



**KING'S PARK  
ACADEMY**

High Expectations Lead to High Achievers

# **KING'S PARK ACADEMY**

## **Fire Safety Policy**

**Adopted by Academy Advisory Committee: June 2016**

**To be reviewed: May 2019**

**High Expectations lead to High Achievers  
Part of the Ambitions Academies Trust**

The Academy Advisory Committee (AAC) of King's Park Academy accepts the following principles in respect of its Fire Safety Policy.

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## **A The background**

### **1 Aims and objectives**

#### **Aims**

- To induct all new staff about emergency fire procedures.
- To train all staff about fire precautions annually.
- To recruit and maintain ongoing training for an adequate number of fire wardens.
- To ensure that fire evacuation procedures are adhered to in the event of an emergency.
- To ensure that fire precautions are maintained at all times.
- To reduce the risk of a fire breaking out
- To ensure all staff familiarise themselves with the structural and other fire precautions in the school
- To rectify any flaws in the fire precautions identified by internal or external inspections or audits or otherwise, and to draw up and implement action plans where shortfalls cannot be put right immediately
- To ensure that staff comply with all instructions given to them in regard to fire safety
- To ensure that the prime objective is for staff to evacuate the building safely and not to tackle the fire but leave to the professionals
- To ensure that staff report any concerns regarding fire precautions to the fire safety manager.

#### **Objectives**

- To ensure the health and safety of all staff, pupils and visitors in the event of a fire.
- To satisfy the requirements of fire safety legislation
- To comply with the Bournemouth Borough Council fire safety policy
- In the event of fire, to reduce property damage, business interruption, consequential loss and reputational damage

### **2 Legislation and Bournemouth Borough Council fire safety policy**

The school is subject to the terms of the Regulatory Reform (Fire Safety) Order 2005. This legislation is enforced by the fire and rescue authority. This is mainly concerned with life safety.

The school is also subject to the Bournemouth Borough Council fire safety policy. This is concerned with life safety, and in addition preventing and reducing property loss, consequential loss, and business interruption. It also seeks to reduce the risk of fire starting and to minimise the risk of arson. This policy is on display in the staff room and a copy is in the fire safety manager's guide (FSMG) which is kept in the head teacher's office. The principal requirements of the policy are shown in Appendix 1.

### 3 Fire risk assessment

The Regulatory Reform (Fire Safety) Order 2005 requires a fire risk assessment to be carried out in controlled premises. This forms the basis for precautions in the building. The risk assessment needs to be kept under review and may be altered in the light of change of risk, eg building alterations or change of occupancy. The fire risk assessment for the school is in the FSMG which is kept in the head teacher's office.

### 4 Responsible person and Fire Safety Manager

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, each building has a "responsible person". In the case of a school, the responsible person is the head teacher. The responsible person appoints a Fire Safety Manager to be responsible for day to day management of the fire precautions. Details of the responsible person and fire safety manager are given in Appendix 2.

## **B Day to day management of fire precautions**

### 1 Signing in procedures

All staff must sign in and out of the site. All pupils must be recorded on class rolls and absences from school (whether for sickness, visits off site or any other reasons) must be recorded. Similarly, all visitors (including contractors) must sign in and out of the site. Out of hours lettings need their own signing in arrangements. The aim is to have a continuing and up to date record of persons on site so that they can be accounted for in an evacuation.

### 2 Training requirements

Training requirements for persons using the school are as follows:

Who	What	When	Remarks
All staff	Induction training	On induction	
	Refresher training	Annually	
Fire wardens	Initial training	On appointment to role	
	Refresher training	Annually at beginning of autumn term	
		On change of procedures	
Fire extinguisher operators	Initial training	On appointment to role	Approx 10% staff to be trained
	Refresher training	Three yearly	
Persons hiring parts of the premises	Initial training	On signing leasing agreement	Fire procedures may differ from those for day to day school use
		Annually	
	Refresher training	On change of procedures	
Visitors	Recognising fire alarm, location of assembly points	On arrival	Card handed to visitors on arrival

A written record will be kept in the fire safety manager's guide of all training, detailing:

- The date of the training
- The nature of the training
- Who gave the training
- Who received the training

Each person attending a training session will sign the training record.

