SELSIDE Endowed CE School

FIRE SAFETY MANAGEMENT POLICY
AND
FIRE EMERGENCY EVACUATION PLAN

Approved by	
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Position:	Acting Head teacher
Signed:	J. A. Lowther
Date:	07/09/2020
Review date:	September 2022

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	April 2014
2	Updated to include Arson Prevention Strategy	August 2014
3	Updated to include mainly formatting changes	March 2016
4	Major overhaul to document to include updated Fire Emergency Evacuation Plan – all changes highlighted	February 2017
5	Minor updates throughout including additions as a result of the Covid-19 pandemic	September 2020

REVIEW SHEET

CONTENTS

PART A - FIRE SAFETY MANAGEMENT POLICY

References & Useful Links

Voluntary Aided & Foundation Schools & Academies:

Regulatory Reform (Fire Safety) Order 2005
HM Government Fire Risk Assessment in Educational Premises
Fire safety in new and existing school buildings
Protecting Against Terrorism
KAHSC General Safety Series G35 - Fire Safety Management
KAHSC General Safety Series G36b - Hot Works
KAHSC General Safety Series G41 - Managing Performances & Events
KAHSC School Closures Advice for Schools
School Emergency Plan, Fire Risk Assessment, PEEPs & Fire Logbook

CCC School Closures Advice for Schools
CCC Safety Procedure No. 8 – Fire Safety
School Emergency Plan, Fire Risk Assessment, PEEPs & Fire Logbook

1   POLICY STATEMENT

1.1   Philosophy

The safety of children, staff, volunteers and visitors/contractors is of paramount importance to Selside Endowed CE Primary School and will be given appropriate attention by management to reflect this. It is our aim that the work environment is as safe from fire as can be reasonably achieved and, if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

We recognise & accept our statutory responsibilities as an employer, occupier and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

We also recognise and accept our duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

We are committed to complying with all relevant fire safety legislation, in particular, the Regulatory Reform (Fire Safety) Order 2005. At the same time, we recognise that compliance with legislation is the minimum requirement and will therefore strive to improve upon the statutory minimum.

We will take steps which are reasonably practicable and within its power, to meet its responsibilities, paying particular attention to:

1.   Establishing and managing a fire risk assessment framework, to apply to all of its premises and workplaces;
2.   Managing and maintaining its premises so as to adequately control the risk from fire;
3.   Maintaining adequate fire precautions, with reference to:

   - Means of detection and giving warning of fire;
   - Provision of means of escape;
   - Means of fighting fire, and;
   - Training of staff.

4.   Providing safe systems of work, based on risk assessment, to minimise the risk of fire;
5.   Providing suitable and sufficient information, instruction and training at all levels, to secure competence in fire prevention and fire safety at work;
6.   Making adequate provision for the control of fire in work processes, including the control of hot working;
7.   Keeping suitable and sufficient records;
8.   Providing adequate monitoring and supervision of activities to ensure that standards of fire safety are met;
9.   Making adequate resources available to meet the requirements of this policy.

1.2   Policy Aims

1.   To establish and maintain consistency in the management of fire safety and precautions;
2.   To set minimum standards of fire safety, to control the risk from fire;
3.   To describe our arrangements for managing fire safety in the workplace.

To achieve our aims, we will implement a system involving:

1. Policies and procedures that are clear and safe;
2. Allocation of responsibilities;
3. Fire safety audit;
4. Fire risk assessment;
5. Communication of safe procedures to staff, children, volunteers and visitors/contractors;
6. Establishment, operation and maintenance of effective monitoring and review systems;
7. Provision of appropriate information, instruction and training.

This Policy will be reviewed at intervals of not more than 2 years and any revisions will be notified to relevant persons.

2   RESPONSIBILITIES

2.1   Responsible Person

1. The 'Responsible Person' for Fire Safety will be responsible not only for the safety of employees, but for that of any person lawfully on the premises, or in the immediate vicinity of the premises and at risk from a fire on the premises. The Responsible Person (**Miss June Lowther – Acting Head teacher**) will be responsible for implementing this Fire Safety Management Policy.
2. *The Responsible Person will ensure that a Fire Risk Assessment is completed following the guidance provided in the appropriate *Fire Risk Assessment guidance document produced by HM Government.*
3. The Fire Risk Assessment will be reviewed annually or sooner if there are significant changes to the premises that could impact upon fire safety and the means of escape.
4. An action plan will be produced, arising from the significant findings of the Fire Risk Assessment. It will be signed by the Responsible Person. Reasonable target dates will be set for completion of individual actions, together with acknowledgement of who is responsible for the completion of actions.
5. A copy of the Fire Risk Assessment will be held on site in the office with an additional copy kept off the premises on the cloud for school for use in the event that the original document cannot be retrieved from school due to fire or other emergency.
6. The Responsible Person will:

   a) Manage (including fire safety arrangements) the premise(s) for which they have responsibility;
   b) Seek assistance of a competent Fire Safety Adviser when necessary;
   c) Implement the guidance contained within the appropriate *Fire Safety Risk Assessment Guidance* produced by HM Government;
   d) Develop and maintain the premises Fire Safety Logbook which will contain:

   - Details of the fire warning and detection and record of testing and maintenance;
   - Details of Sprinkler Systems (if installed) and record of testing and maintenance;
   - Records of routine fire safety monitoring checks;
   - Records of fire drills and staff training;
   - Records of false alarms;
   - Records of testing and maintenance of fire-fighting equipment/systems;
   - Records of testing and maintenance of emergency escape lighting.

7. Develop a fire emergency action plan specific to their premises, test the effectiveness of that plan and ensure that staff and pupils are made aware of its contents;
8. Make sure that both stages of the Fire Risk Assessment process have been carried out and that:

   - The significant findings are recorded appropriately;
   - An action plan is produced, as required, to improve control measures.

