



FIRE SAFETY POLICY

Date: September 2026
Review Date: September 2027

1. Introduction

- 1.1 Woodlands Primary School will comply with the Regulatory Reform (Fire Safety) Order 2005 to ensure the safety of all pupils, employees, visitors, and contractors etc. who may have reason to be in our premises. We recognize the need to take suitable precautions against the threat of fire or any other emergencies.
- 1.2 In the event of fire, the life safety of pupils, employees, visitors, contractors, and emergency services will be our highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.
- 1.3 We believe that the correct approach to fire safety is specifically one of fire prevention i.e., to prevent fires breaking out; however, it would be dangerous to assume that fires can never happen. Therefore, it is the organization's intention to ensure that:
- fire can be detected in a reasonable time and people can be warned reliably;
 - people who may be in the school can get out quickly and safely;
 - staff in the building know what to do if there is a fire;
 - the school has suitable and sufficient emergency procedures;
 - and there are adequate supplies of firefighting equipment available.

The minimization of property damage is important but not if it jeopardizes the safety of staff, pupils, or members of the public. The safety of life must always override all other considerations.

- 1.4 Woodlands Primary School will, in consultation with employees and their representatives:
- Ensure that a Fire Risk Assessment is conducted and regularly reviewed. This is carried out Annually by ***Eyton Solutions Ltd.***
 - Ensure that sufficient arrangements are made to warn people on the premises of a fire situation. Fire systems are maintained by ***Churches Fire Ltd***
 - Ensure that sufficient and suitable exits are maintained within buildings. ***See Appendix 1 – Fire Evacuation Floor map.***
 - Ensure all staff receive suitable training commensurate with their role and the duties they may be required to perform during a fire.
 - Ensure all staff are aware of the arrangements for the evacuation of the building, the location of the assembly point(s) and the actions to be taken in the event of either discovering a fire or the fire warning sounds.
 - Ensure any employees who may be hard of hearing, mobility impaired or otherwise disabled, present on the premises, are aware of the activation of the fire alarm, and given assistance to evacuate the building.
 - Ensure that any people who are on the premises, who are not employees of the Woodlands Primary School will be made aware of the action they need to take if the fire alarm sounds, or they discover a fire.
 - Ensure that arrangements are made to evacuate service users in accordance with the agreed evacuation policy.

- Ensure that our arrangements are reviewed following any ‘near miss’ or fire.
- Ensure that a suitable liaison takes place with the Local Authority Fire & Rescue Service.
- Ensure that a suitable liaison takes place with all persons who hold fire safety duties and responsibilities for the school and that records are maintained of any meetings.
- Ensure that a suitable liaison takes place with any other businesses who may occupy part of the school site and that records are maintained of any meetings.

This policy covers all permanent and temporary staff, pupils, visitors, and contractors.

2. Responsibilities

2.1 Responsible Person

Telford & Wrekin Council is designated as the “Responsible Person”, as the employer for the school (as defined in article 3 of the Regulatory Reform (Fire Safety) Order).

Designated person for Woodlands Primary School is: -

Mrs Jo Duncombe, Headteacher - Overall responsibility for the school Health & Safety and Fire Safety requirements of the school.

Ms Vanessa Bradley, School Business Manager - Health & Safety and First Safety Officer. Responsible for induction of staff, training, and general H & S safety Management across the school.

Caretaker - Supports with daily, weekly, monthly checks and delegated duties identified by the School Business Manager.

2.1.1 The Responsible Person may delegate duties to members of staff within the building and the business but will remain responsible for ensuring.

- That a suitable and sufficient fire risk assessment is undertaken and is reviewed on a regular basis.
- That all general fire precautions are taken to ensure the safety of staff, service users, contractors, visitors etc.
- To develop the fire safety policy and ensure it is updated as necessary.
- To develop and implement a comprehensive fire evacuation strategy for the premises and ensure staff are trained in its implementation.
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- To ensure that sufficient resources are available for the maintenance and testing of all fire safety facilities.
- To ensure that competent & capable people are identified by staff to implement fire safety within the building.

- To ensure that only competent contractors and consultants are available for fire safety where any competence is not available from staff (fire alarm engineers, fire extinguisher engineers, emergency lighting engineers etc).

2.2 Fire Safety Manager

The Head Teacher will act as the Fire Safety Manager for the school and supports the School Business Manager in undertaking their duties and the implementation of the fire safety policy and procedures.

The Head Teacher will also hold responsibility under the Regulatory Reform (Fire Safety) Order 2005 as defined in Article 5, as the person who has control of the premises.

2.2.1 The duties of the Fire Safety Manager are to the day-to-day management of the fire safety facilities within the building, and.