Pages 14.54-14.55, 14.57 and 14.63 of the FSMG refer.

Teachers will train their pupils on the action to be taken in the event of fire alarm operation.

### **3 Evacuation drills**

A fire evacuation drill will be held at least once a term as close as possible to the beginning of term. Additional drills must be held if there is a change of circumstances, eg building work necessitating a change of escape route, or a change in fire alarm system. All drills will be debriefed using page 14.56 of the FSMG and an action plan drawn up and implemented to address matters requiring attention.

#### Evacuation drill targets [September 2010]

- The building should be evacuated within 2.5 minutes of the alarm sounding. All topographical wardens should carry a handset and inform the head teacher that their area is free immediately by telephone as necessary during the duration of the new build.
- Everyone should be accounted for within 8 minutes of the alarm sounding; Everyone should be accounted for within 8 minutes if the primary routes are used, 10 minutes if the secondary routes are used.

### **4 Controlling the risk**

The school is provided with physical fire precautions, such as fire resisting walls, doors and floors, emergency door release devices, fire alarm and detection system, emergency lights, exit and instruction signage and fire fighting equipment. These fire precautions combine with fire procedures and occupants trained in the action to take in the event of fire to produce a fire safety scheme which is appropriate to the risk.

Any change in risk (eg change of use of rooms, increase in occupancy, changes to the building structure or erection of new buildings, introduction of ignition sources or introduction or increase of combustible materials) may affect the fire risk assessment and must be reported to the council fire safety adviser for advice.

Any damaged, missing or unserviceable fire precautions items must be reported to the fire safety manager for immediate action.

Exit routes must be kept clear and immediately available in the case of fire. For occupants with a disability which may affect their response to a fire incident, a personal emergency evacuation plan will be prepared.

Specific requirements relating to storage and obstruction are given in Appendix 12.

## **C Action in an emergency**

### **1 Action on discovering a fire**

Any person discovering a fire or being told of a fire will:

- Warn people in the immediate vicinity by word of mouth.
- Immediately operate the nearest fire alarm point or positively ensure that a call point is operated.
- If there is no fire alarm call point in the classroom, commence evacuation and operate the first call point on the exit route. Call points are located at each storey exit and each ground floor door to open air.
- Warn anyone of the fire if they are encountered before a call point can be operated.

### **2 Calling the fire brigade**

The school fire alarm system is linked to an external monitoring centre whose personnel can call the fire brigade. In the first instance during school hours, the monitoring centre will attempt to contact the school by telephone. If monitoring centre staff:

- Are unable to contact the school
- Contact the school and are informed of a confirmed fire they will immediately contact the fire brigade.

In the event of a confirmed fire, the reception staff or responsible person will call the fire brigade without delay by phoning 999, giving the fire control the full school address, the location of the fire where known and all available information on the nature of the fire.

**THE FIRE BRIGADE MUST BE CALLED IMMEDIATELY TO ANY FIRE HOWEVER SMALL OR TO ANY SUSPECTED FIRE.**

Where a fire is discovered that:

- has been immediately extinguished by staff
- has burned itself out before discovery

the following action must be taken:

Circumstances of fire	Operate fire alarm system	Call fire brigade	Other action	Remarks
Immediately extinguished by staff	Discretionary, but if there is any risk of fire or smoke spread or in doubt, operate fire alarm. Smoke detection system may operate alarm	Yes	All fires and fire alarm actuations must be reported to the fire safety adviser and council insurance section within 48 hours	
Burned itself out before discovery		Yes		

The fire brigade must still be called using the 999 system.