9. Be accountable for the implementation of this Policy, and arrangements made under it;
10. Make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control;
11. Provide employees and non-employees with the necessary information to ensure their safety from fire;
12. Make sure that there is communication and participation at all levels in fire safety matters;
13. Ensure that a fire safety audit is carried out regularly, with results being acted upon appropriately;
14. Monitor work activities which may involve fire hazards, so that appropriate safety standards are maintained;
15. Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises;
16. Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate; and
17. Receive reports of fire incidents and near misses and take any necessary remedial actions.

Some of the duties of the Responsible Person may be delegated to others in the school; however, the legal responsibilities **cannot** be delegated.

2.2 Fire Safety Manager(s)

The Fire Safety Manager is in overall control during the evacuation process. The role of Fire Safety Manager rests with Miss June Lowther. In their absence, Anna Young/ Laura Mackenzie will deputise.

The Fire Safety Manager's duties in a fire situation include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the Fire and Rescue Service/emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

2.3 Informing the Emergency Services

Laura Mackenzie in their absence is responsible for telephoning the Fire and Rescue Service on hearing the fire alarm, even if the building has an automatic fire alarm connected to the Fire and Rescue Service.

2.4 Fire Wardens

Fire wardens are valuable in any premises and vital in large ones. Fire wardens should always be given responsibility for a specific area, i.e. a floor or a class, and will have the following general duties:

- On hearing the fire alarm, they should check that the floor or section of the premises allocated to them has been fully evacuated by all persons (staff and visitors), making sure toilets, rest rooms, etc. are checked if safe to do so – undertaking sweeps.
- Assisting with the evacuation of children and any other persons who need assistance to evacuate the building.
- Carrying out 'first aid' fire-fighting, as appropriate, if trained to do so but without putting themselves at personal risk – using fire-fighting equipment.
- Proceeding to the 'Assembly Point', closing fire doors/windows en route.
- Ensure that the person in charge of the evacuation is aware that their area has been checked and providing 'all clear reports' or otherwise.
- Assisting with the care and control of all persons evacuated from the premises.
- Not allowing anyone to re-enter the building until informed that it is safe to do so by the Fire and Rescue Service.

2.5 Evacuation Assistants

Where it has been identified from the Fire Risk Assessment that some people using a building may need additional support during an evacuation, specific arrangements will be developed to ensure they have safe egress from the building. Arrangements for safe egress to evacuate a building must be matched with the arrangements for building accessibility. **The evacuation plan will not rely upon the intervention of the Fire and Rescue Service to make it work.**

There are two areas of emergency evacuation which must be considered for people with disabilities or who require additional support:

- A personal emergency evacuation plan (PEEP) for pupils, staff and regular visitors. Examples include someone with their leg in plaster, a wheelchair user, a person with a visual or hearing impairment etc.
- A general emergency evacuation plan (GEEP) for visitors or casual users of the building who may be present infrequently or on only one occasion. The groups of people who should be considered include: staff from other offices/schools, contractors, visitors and customers.

However, it will not be assumed that all people with disabilities will require support to evacuate a building, or that a particular method will be suitable for everyone. If a PEEP is required it will be developed with the person it is designed to help.

A suitable number of appropriate persons (staff) have been nominated and trained to ensure that persons with additional or special needs are safely evacuated (Evacuation Assistants).

Evacuation assistants will be appointed should there be any children in school who require assistance to evacuate.

Evacuation Assistants must:

- Undertake the training necessary for them to perform their role.
- Work with fire teams and other evacuation assistants to refresh training and practice skills on a regular basis.

- Work with persons requiring support to develop a suitable PEEP.
- Assist persons to evacuate the building following the directions of the documented PEEP or GEEP.
- Provide feedback to the Head teacher/Premises Manager following evacuation drills.

2.6   All Employees

Employees will:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
2. Cooperate with the school with regard to any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with;
3. Not intentionally or recklessly interfere with or misuse anything provided in the interest of fire safety e.g. fire-fighting equipment, signage etc.
4. Have a particular duty to other persons (children, staff, volunteers, visitors, contractors, other users of the premises) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security;
5. Draw the attention of the Responsible Person or their Deputy without delay, to any work situation which might present a serious and imminent danger to themselves or others;
6. Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premises;
7. Conform to all instructions, whether verbal or written, given to ensure personal safety and the safety of others;
8. Report all incidents and near misses which result in the potential outbreak of fire;
9. Assist fully in the reporting and investigation of any accident/near miss in connection with the potential outbreak of fire;
10. Attend as requested, all training courses/briefings covering fire safety;
11. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to the Responsible Person or their Deputy;
12. Wear/use protective clothing and equipment as specified;
13. Where a work activity presents a serious and imminent risk of injury to person(s) ensure that the work activity ceases until the risk is removed.

3   MONITORING

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Policy and Fire Emergency Evacuation Plan:

1. Number of fires recorded annually / number of fire related incidents.
2. Achieving set schedules and time frames (evacuation drills and building audits).
3. Measuring the number of Fire Service call outs against cause.
4. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
5. Annual premises inspections and meetings to ensure actions and progress are made.
6. Annual audit of all fire systems by the Fire Safety Manager or nominated person.

4   REVIEW

1. Annual audit of all fire systems by the Fire Safety Manager or nominated person to ascertain compliance with not only statutory provisions but with this Fire Safety Management Policy.
2. Active reviews will take place regularly prior to any likely accident or event.
3. Reactive reviews will take place following a fire safety event occurring.
4. A review will also be undertaken following a fire, changes to the premises construction, facilities and use, new procedures, new equipment, new materials and changes in staff numbers and roles for example.

5   GENERAL MANAGEMENT ARRANGEMENTS

5.1   Fire Alarm and Fire detection Systems

A fire warning and detection system is installed in the building(s). Our fire alarm system is not linked to a 24 hour monitoring centre. If fire is detected by automatic detectors, this will trigger the fire alarm.

5.2   Training

Training will be provided:

- when staff start employment or are transferred into the premises;
- when changes have been made to the Emergency Plan and the preventive and protective measures;

- where working practices and processes or people's responsibilities change;
- to take account of any changed risks to the safety of staff, pupils, students or other relevant persons;
- to ensure that staff know what they have to do to safeguard themselves and others on the premises; and
- where staff are expected to assist disabled persons.

