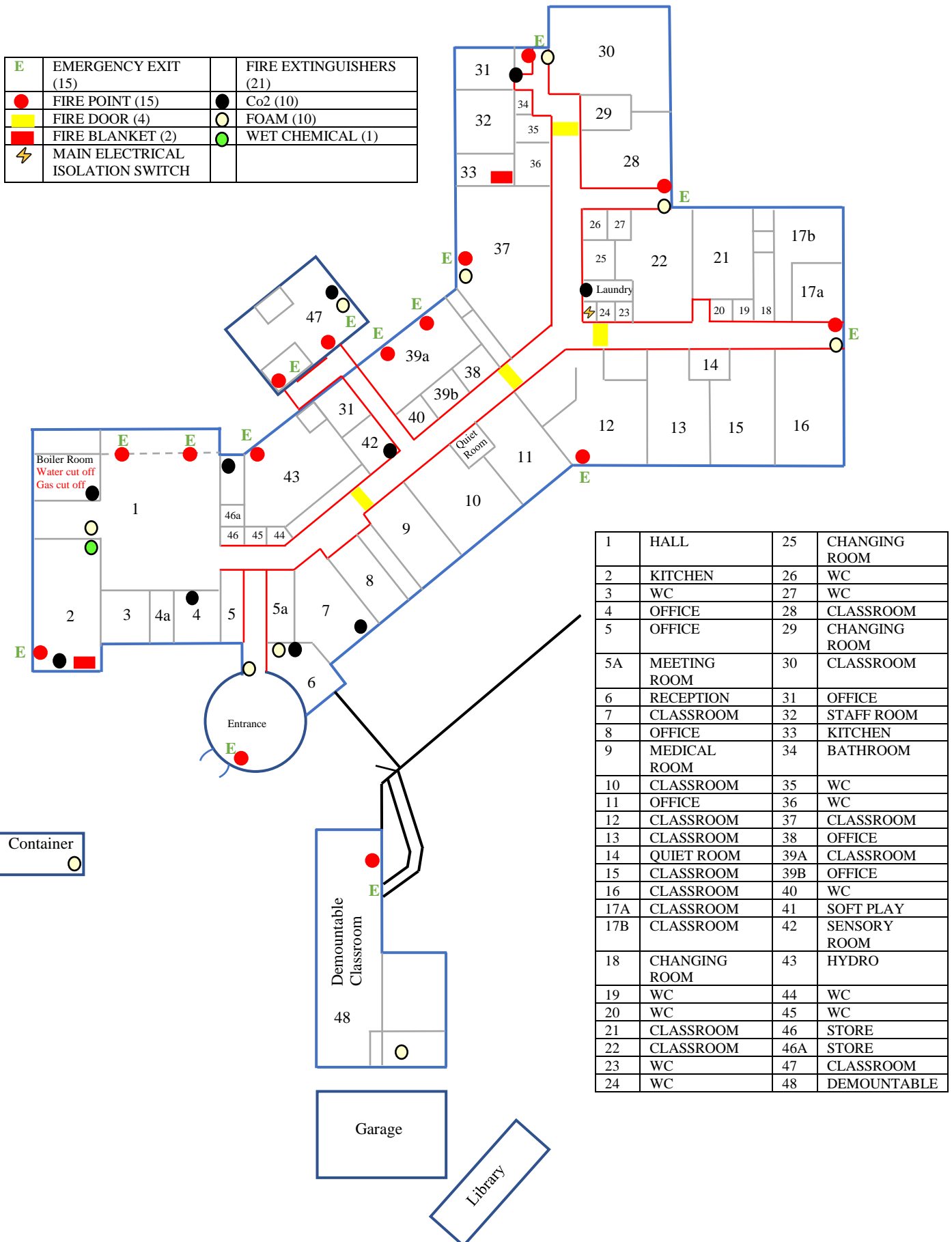
The area which has been identified within school will be the main hall, as this area has access to toilet facilities, seating, drinking water, lighting and communications.

All classes would be alerted by the school bell being rang continuously for one minute, then two short rings. At which point all staff should escort pupils in a calm manner to the main hall area.

SMT will be on hand to support staff and pupils with the smooth transition from one area of school to the safe space in the main hall.

# Appendix 1 – Fire Plan

<b>E</b>	EMERGENCY EXIT (15)	<b>●</b>	FIRE EXTINGUISHERS (21)
<b>●</b>	FIRE POINT (15)	<b>○</b>	Co2 (10)
<b>■</b>	FIRE DOOR (4)	<b>○</b>	FOAM (10)
<b>■</b>	FIRE BLANKET (2)	<b>●</b>	WET CHEMICAL (1)
<b>⚡</b>	MAIN ELECTRICAL ISOLATION SWITCH		



1	HALL	25	CHANGING ROOM
2	KITCHEN	26	WC
3	WC	27	WC
4	OFFICE	28	CLASSROOM
5	OFFICE	29	CHANGING ROOM
5A	MEETING ROOM	30	CLASSROOM
6	RECEPTION	31	OFFICE
7	CLASSROOM	32	STAFF ROOM
8	OFFICE	33	KITCHEN
9	MEDICAL ROOM	34	BATHROOM
10	CLASSROOM	35	WC
11	OFFICE	36	WC
12	CLASSROOM	37	CLASSROOM
13	CLASSROOM	38	OFFICE
14	QUIET ROOM	39A	CLASSROOM
15	CLASSROOM	39B	OFFICE
16	CLASSROOM	40	WC
17A	CLASSROOM	41	SOFT PLAY
17B	CLASSROOM	42	SENSORY ROOM
18	CHANGING ROOM	43	HYDRO
19	WC	44	WC
20	WC	45	WC
21	CLASSROOM	46	STORE
22	CLASSROOM	46A	STORE
23	WC	47	CLASSROOM
24	WC	48	DEMOUNTABLE