### 3 Action on hearing the fire alarm

On hearing the alarm all staff should fulfil their agreed roles and responsibilities to evacuate the premises **immediately**.

All staff should ensure that all windows and doors are closed but not locked, if it is safe to do so. All children should leave behind personal belongings including bags and coats.

Adults and children should file out **in silence** and muster at the assembly point.

The fire procedure will vary during the course of the day and will be dependent on the school layout during rebuilding work currently in progress. Current evacuation plans are shown in the appendices thus:

Time	0730-0900	0900-1230	1230-1330	1330-1530	1530-1630	1630-2200	2200-0730
Evacuation plan	Modified standard	Standard	Lunchtime	Standard	Modified standard	Lettings	School closed

Evacuation plan	Appendix	Remarks
Standard	3	
Lunchtime	4	
Modified standard	5	Under development
Lettings	6	Under development
School holiday use	7	Under development

### 4 Duties of staff

All staff have duties in the event of fire, and these are shown in the appendices thus:

Staff	Appendix	Remarks
Fire wardens and other key personnel	8	
Other members of staff	9	
Fire extinguisher trained staff	10	

### 5 Duties of visitors/contractors, etc

All visitors and contractors must go immediately to the assembly point and line up in front of the marked assembly points where a roll call will be taken. Evacuation and roll calls should take place in silence.

## **D Other fire safety matters**

### 1. Seeking further advice

Further advice and assistance is available thus:

Nature of advice	Contact name	Contact telephone	Remarks
General advice, advice specific to school or BBC	BBC fire safety advisers Simon Adamson and Marcus Adams	01202 245175	First port of call office hours
Advice regarding compliance with Fire Safety Order if BBC fire safety advisers cannot be contacted	Dorset Fire and Rescue Service local HQ	01305 252600	Office hours
Urgent out of hours fire safety problems	Fire control	01305 252040	24 hours
Emergency assistance	Fire control	999	24 hours

### 2. Policy review dates

This policy will be reviewed:

- annually in June
- on change of risk including building layout
- on change of personnel named in this policy

### Appendices

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## **APPENDIX 1 Bournemouth Borough Council fire policy extract**

The Council will ensure that:

1. Adequate means of escape in case of fire exist for all persons on Council premises.
2. All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times the premises are occupied.
3. The means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order in accordance with the schedule contained in the fire safety log book.
4. Adequate means of giving warning in case of fire exist and are maintained in efficient working order in accordance with the schedule contained in the fire safety log book.
5. Adequate means for fighting fire are present and are maintained in efficient working order in accordance with the schedule contained in the fire safety log book.
6. 'Fire Action' notices will be displayed throughout Council premises.
7. Appropriate instruction is given to all persons employed in Council premises on fire safety and evacuation procedures at least once a year (more often in specified premises).
8. Effective management procedures are in place to respond to and deal with the aftermath of a fire.
9. A culture of consultation with staff, school Governors and other key stakeholders regarding fire safety matters is established and maintained.
10. Appropriate fire training is given to designated staff having an active role in the implementation of fire precautions, eg fire safety managers, fire wardens.
11. All premises owned or occupied by the Council have had a fire risk assessment and appropriate control measures are implemented.
12. The risk of arson to Council property is assessed and appropriate control measures are implemented.
13. That measures are taken to protect buildings and equipment from fire that are commensurate with the risks and are appropriate to those assets.
14. That arrangements are made with external agencies and statutory bodies (i.e. Fire Brigade) to ensure legal compliance and the adoption of acceptable but practical solutions in fire safety management.