All staff will receive refresher sessions at pre-determined intervals (usually minimum annually). Details of the training provided will be recorded in the Fire Logbook.

Training will include

- the items listed in the Emergency Plan (Part B of this document);
- what to do on discovering a fire;
- how to raise the alarm and what happens then;
- what to do upon hearing the fire alarm;
- the importance of reporting to the assembly area;
- the procedures for alerting students, pupils, members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of fire-fighting equipment;
- the importance of fire doors and other basic fire-prevention measures;
- the location of exit routes (particular those not in regular use) and the operation of exit devices, including physically walking these routes;
- how to open all emergency exit doors;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability);
- the safe use of and risks from storing or working with highly flammable and explosive substances;
- general matters such as cooking other than in designated areas;
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies, e.g. IT training, music, yoga, etc.

5.2.1   Pupils

We will provide pupils with some form of fire safety training (which is refreshed regularly via assemblies, tutor groups etc.) so that they are aware of the actions to be taken in the event of a fire. This will include instruction on the:

- details of the Emergency Plan (Part B of this document);
- importance of fire doors and other basic fire-prevention measures;
- importance of reporting to the assembly area; and
- exit routes and the operation of exit devices.

5.2.2   Fire Safety Managers and Fire Wardens

Staff expected to undertake the role of the Fire Safety Manager and Fire Wardens will require more comprehensive training which will include:

- detailed knowledge of the fire safety strategy of the premises;
- awareness of human behaviour in fires;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- the difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned;
- additional training in the use of fire-fighting equipment; and
- reporting of faults, incidents and near misses.

5.2.3   Evacuation Assistants

Evacuation Assistants (those who assist others with additional needs) will receive:

- Instruction on the use of any relevant evacuation devices such as Evac Chairs for example;
- Awareness of the content of any PEEPs or GEEPs in place for areas they would be expected to cover with the evac chair;

- Manual handling training;
- Training and instruction in the means of assistance available for the building.

5.2.4 Fire Drills

Refer to Section 6.4.

5.3 Maintenance

5.3.1 Fire Logbook

This is kept in office cupboard and is completed by Office staff.

5.3.2 Alarm Checks

- The Fire Alarm Panel is checked daily for obvious faults by Office staff.
- Manual Call Points (MCP) are tested weekly (different MCP tested on a rolling programme) by Office staff and a record is held in the fire logbook.
- The fire warning and detection system is serviced every 6 months by a competent contractor (Westmorland Fire & Security)

5.3.3 Emergency Escape Lighting

- Emergency Lighting is tested regularly by Castle Alarms and a record is held in the fire logbook.
- Every 6 months Emergency Lighting is energised for a period of 1 hour for 3 hour rated systems OR 15 minutes for 1 hour rated systems, to ensure the batteries are working satisfactorily. The results are entered in the fire logbook.
- The Emergency Lighting system is serviced at least annually by a competent contractor.

5.3.4 Fire-fighting Equipment

- Asia visually inspects fire-fighting equipment (fire extinguishers and fire blankets) monthly for obvious signs of damage, misuse, tampering etc.
- Discharged/faulty equipment is to be reported, immediately to Office staff who must inform Castle Alarms of any faults detected.
- Castle Alarms services equipment annually.

5.3.5 Fire Doors, Escape Routes & Exits

We have a formal system in place for checking fire doors, escape routes and exit doors e.g. ensuring they remain in good condition; they close/meet properly; intumescent strips/smoke seals are in good condition, self-closing devices are operational, can be easily opened without the use of a key etc. Asia is responsible for checking and recording the condition of fire doors, escape routes and exit doors each month. Faults will be recorded in the fire logbook and actions taken on a risk priority basis.

5.3.6 Other Plant, Machinery and Equipment

All other plant, machinery and equipment in school; will be maintained in accordance with manufacturer's instructions with records held in the Buildings Register/Maintenance File. This will include appropriate maintenance of the following for example:

- Security alarm(s)
- Fixed Kitchen Equipment
- Gas Fired Appliances
- Mains Gas Installation
- Potable Electrical Appliances
- Mains Electrical Installation
-

- Gas Cylinders
- Food Technology
- Lightning Protection
- Convector Heaters / Extract Fans
-

5.4 Fire Drills

Fire drills are our opportunity to test the evacuation plan and see whether building users follow the measures set out within it. As a result of a fire drill, we may identify additional measures are needed or that staff need additional training or we may decide everything worked well and no further improvements are necessary. Debriefings will follow each evacuation drill.

Occasionally, an exit will be blocked during a drill to simulate a blocked escape route e.g. due to smoke/fire compromising the favoured escape route, so that an alternative had to be used. This is particularly important in larger buildings to test occupant's knowledge of alternative escape routes and also to check the impact blocking an escape route would have on escape (time taken and ease).

Schools and Educational Settings: Fire drills are held at the beginning of each new term and records are held in the fire logbook. Drills are conducted at varying times of day to ensure that ALL staff and pupils can participate in fire practices including for example, part time pupils and staff or out of hours users.

5.5   Fire-Fighting Equipment

Suitable fire-fighting equipment is available as follows:

Location	Type
See separate map	Extinguishers
	Fire blanket

Type of fires these can be used on:

		TYPES OF EXTINGUISHERS				
		RED	**CREAM**	**BLACK**	**BLUE**	**YELLOW**
		Water	*Foam*	*CO_2*	*Dry Powder*	*Wet Chemical*
CLASSES OF FIRE	**CLASS A** *Organic Materials, Wood, Paper, Cardboard etc.*	✔	✔	✘	✔	✘
	CLASS B *Flammable Liquids, Oils, Solvents etc.*	✘	✔	✔	✔	✘
	CLASS C *Flammable Gases*	✘	✘	✘	✘	✘
	CLASS D *Metal Fires*	*Specialist Extinguishing Media*				
	CLASS E *Live Electrical Equipment*	✘	✘	✔	✔	✘
	CLASS F *Fats, Cooking Oils*	✘	✘	✘	✔	✔

If it is safe to do so, **staff who have been trained and are familiar with fire-fighting equipment** may attempt to tackle the fire. They must always ensure their means of escape is not compromised. If they do not feel competent they must not stay to fight the fire but must evacuate the building. It must be stressed fire-fighting equipment is provided for fighting small fires in the early stages. **IF IN DOUBT – GET OUT AND STAY OUT!**

5.6   Means of Escape

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate.