## **APPENDIX 2            Roles and Responsibilities of the Fire Officer**

1. Have responsibility for overseeing all matters pertaining to the fire safety of the building.
2. Keep the Head of Business Unit/Building Manager informed regarding all fire safety matters.
3. Implement the fire safety policy relevant to the building.
4. Take control of the fire safety manager's information pack and any updates provided by the fire safety adviser.
5. Take control of the original Fire Audit and in-house annual fire risk 're-assessments' and reports from the fire safety adviser and/or Dorset Fire and Rescue Service and file in the appropriate section of the Information Pack. (Section 3).
6. Facilitate, delegate and monitor the various operational fire safety requirements applicable to the building e.g. testing of fire safety equipment to current requirements as detailed in the fire safety log book.
7. Have control of the fire safety log book for the building and periodically check that all required entries/tests/checks/fire drills/evacuations are recorded correctly.
8. Arrange for a 'Fire Risk Re-assessment' of the building to be carried out:
  - (a) Annually on the anniversary of the original Fire Audit
  - (b) On any change of use to all or part of the building } Copies to fire
  - (c) On any change of structure to the building } safety adviser
  - (d) File copies of all notifications with the original Fire Audit.
9. Ensure that all items identified in the original Fire Audit and/or Fire Risk Re-assessments are notified to the Head of Business Unit/Building Manager and progressed.
10. Arrange for 'Fire Action' notices to be displayed in the building in accordance with the Information Pack.
11. Display the Council's fire safety policy on staff notice boards and ensure that all staff are aware of its contents.
12. Appoint fire wardens where appropriate and ensure they are adequately trained.
13. Ensure that all staff attend Fire Safety training at least once a year (more often in specific premises) and that training is recorded in the Fire Safety Log Book. Advise the Head of Business Unit/Building Manager of any persons not trained in a calendar year.
14. Arrange for at least 10% of staff (minimum of two persons to cover all opening times, leave and sickness) to receive fire extinguisher training as per information contained in the fire safety manager's information pack.

15. Make sure that contractors are advised of the buildings fire safety requirements and the pro forma included in the information pack is completed as appropriate.
16. Require contractors to accept and sign the 'Hot Works' permit, and any other relevant Permits to Work, contained in the information pack as appropriate.
17. Consult the fire safety adviser (451411) on any matter where he/she requires further advice or assistance.

## **APPENDIX 3            Standard evacuation procedure**

MEANS OF ESCAPE: Refer to plan.

### Block A:

#### Ground Floor (Years 1 / 2 / 3):

- The primary means of escape will be out the classroom door to open air turning left around Block A to fire assembly point on the back playground.
- Should circumstances dictate, secondary routes include:
- Out of the internal classroom doors to the nearest fire exit door adjacent to the 'Trim Trail' playground and then over to the assembly point on the back playground.

#### 1<sup>st</sup> Floor (Years 4 / 5 / spare classrooms):

- The primary means of escape will be into the classroom corridor and then down the nearest set of stairs to open air then across to the fire assembly point in the 'Ball' playground.
- Should circumstances dictate, the secondary routes include:

Into classroom corridor and down nearest available set of stairs in Block A to the fire exit or through to Block C via ramped corridor to access the crush hall stairs which will then exit to rear alleyway via steps and then around the building through two sets of gates to the assembly point.

### Block B:

#### Ground Floor (SEN office / Site Managers office / Library / Changing Rooms):

- The primary means of escape will be into the corridor and left to the Gym lobby exit into the 'Trim Trail' playground and over to the assembly point.
- Should circumstances dictate, secondary routes include:
- Into the crush hall and exit to the rear alleyway via the steps and around the building through two sets of gates to the assembly point.

### Block C:

#### Ground Floor Classrooms (Reception):

- The primary means of escape will be through the doors to open air from the classrooms into the playground and then around Block A to the assembly point.

- Should circumstances dictate, secondary routes include:

Through the classroom door into the corridor turning right to the crush hall and out to the rear alleyway via the steps, then around the building through the two sets of gates and over to the assembly point.

#### 1<sup>st</sup> Floor Classrooms (Year 6)

- The Primary means of escape will be right into the classroom corridor, down the crush hall stairs and out to the rear alleyway via the steps, then around the building through the two sets of gates and over to the assembly point.
- Should circumstances dictate, secondary routes include:

Turning left out of classrooms along corridor, down stair 2 and out to rear alleyway via ramped fire exit then around building through two sets of gates to the fire assembly point.

Or

Right into corridor then at head of crush hall stairs, carry straight on through Gym, down the stairs and out into playground and over to assembly point.

#### Block D

##### Ground Floor (Little Ambers Nursery)

- The primary means of escape will be out the nursery main entrance in the playground, and then through the gates along the rear alleyway around the building through two sets of gates to the assembly point.
- Should circumstances dictate secondary means of escape include:

Through the internal double doors into the school corridor, then out of the ramped fire exit and along the rear alleyway around the building through two sets of gates to the assembly point.

##### Block D 1<sup>st</sup> Floor:

##### Golden Rooms:

- The primary means of escape for both rooms is via the external fire escape accessed from the turnaround room, then into the nursery playground through the gates into and along the rear alleyway, around the building through two sets of gates and over to the assembly point.
- Should circumstances dictate secondary means of escape include:

Into the corridor down stair 2 and out to rear alleyway via ramped fire exit then around building through two sets of gates to the fire assembly point.

## Block E

### Ground Floor playground toilets:

- The primary means of escape will be out the toilet door into the main playground and over to the assembly point.
- Should circumstances dictate secondary means of escape include:

Out of the internal toilet door into the lobby area then left out the fire exit doors into the playground and over to the assembly point.

### 1st Floor toilets and Gym:

The primary means of escape is out onto the Gym landing, down the stairs to the lobby and out the doors to the main playground and over to the assembly point.

- Should circumstances dictate secondary means of escape include:

Into the corridor adjacent to the staff room and down stair 3 into the crush hall exiting to the rear alleyway via the steps around the building through two sets of gates and over to the assembly point.

## Hall

- The Primary means of escape is into, and across the hall corridor out into the playground, then around Block A to the assembly point.
- Secondary routes from the hall include:

Out of the external fire exits and over to the nursery playground, through the gates and along the rear alleyway, around the building through two sets of gates and over to the assembly point.

## Admin Block

- The primary means of escape into the playground via the office corridor and around Block A to the assembly point.
- The secondary route is out the front reception and then back into the school via the school gates (opened on leaving) or visitor's car park (fob required).

It should be noted that not all possible escape routes from all locations are listed above, primary, and at least one secondary route are mentioned as agreed by the schools Fire officer. All staff should make themselves familiar with all areas of the school and all possible escape routes should they have a need to deviate from the primary or secondary routes as listed, fire exit signs are situated throughout the school above doors and at changes of direction to aid timely and safe escape. Please refer to evacuation plans attached.

#### **APPENDIX 4            Lunchtime evacuation procedure**

For persons within the buildings, the standard evacuation procedure will be used. Persons in King's Park will go straight to the assembly points. Persons in the playground must not re-enter the building to reach the assembly point. Staff in the playground will form the children into 'crocodiles'. Any school staff not otherwise committed will report to the playground to assist and then line up along Ashley Road to safeguard the children. Children will be marched along Ashley Road to reach the assembly point either by:

- Re-entering the site and using the alleyway between the main building and King's Park; or
- If this route is not available, using the main park access road.

#### **APPENDIX 5. Modified standard evacuation procedure**

This procedure is intended to cover the periods when the school is not fully staffed, eg for the periods of the breakfast club and after school clubs.

This procedure is being developed.

#### **APPENDIX 6            Lettings evacuation procedure**

This procedure is being developed.

#### **APPENDIX 7            School holiday evacuation procedure**

This procedure is being developed.

#### **APPENDIX 8            Fire wardens and other key personnel**

These include:

- Named fire manager:            Finance Manager
- Deputy fire manager:            Associate Principal
- Lead fire warden:                Site Manager
- Deputy lead fire warden:        Assistant Caretaker
- Member of staff in charge of classes:  
    Class Teacher, Supply Teacher,  
    Class Lunchtime Supervisor, Teaching Assistant
- Named fire wardens as per list below.