All have doors that can be opened internally without the use of a key i.e. panic release devices (push bar to open), thumb turn locks, etc. Exit doors and escape routes are to be kept clear of obstructions and slip/trip hazards at all times. All relevant exits are operational when the building is occupied including during evening performances/events, governor meetings and use by outside bodies (lettings).

There is a conflict between fire and security in our school. It is acceptable to secure some exit doors with very simple cabin hooks or sliding bolts as the risk of a child escaping is far greater than the risk of a fire starting. Children are never left unsupervised so there is always an adult available to unhook bolts/hooks and worse-case scenario, a child could easily use a chair to reach the hook/bolt.

Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises. These are displayed as a minimum at manual call points and all final exit doors. Each class/work room has a written Fire Action Notice and a plan detailing escape routes, fire extinguishers etc.

Measures are in place to ensure escape routes, exits and external areas leading to the assembly point are adequately lit during the hours of darkness, particularly where there changes in level i.e. steps, stairs and ramps.

5.7   Risk Reduction Measures

5.7.1   Reducing Sources of Ignition

Measures will be in place to reduce as far is reasonably practicable sources of ignition in the building(s):

Staff are discouraged from bringing in electrical equipment from home. Where this does occur, second-hand acquisitions or electrical equipment brought in by staff will be checked for electrical safety before use. Any mains operated equipment belonging to staff will also be checked in this way. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a competent person. All such equipment will be included for testing during the regular testing programme.

- Radiant heaters will never be used.
- Heater grills will never be covered and combustible materials will be kept away from heater fronts, tops or around the appliance.
- The use of toasters will be limited to cooking rooms (kitchen, food technology and staff room). Toasters will not be sited under kitchen units/shelves or signs will be displayed to remind staff not to use the toaster unless the appliance in pulled out from under units/shelves.
- Light fittings in store rooms will be of the covered variety. Where this is not possible, ordinary light bulbs will be replaced with low energy light bulbs and staff will ensure that combustible materials do not encroach on any light fittings.
- Fluorescent strips lights, particularly those in store rooms will be covered – missing or damaged covers should be replaced.
- Wherever possible, we avoid using cupboards housing sources of ignition such as electrical switch gear and water heaters as storage for combustible materials. Where not possible, we ensure that sources of ignition are kept clear of stored materials and automatic fire detection is installed in the room. No flammable materials will be held in stores housing sources of ignition.
- Boiler/plant rooms are kept clear of stored combustible or flammable materials at all times.
- Where candles are used, this will be in line with our risk assessment on the use of candles/naked flames.
- The use of matches within buildings is carefully controlled. Smoking inside schools and other buildings is prohibited as is smoking on school grounds. No smoking signs are prominently displayed at entrances and in areas where flammable atmospheres may occur i.e. near LPG cylinders or highly flammable liquids for example.
- The use of electrical extension leads will be limited. Where used, they will be surge protected, laid flat on the ground and not overloaded. Block adaptors will NOT be used.
- Extension reels will be fully unwound when in use to avoid overheating.
- Supplies of gas cylinders will be kept as low as possible e.g. oxygen, oxy-acetylene and will be stored in accordance with manufacturer's and CLEAPSS guidance away from ignition sources or flammable materials. Cylinders will be inspected at least annually by the supplier and regulators changed at least every 5 years.
- Washing machines and particularly tumble dryers will be maintained in line with manufacturer's instructions. Lint will be regularly cleaned from machine filters and the appliances will never be left on at the end of the day or overnight.
- Where possible, all electrical equipment will be switched off at the end of the day.
- We have effective contractor management controls in place and the safe use and storage of sources of ignition brought onto site is strictly managed. All hot work processes are subject to a strict permit to work.

5.7.2   Reducing Sources of Fuel

Measures will be in place to reduce as far is reasonably practicable sources of fuel in the building(s):

- Waste is regularly removed – litter bins are emptied at least daily and refuse/recycling bins are secured in place well away from any building(s).
- External stores/sheds and boiler/plant rooms are secured out of hours.
- We try to avoid the use of combustible displays in corridors and foyers or minimise size and number to discrete separated areas. Particular care is taken at Christmas and other seasonal times.
- We do not use combustible displays on designated escape routes or when there is only one direction of escape (dead ends for example).
- We ensure displays do not obstruct escape routes or obscure fire notices, manual call points, equipment or escape signs;
- Notice or display boards with a surface spread of flame are permitted in classrooms, but these should not extend more than 2.5m without having a break between them of not less than 0.4m. The display material on such notice boards will not be permitted to build up excessively and they should be managed by relevant staff.

- Any furniture/soft furnishings sited on escape routes will be flame retardant. If any furniture, drapes or other soft furnishings become damaged and are no longer serviceable, they will be replaced with fire resistant alternatives.
- Wherever possible, flammable substances are substituted for non-flammable products. Where not possible, the volume of flammable chemicals is kept to a minimum. Flammable chemicals are stored in secure stores with adequate ventilation away from sources of ignition
- Supplies of gas cylinders will be kept as low as possible e.g. oxygen, oxy-acetylene and will be stored in accordance with manufacturer's and CLEAPSS guidance away from ignition sources or flammable materials. Cylinders will be inspected at least annually by the supplier and regulators changed at least every 5 years.
- We have effective contractor management controls in place and the safe use and storage of materials brought onto site is strictly managed.

5.7.3   Reducing Sources of Oxygen

- Close windows and doors (as well as other openings), particularly outside of working hours. This is part of the 'closing up' procedure for our building(s).
- We shut down non-essential ventilation systems when not in use.
- We ensure when new air handling installations are installed, fire safety measures are incorporated into their design.