#### **Fire Manager and Wardens**

The fire manager and fire wardens should wear the high visibility waistcoat provided to ensure clear visibility.

At King's Park the fire manager can be identified wearing an orange high visibility waistcoat; all fire wardens wear yellow.

Fire Evacuation Roll Call Checklist.

Start time: ..... Stop time:..... Total time:.....

Class	No. on Register.	Are all the children here?	No. of children missing?
Reception - Garnet			
Reception – Ruby			
Reception - Coral			
Yr 1 – Sunstone			
Yr 1 - Carnelian			
Yr 1 - Amber			
Yr 2 - Diamond			
Yr 2 - Citrine			
Yr 2 – Zircon			
Yr 3 - Emerald			
Yr 3 – Jade			
Yr 3 – Peridot			
Yr 4 – Turquoise			
Yr 4 - Aquamarine			
Yr 4 - Sapphire			
Yr 5 – Tanzanite			
Yr 5 - Azurite			
Yr 6 – Tourmaline			
Yr 6 – Amethyst			
Nursery			

**Are all staff accounted for? Yes / No**

.....

**Are all catering staff accounted for? Yes / No**

.....

**Are all Visitors accounted for? Yes / No**

.....

Area	Description	First warden	Reserve Warden	Is FW out?	Areas checked & ok?
Reception	3 x Classrooms Small Group Room Toilets	Mel Berkhauer	Laura Hirons		
Year 1	3 x Classrooms 2 x Children’s Toilets 1 x Accessible Toilet	Sandra Homer	Karen Robinson		
Year 2	3 x Classrooms Small Group Room 2 x Toilets	Catherine Clay	Laura Smith		

Year 3	1 x 1 <sup>st</sup> floor Classroom 2 x Ground Floor Classrooms Ground Floor Toilets	Corina Everington	Tracy Bond		
Year 4	3 x Classrooms 2 x Toilets	Lisa Barton	Avril Sinden		
Year 5	3 x Classrooms Small Group Room 2 x Children's Toilets 1 x Accessible Toilet	Lin Higgins	Kathryn Segouini		
Year 6	3 x Classrooms 2 x Toilets ICT Suite, PPA Room, Nurture & Turnaround areas.	Emma Day	Kate Duncan		
Block D Ground Floor	Nursery, After School Club	Janine Churchill	Sue Taylor		
Admin Block	Ground Floor Offices, Toilets, Staff Kitchen	Kathryn Walker	Lindsey Henry		
Hall & Resources	Hall, Hall Corridor Toilets, Stage, 1 <sup>st</sup> floor Resources	Sue Heathman	Kathryn Walker		
ICT, Gym	Staff Toilets, Staff Room, Gym, 1 <sup>st</sup> Floor Gym Toilets	Lawrence Payne			
Library	Library, Changing Rooms, 1 <sup>st</sup> Aid, SEN Office, Playground Toilets.	Lawrence Payne			

**Is Lead Fire Warden Out? Yes /**

**No.....**

**Emergency Evacuation Roles and Responsibilities:**

<b>Name</b>	<b>Fire Duty</b>	<b>Who is reserve?</b>	<b>Information required:</b>
Helen Butler (HB)	Collect roll call checklist and pupil records (if ready) and proceed direct to assembly point. Collate information from Teachers / Fire Wardens and complete rollcall checklist.	Lauren Dean	
Lauren Dean (LD)	Reserve for Helen Butler	Catherine Phillips	
Nigel Fox	Lead fire warden before 3pm	Lawrence Payne	
Dave Kendall	As Nigel Fox after 3pm.		

Lawrence Payne (LP)	Reserve for Nigel Fox before 3pm.		
Elaine Jefford / Sam Wakefield	Deliver pupil registers and roll call checklist to Fire duty Manager, collate staff, visitors registers & pupil records.	Cindy Panton	
Cindy Panton	Deliver pupil records to Fire Duty Manager (HB) at Fire Assembly point if still being collated. Support SM/EJ with staff & visitor registers.		
Catherine Phillips	Front door. Await Fire Brigade.		

**The following staff are identified as Fire Wardens:**

No.	Name	Abbrev	Topographical duties, i.e. Check area & inform HT & LFW of any concerns.	Specific duties	Reserve warden
1	Nigel Fox	NF		Yes	
2	Dave Kendall	DK		Yes	
3	Lawrence Payne	LP	Yes		Yes
4					
5	Mel Berkhauer	MB	Yes		
6	Laura Hiron	LA			Yes
7	Sandra Homer	SA	Yes		
8	Karen Robinson	KR			Yes
9	Catherine Clay	CC	Yes		
10	Laura Smith	LS			Yes
11	Corina Everington	CE	Yes		
12	Tracy Bond	TB			Yes
13	Lisa Barton	LB	Yes		
14	Avril Sinden	AS			Yes
15	Lin Higgins	LH	Yes		
16	Kathryn Segouini	CS			Yes
17	Emma Day	ED	Yes		
18	Kate Duncan	KD			Yes
19	Sue Taylor	ST	Yes		
20	Janine Churchill	JC			Yes
21	Helen Butler	HB	Yes		
23	Cindy Panton	CP			Yes
24	Sue Heathman	SH	Yes		Yes
25	Catherine Phillips	CPH	Yes	Yes	
26	Elaine Jefford	EJ		Yes	
27	Sam Wakefeild	SW		Yes	
28	Kathryn Walker	CW	Yes		Yes

## **APPENDIX 9 Other members of staff**

### Member of staff in charge of classes

[Class Teacher, Class Lunchtime Supervisor, Supply Teacher, Teaching Assistant]

All staff who take responsibility for a class at any time should ensure that they know how many children are in school on arrival to the classroom on a daily basis.

In the event of a fire the class teacher or member of staff in charge of the class should:

1. Lead the class evacuation to the assembly point in SILENCE. The class should be organised into a single file and leave by the nearest available route, as indicated on the plan attached; or follow the signs if the route is blocked.
2. Complete a headcount on arrival to the assembly point. N.B. The class should stand in a straight line and not be seated unless the Headteacher advises.
3. Call the register stating the child's full name, and expect all children to answer clearly "Yes.....[Teacher's name] **All teachers should stand one metre back from their class to ensure clear visibility.**
4. Hold up your register to indicate that you have finished the roll call
5. Inform the fire manager whether all of the children are there, and how many children have been accounted for.
6. Place the register back in the trolley box.

**TEACHERS MUST INFORM THE HEADTEACHER WITHOUT HESITATION IF A CHILD IS MISSING. ALL STAFF SHOULD MODEL SILENCE UNLESS THEY ARE FULFILLING A SPECIFIC DUTY THAT REQUIRES SPOKEN COMMUNICATION.**

## **APPENDIX 10 Fire extinguisher trained personnel**

The following personnel have been trained in the use of fire extinguishers.

## **APPENDIX 11 Evacuation of the site**

On occasions, it may be necessary to evacuate the site. An agreement has been made in principle to use the King's Park Athletic Stadium. This has sufficient covered accommodation to absorb the whole school population and has toilet and catering facilities. Once this agreement has been formalised, it will be promulgated to all staff.

## **APPENDIX 12 Storage**

Particular requirements for storage in the school are:

- Crush Hall:  
This area must be "sterile". This means that no teaching or storage can take place in this area which must be kept clear of any furniture.
- Stage:  
This area must be kept clear of all equipment and furniture and the curtains left open.
- Corridors:  
Items must only be stored on one side of all internal corridors. Storage should be against internal walls only. There should be no storage whatsoever on any external walls in any corridor.