- When not in use, ensure they are stored away from flammable gas and combustible materials in a well ventilated, secure area.
- Ensure staff using them are trained/instructed in the necessary safety precautions such as safe handling, use of valves etc.
- Ensure oxygen and oxy-acetylene cylinders are stored securely, fastened (i.e. chained or clamped to prevent them falling over) and kept upright.
- Remove sources of ignition when oxygen is being used in a way that could lead to enrichment of the atmosphere, e.g. when being used by people for breathing assistance.
- Smoking is forbidden where oxygen is being used.
- Keep cylinders clean to ensure there is no build-up of contaminant that might react with the oxygen.
- Reduce the number of oxygen cylinders on site to the minimum needed.
- Make the local Fire and Rescue Service aware that oxygen cylinders are present on site.

5.8   Catering Staff

All fire procedures and practices apply to catering staff. Kitchen staff must ensure that if the alarm is activated, they switch off any gas or electrical equipment that they may be using (if safe to do so) such as the deep fat fryer or ovens/hobs for example and evacuate the building by the nearest available exit, meeting at the assembly point.

5.9   Signing In and Out Procedures

(Schools and Educational Settings)

All staff will sign in and out of the building(s) at a central point including when leaving the site at lunchtimes.

There is a system in place for pupils/students arriving late or leaving early to sign in and out.

At lunchtimes, a register of children on the premises at lunchtime is held in the office. In the event of a fire, the member of staff on duty, i.e. Senior Midday Supervisor, is responsible for handing out these lists to enable the correct roll call to be taken. If evacuation occurs during lunchtime, Midday Supervisors will act as Fire Wardens and ensure that all pupils leave the building by the nearest fire exit and escort them to the main assembly point. Pupils should line up in their usual locations. Staff nominated should sweep areas near to their location if they feel it is safe to do so and then proceed to the assembly point.

Visitors, contractors, course delegates etc. must sign in and out at Reception.

Staff, pupil, visitor, delegate registers will be taken to the assembly point in the event of a fire evacuation (or drill) to ensure everyone is accounted for.

5.10   Vulnerable People/People with Disabilities

Separate Personal Emergency Evacuation Plans (PEEPs) will be put in place for children, staff and regular visitors with additional needs who require assistance to evacuate which will be implemented as appropriate. Each PEEP will be drawn up with the cooperation of the individual concerned (and/or parents in the case of children where appropriate) and outlines how and by whom each specific person will be evacuated or assisted to evacuate. Key staff will receive training in the implementation of the PEEP.

General Emergency Evacuation Plans (GEEPs) will be developed for members of the public and other non-regular visitors with additional needs who require assistance to evacuate. A sign will be displayed at reception highlighting that we operate a scheme of assisted evacuation where required.

5.11   Contractors/Visitors/Private Hirers

All contractors or visitors and all other persons using or hiring the premises must be familiarised with the site fire safety arrangements. They must be informed of the following:

- All available final exits and the means of escape;
- The location of all fire-fighting equipment in the areas they will be frequenting;
- The location and use of the fire alarm panel (if they will be the sole occupiers of the building);
- The location of the Fire Alarm Call Points and how to activate them;
- Any hazards they may encounter;
- The location of the Assembly Point;
- What to do if the Fire Alarm is activated;
- If Hot Work is to be carried out a strict Permit to Work must be operated.

All visitors will be asked to read the Visitors Fire Action Card held with the visitor signing in and out book/system. Contractors will be issued with a Contractor Safety Information Sheet which includes fire safety arrangements. Brief verbal instructions will also be provided to visitors and contractors. All of these instructions are supplemented by the use of displayed Fire Action Notices and appropriate fire exit signage around the building(s).

5.12   Information for the Fire and Rescue Service

We have developed an Emergency Plan for the premises which includes information to assist fire fighters which contains:

- Floor plans of the building(s);
- Location of nearest fire hydrant(s);
- Electric, gas, water, oil and LPG shut off switch/valve locations;
- Type, location and quantity of dangerous substances or materials likely affect fire fighters;
- Location of asbestos containing materials (Asbestos Register).

In the event of a fire evacuation, this Plan is taken to the assembly point to provide fire fighters with valuable information about our site and any risks they may face fighting a fire in the building. This Plan is held in the Office and kept up to date at all times by Head & Office staff.

6   ARSON PREVENTION STRATEGY

6.1   Assessing the Building's Vulnerability to Arson Attack

In order to prevent arson, premises management must first assess the vulnerability of the building(s)to attack. The Responsible Person or designated person will undertake a formal assessment of our premise's Vulnerability to Arson Attack using the Questionnaire found in Section 7.4. This assessment will be reviewed on an annual basis alongside the Fire Risk Assessment Review. An informal monthly inspection will also carried out by Asia to assess the standards of arson prevention being achieved.

6.2   Developing an Action Plan Against Arson

Once the assessment has been carried out, the next priority is to address the weaknesses identified. These may not all require significant financial resources but may involve housekeeping or training issues.

The Responsible Person will have overall responsibility for initiatives against the threat of arson. The arson prevention strategy is to be incorporated in the premise's Fire Risk Assessment 'Action Plan' and will be supported and endorsed by the governing body/directors.

6.3   Existing Arson Prevention Strategies

The prevention of arson attacks falls into a logical process:

- Deter unauthorised entry onto the site;
- Prevent unauthorised entry into the building;
- Reduce the opportunity for an offender to start a fire;
- Reduce the scope for potential fire damage;
- Reduce subsequent losses and disruption from a fire by preparing a disaster resulting recovery plan.

Additional precautions may also be required during close-down periods such as school holiday periods and during ongoing building work. These are discussed in Sections 7.3.6 and 7.3.7.

6.3.1 Deter unauthorised entry onto the site:

- We discourage unauthorised entry onto the site by the use of signs and by delineating where practicable the boundary of the site by use of a robust fence and/or hedge;
- We ensure the site is adequately lit externally during the hours of darkness;
- We remove any graffiti that appears on the premises without delay. If left to accumulate, vandals and arsonists will begin to view the site as being a legitimate target of little or no value.

6.3.2 Prevent unauthorised entry into the building:

- The weakest points of entry into the building(s) are the windows and doors. These are maintained in a sound condition and are always closed, and where possible, locked at the end of each working day.
- All external doors are fitted with approved locks and secured immediately the building is vacated.
- Door frame construction is maintained sound and in good condition.
- External glazing is checked regularly for damage both on security and safety grounds. Repairs are made quickly.
- Break-ins via roof-lights are prevented by the installation of grills or bars within the inside of the frame.
- Low level glazing is avoided both on security and safety grounds. Where this is not possible, glazing is laminated or toughened, and securely fixed within the frame.
- We foster relationships with neighbours who are able to observe out-of-hours activity on the premises. In addition.
- With the premises being used out of normal hours and opening the premises to a wider public, access to the other parts of the building(s) is limited.
- Regular checks are made of areas where there are flat roofs to ensure there are no breaches of security.
- An intruder alarm system has been installed without a monitored link to an alarm receiving station.

6.3.3 Reduce the opportunity for an offender to start a fire:

We take every opportunity to eliminate combustible material on the outside of the building:

- Refuse/ recycling bins are placed in a compound away from any main building.
- Sheds and other external buildings are kept locked and sited, where possible, at least 8 metres away from any building/structure.
- External litter bins are not fixed to walls or under roofs constructed of combustible materials but secured to the ground away from the building.
- All internal and external litter/waste bins are emptied each day as part of the close down routine.
- Wherever possible, staff avoid placing combustible materials on internal window sills as a common method of attack is to break a window and set fire to combustibles within reach.
- Regular checks are made to ensure shrubs and undergrowth is not allowed to encroach against buildings as they are, when dry, a source of ignition.
- All external gates are closed / locked at night as part of the close down routine.
- Fire safety is regularly discussed with children. We will also, from time to time, bring in outside speakers such as members of the Fire and Rescue Service or Police, to warn children against the risk to life and property of fires and to explain how quickly a small fire can become something much more serious.

6.3.4 Reduce the scope for potential fire damage:

- Compartmentation (fire-stops in the roof/ceiling voids) is an essential element of the design of our building.
- During alterations and maintenance, consideration is always given to providing additional fire-break walls or doors to separate the building into compartments.
- During any new building projects, we will consider installing Sprinkler systems.
- Partition walls are inspected regularly. When any maintenance, repair or alteration has been finished, such as installation of pipes/cables through partitions, the gaps around pipe work are made good with fire retardant sealant.
- Equipment of high material value, such as audio-visual aids, laptops are located in a secure, separate room where it will be out of sight and better protected in a fire.
- Early warning of the outbreak of fire can significantly reduce the losses if early firefighting can be initiated. An automatic fire detection system has been installed in our premises which is maintained. This system is not linked to an alarm receiving station.
- Staff are aware of the danger of children being unsupervised in cloakrooms and corridors.
- When not in use, all candles and matches are stored securely out of the reach of the children and opportunist vandals.
- A nominated person (Asia) ensures that all external doors and windows have been secured once the premises have been vacated at the end of the day.
- We ensure that contractors working on site have limited access to the whole building wherever possible and follow a strict Permit to Work for any hot works undertaken on site.

6.3.5   Reduce subsequent losses and disruption from a fire:

- We have developed a comprehensive School Emergency Plan to help us manage crises as they occur and to help reduce losses and disruption as a result of a number of emergencies, including fire.
- There is sufficient fire-fighting equipment located around the building(s).
- Members of staff are adequately trained in fire procedures, including how to summon the Fire and Rescue Service, building evacuation and the use of fire-fighting equipment. They are also aware of the location of high value materials and equipment, particularly school records which may be irreplaceable, and have knowledge of a salvage plan to recover these items.

6.3.6   Close-Down Precautions (During periods of close down such as holidays)

The most common time for an arson attack to occur is when the building is unoccupied. While we can never guarantee that an arson attack will not occur by following some simple recommendations we can reduce the risk by:

CLOSE-DOWN PROCEDURE CHECKLIST	
All flammable materials are locked away.	An arsonist can make use of flammable liquids to accelerate a fire.
All valuable equipment is secured.	Unsecured valuables and cash are an inducement for a 'break-in'.
All rubbish/waste has been removed from the building and placed in secure storage. If your bin area is currently near your buildings then look for ways to make sure that they cannot be pushed up against the building, particularly close to windows or roof eaves and set alight. Remember they can also be used as extra height to gain access to roof areas. It might be appropriate to build a new, detached bin store. If so, its design should accept the possibility that the bins inside may be set on fire and therefore allow their contents to burn safely. When there is no segregated bin storage, wheeled bins should be chained together and to an immobile object, such as a metal stake, at least 8 metres from any building.	Reducing the fire load within the school can reduce a fire spreading. External waste storage areas are a prime target for the fire raiser.
Check before closure that everyone has vacated the premises and all rooms, especially toilets and showers have been checked for anyone hiding.	Don't allow an arsonist easy access to the building(s).
The external lighting is working correctly.	Well-lit external areas will deter intruders and also improve the performance of any closed circuit security cameras.
All windows are shut and locked.	Secure premises act as a deterrent to opportunist intruders.
All internal doors are closed and locked where practical.	Prevent an intruder gaining ready access to the whole premises and prevents the spread of fire.
The intruder alarm and fire alarm systems have been correctly set.	An intruder system acts as a deterrent and an early warning of an intruder can reduce the damage they can cause.
All the external doors have been secured.	Secure premises act as a deterrent to opportunist intruders.
Gates in the perimeter fences are shut.	Perimeter security is the first line of defence against intruders and arsonists.

6.3.7   Building Contractors

Building contractors working in schools can significantly increase the risk of fire as they may be carrying out operations using heat: plumbing work, paint stripping and repairing flat roofs are possibly the most common examples of high risk work. They may also store combustible materials or flammable liquids in, or close to, the buildings, which could act as a readymade fuel supply for a fire. Examples include petrol, paints, thinners, propane cylinders and waste skips.

The work may also interfere with the normal security measures of the premises and make it more vulnerable to attack. An example is scaffolding erected against the building which gives an intruder easy access to the upper floors. During these periods the contractors will have access to the building(s) but supervision by staff may be minimal, so it is important to anticipate these risks by discussing with a contractor how the work is intended to be

carried out. Similarly, arrangements for the proper storage of combustible materials, flammable liquids, gases and the siting of skips will be agreed before the contractor comes on site.

The Fire Risk Assessment will be reviewed as necessary during construction work on site.

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6.4   Arson Vulnerability Assessment

Assessor:		Date:		Next Review Due:	

		Tick ✓		

1. Construction		YES	NO	N/A
a	Is your premises system-built, with extensive use of lightweight materials or timber construction?			
b	Is the premises built with traditional non-combustible materials i.e. bricks and mortar?			
c	Are there any outbuildings such as storage sheds?			
d	Are outbuildings well away from main buildings and kept locked/secured?			
e	Are there any de-mountable (portable) buildings?			
f	Are de-mountable buildings in good repair and kept locked/secured?			
g	Are de-mountable buildings adequately skirted?			

2. Signal Crime		YES	NO
a	Have you suffered more than 2 arson attacks in the past 3 years?		
b	Have you suffered more than 10 incidences of vandalism in the past 12 months?		
c	Have you experienced more than 5 incidences of theft or break-ins during the past 12 months?		
d	Are there any pupils/students who have a fire-setting history/background or who have been diagnosed with serious behavioural problems?		
e	Is there a history of vandalism or fire setting in the area around the premises?		
f	Is trespass a problem?		

3. Security		YES	NO	N/A
a	Are the premises perimeter and grounds monitored by a Closed Circuit TV system?			
b	If yes, are the pictures of suitable quality?			
c	Is security lighting provided?			
d	Are the premises perimeter and grounds secure from public access?			
e	Is the external perimeter of the building(s) (doors/window/roofs) secure and not vulnerable to intruders?			
f	Are all parts of the premises perimeter observed easily by surrounding houses?			
g	Are there alcoves around the building?			
h	Is the site bounded by palisade or weldmesh fencing, to a height of 2 metres and in good repair?			
i	Is there a boiler house/plant room?			
j	Is it properly secured at all times?			
k	Is fuel kept outside?			
l	Is your premises fitted with an intruder alarm with a monitored link to an alarm receiving station?			
m	Are management and staff aware of the need of effective visitor monitoring, key security and locking procedures?			
n	Is a good closing down regime carried out at the end of each day?			
O	Are the premises regularly patrolled by an external security service, with communication links to a central monitoring station?			

4.	Waste Removal	YES	NO	N/A
a	Are refuse and recycling bins or other containers holding combustible materials kept in a secure compound away from the building(s)?			
b	If not, are bins locked or secured in such a way that they cannot be moved and placed against the building(s)?			
c	Are bin lids locked when not in use?			
d	Is all rubbish placed in the bins?			▉
e	Are there litter bins in the grounds?			
f	Are litter bins sited away from the main school building(s) and secured in place so they cannot be moved against the building(s)??			
g	Are litter bins emptied regularly?			▉

To reduce the risk of an arson attack any of the highlighted areas <u>above</u> receiving a tick may require a control measure to be put in place. The outcomes of this arson risk assessment will be included in the overall fire risk assessment and action plan for the premises.

5.	Fire Safety Management	YES	NO	N/A
a	Is your premises fitted with an automatic sprinkler system?			▉
b	Is your premises fitted with an automatic fire detection system?			▉
c	Is the sprinkler and/or fire detection system linked to an alarm receiving station?			

PART B - FIRE EMERGENCY EVACUATION PLAN

7   HOW PEOPLE WILL BE WARNED OF A FIRE EMERGENCY

The first person to detect a fire sounds the alarm using the nearest manual call point (break glass point) which sounds the alarm. If fire is detected by automatic detectors, this will also trigger the fire alarm. The alarm sounds like a continuous siren.

IMMEDIATE ACTIONS

7.1   On Discovering a Fire

- Raise the alarm by operating the nearest manual call point;
- Evacuate to a safe place;
- Trained personnel to tackle the fire only where trained to do so, the fire is in its early stages and you can do so without putting yourself or others in danger;
- Where appropriate check toilets and close windows and doors on the way out;
- If you have responsibilities for assisting persons with Personal Emergency Evacuation Plans(PEEPs or GEEPs) respond as required following the actions as identified in the Plan;
- Where your responsibility, shut down any specified services/equipment e.g. gas & electrical systems or equipment in use, ventilation systems etc.
- Leave the building by the nearest exit;
- Do not stop or return to collect personal belongings;
- Ensure visitors are escorted from the building to the assembly point;
- Close any doors en route without delaying your escape;
- You must remain at the assembly place;
- Return to the building only when authorised to do so.

7.2   On Hearing the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:

- Where your responsibility, shut down any specified services/equipment e.g. gas & electrical systems or equipment in use, ventilation systems etc.
- Leave the building by the nearest exit;
- Close any doors en route without delaying your escape;
- Do not stop or return to collect personal belongings;
- Do not use any fire-fighting equipment unless you have been trained and you can without putting yourself in danger;
- Ensure visitors are escorted from the building to the assembly point;
- Do pass any information to the building responsible person at the assembly point;
- You must remain at the assembly place;
- Return to the building only when authorised to do so.

7.3   Calling Emergency Services

Office Staff are responsible for telephoning the Fire and Rescue Service or any nominated staff member in their absence using a school landline. This will be done regardless of whether the fire warning and detection system is directly linked to a 24-hour monitoring centre. The telephone number for emergency services is 999 from a school landline (R999 from Head's office) and 999 from all other phones. The information to be supplied to the emergency services is as follows:

- Name of person
- Name of School
- School address
- Contact telephone number
- Details of the fire (if known)

7.4   Isolation of Key Systems in the Event of a Fire

Supply	Location	Person(s) Responsible for Shutting Down/Switching Off *(if safe to do so)*
Main Gas Supply Shut Off(s)	Boiler Room	J Lowther
Main Electrical Supply Shut Off(s)	Cupboard next to front door	J Lowther/ office staff
Food Rooms Electric Shut Off(s)	Cooker	Member of staff using
Kitchen Electric Shut Off(s)	Dishwasher	Member of staff using

7.5   Fire Alarm Activities

Special Activity	Where Located	Person(s) Responsible
Checking the Fire Alarm Panel	Outside office	Office staff
Fire Warden Duties: sweeping their designated area (see Section 9.6.1 below), assisting with the evacuation of children and any other persons, carrying out 'first aid' fire-fighting, as appropriate, closing fire doors/windows en route.		Laura Mackenzie
Directing people to exits		Form teachers/ head teacher
Providing assistance to the disabled		Any adult
Taking Registers & 'Late Book' to assembly point	Office	Office staff
Taking Staff Signing In/Out Book/Board to assembly point	Office	Office staff
Taking Visitor's Book to assembly point	Office	Office staff
Taking the Emergency Information Pack to assembly point	Office	Office staff
Unlocking opening vehicular gates for the Fire & Rescue Service	Normally unlocked	

7.6   Evacuation Procedures

Our setting operates a single phase/simultaneous evacuation. On hearing the fire alarm ALL building occupants must evacuate the building immediately using the nearest available exit.

All escape routes are clearly marked with British Standard or European Standard Fire Exit signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school: each classroom has a route.

7.6.1   *Fire Fighting Arrangements*

The following staff have received training in the use of fire-fighting equipment which is located around the building(s). They may need to fight small fires in their early stages if safe to do so without putting themselves or others at risk:

- June Lowther

If they do not feel competent they must not stay to fight the fire but must evacuate the building.

7.6.2   *Assembly Point and Accounting for People*

On hearing the fire alarm all building occupiers should make their way to the Fire Assembly Point using the nearest available exit in a calm and orderly manner. Younger children will be directed by their class teacher/teaching assistant/appropriate adult. Children away from their base should leave the building by the nearest exit and meet at the assembly point. The Assembly Point for our premises is The small field near the carpark. The assembly point(s) is clearly signed via internal Fire Action Notices displayed around the building(s) and externally via a clear Assembly Point Sign.

Persons should assemble/line up as follows:

Children will line up in their classes and staff/visitors not assigned to a particular class will report directly to the Fire Safety Manager (person in charge).

Class teachers are responsible for taking the class/group registers/head counts and ensuring all children are accounted for and Head teacher is responsible for undertaking a roll call of staff, course delegates, visitors and contractors using the Staff Signing In/Out Book, course delegate register and Visitors' Book. Results of roll call will be relayed swiftly to the Fire Safety Manager (person in overall charge).

If any persons are unaccounted for in a real emergency i.e. not a drill, the attending Fire Service crew must be notified without delay by the Fire Safety Manager.

Should it be unsafe for evacuees to remain at the assembly point the place of 'Total Safety' off-site is The Church.

7.6.3 *Liaison with the Fire and Rescue Service*

Miss June Lowther or teacher in charge in their absence is responsible for liaising with the Fire and Rescue Service on arrival. The following information will be made available to the Fire and Rescue Service ASAP:

- Type of Emergency
- Location of fire/incident (if known)
- Results of Roll Call i.e. is anyone missing, where were they last seen
- Any unusual activities such as building works or temporary structures
- Hazardous work processes
- Emergency Plan for the premises containing:

  - Floor plans of the building(s);
  - Location of nearest fire hydrant(s);
  - Electric, gas, water, oil and LPG shut off switch/valve locations;
  - Type, location and quantity of dangerous substances or materials likely affect fire fighters;
  - Location of asbestos containing materials (Asbestos Register).

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Any adult will be responsible for ensuring all necessary gates/doors are unlocked in readiness for the arrival of the Fire and Rescue Service.

Staff will be responsible for ensuring all building evacuees are kept clear of any areas that may be needed for fire-fighting appliances (fire engines).

7.7 Number of Staff Needed To Carry Out Emergency Plan

To implement the evacuation plan, 2 trained staff are needed on duty.

7.8 Equipment Needed to Effect the Emergency Plan

- Phones

8 Variations to the Plan/Contingency Plans

Variation to the usual plan may occur in specific instances. Including:

- **Performances/Events:** Evacuation Plans are to be completed before each performance/event involving a significant increase of people in the hall/theatre. This is the responsibility of the person in charge of each performance/event.
- **Failure of fire warning and detection systems:** If any fire safety systems were to fail, ring Castle Alarms on 015397 31394
- **Failure of emergency lighting systems:** If emergency lighting systems were to fail, ring Castle Alarms on 015397 31394
- **Lone Working:** Lone workers should follow the normal adopted fire emergency evacuation plan as above. Raise the alarm using the nearest break glass point; telephone emergency services either using the nearest school phone and personal mobile phone, evacuate the building by the nearest available exit and wait at the front of school for the Fire and Rescue Service to arrive. Lone workers must then telephone The Head Teacher.

- **Covid-19 variations** clarifying means of summoning emergency assistance, particularly when operating social distancing;
  - the potential for parental performances being suspended in the shorter term;
  - propping open doors: propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, all reasonable methods of preventing infection spread may need to be introduced. The risk of a fire starting is probably lower than the risk of Covid-19 infection spread. If fire doors are held open as a measure to reduce the risk of infection transmission the following must be observed:

    - If fire doors are held open, alter your documented and practical procedures to ensure that more staff are appointed to ensure ALL fire doors will be closed by a member of staff using the room in the event of the fire alarm activating.

- Use wedges to hold doors open – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination. Rooms which are not being used should have the doors closed at all times.
- At the end of each day, **ALL** fire doors **MUST** be closed. Wipe down contact points with a proprietary cleaning product ready for the next day.

8.1   Post Incident Plan

If the building cannot be re-entered, we will follow the contingency procedures laid out in our documented School Emergency Plan held in the cloud a copy of which is also held off and/or can be accessed remotely.