- Liaison with the Responsible Person about Fire Safety concerns within the premises.
- Daily management of fire safety to minimize the potential for a fire to occur (fire prevention) e.g., ensure good housekeeping, security etc.
- To ensure a positive fire safety culture is promoted within the Home and that arrangements are in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures taken.
- Develop a suitable fire safety training program to ensure that all staff receive training on induction and repeated as follows: -
 - ❖ Evacuation Training – ***Evacuation training is briefed at induction and drills are carried once every term.***
 - ❖ Fire Safety Awareness – ***Every two years – Next due 01/09/2027***
 - ❖ Fire Extinguisher Training – ***Every two years – Next due 01/09/2027***
- To develop a suitable program that ensures the fire warning and detection system is tested weekly and maintained every 6 months by a competent contractor to comply with BS5839 part 1.
- To develop a suitable program that ensures the emergency lighting system is tested monthly and maintained by a competent contractor every 12months to comply with BS5266.
- To develop a suitable program that ensures the fire extinguishers provided are inspected monthly and maintained by a competent contractor every 12months to comply with BS5306.
- To develop a suitable program that ensures the escape routes, fire doors, exit doors etc are inspected weekly to comply with good practice.
- To develop a suitable program that ensures the gas system in the building is inspected and maintained annually by a competent contractor who is listed on the Gas Safe Register.
- To ensure that portable appliance testing and inspections are conducted by competent contractors in accordance with HSE guidelines.

- To ensure that the electrical installation of each building is inspected by a competent engineer every 5 years. **This is next due February 2029.**
- To ensure that full records of all inspections, tests, maintenance, installation etc of all the above items are maintained including copies of any certificates issued by contractors.
- To ensure that all contractors who are on site are registered in the visitor's logbook and, as necessary, issued with a suitable hot work permit.

2.2.2 The Fire Safety Manager will delegate certain tasks to other members of staff as appropriate but will retain responsibility for those tasks and ensure that any person give a specific role for fire safety within the school site is competent for that role.

2.3 Competent Persons

To assist the Fire Safety Manager and the Responsible Person, further competent persons will be identified, initially from staff, and trained to ensure they can conduct their fire safety role (to comply with the Fire Safety (Employee Capabilities) Regulations 2010).

Where suitable competent people cannot be available within the workforce, competent contractors and fire safety specialists will be employed.

2.3.1 These competent people will provide assistance, to the Fire Safety Manager and Responsible Person, in ensuring compliance with.

- Fire Safety Legislation
- Company Practices and Procedures
- Inspecting, Testing & Maintaining Fire Warning & Detection Systems
- Inspecting, Testing & Maintaining Emergency Lighting Systems
- Inspecting Testing & Maintaining Portable Fire Fighting Equipment
- Inspecting & Maintaining Escape Routes and Exit Routes
- Staff Fire Safety Awareness and Fire Extinguisher Training
- Evacuation planning and staff evacuation training

2.3.2 Any identified contractors working on fire safety facilities must show suitable 3rd party accreditation for the work, as follows.

- For Fire Alarm Systems – BAFE SP203-1 or NSI Fire Gold/Fire Silver
- For Emergency Lighting Systems – BAFE SP203-4, ICEL Competent Contractor
- For Fire Extinguishers – BAFE SP101/ST104
- For Electrical Work – NICEIC, ECA or NAPIT
- For Gas Work – GAS SAFE REGISTER
- For Fire Risk Assessments – Accreditation to a suitable scheme such as the BAFE SP205, FRACS, IFSM etc.
- For Passive Fire Safety – Accreditation to either NAPFIS or FIRAS

2.3.3 Competent contractors, employed by Woodlands Primary School, will also hold fire safety responsibilities under Article 5 of the Regulatory Reform (Fire Safety) Order 2005 in that they have a contract in relation to the installation, maintenance or repair of the equipment or system etc. and completing fire risk assessments as appropriate.

2.4 Staff Role

All employees have a duty to conduct their work in such a way as to minimize the risk of fire. Staff must not interfere with or misuse any equipment for facilities provided in the buildings for fire safety or other health and safety purposes.

2.4.1 The measures to be taken to ensure this can be done will be covered in staff Fire Safety Awareness Training held at regular intervals. Employees should report any concerns regarding fire safety, so the school can investigate and take remedial action if necessary.

2.4.2 Facilities Team

The facilities team have an important role to play in securing the school and reducing the risk of fire and especially arson attacks at night and will conduct a suitable close down procedure as follows.

Close Down Procedure Checklist – ensure that:

- All flammable materials are locked away
- All valuable equipment is secured
- No cash is left unsecured overnight
- All rubbish/waste has been removed from the building and placed in secure storage
- Everyone has vacated the premises and all rooms, especially toilets and showers have been checked for anyone hiding
- There are no obvious fire hazards remaining
- External lighting is working correctly
- All windows are shut and locked
- All internal doors are closed (to prevent the spread of fire)
- All external doors have been secured.
- The intruder alarm is set and operating

2.4.3 Staff Training

To comply with the general duty of fire safety, all staff will receive appropriate and regular training in Fire Safety and Procedures commensurate with their role within the fire policy of Woodlands Primary School. Staff should take an active part in this very important training and make every effort to attend when arranged.

2.4.4 Fire safety training will be provided as follows.

- Upon induction for new staff
- Regular refresher training in accordance with the company procedure.
- When staff move to other duties they will be trained as necessary
- On the introduction of new systems, equipment, or procedures
- If further training is identified within the fire risk assessment or its subsequent review.
- Staff who are not directly employed by the school but work on the premises (e.g., kitchen staff) will receive training from their employer.

2.4.5 Fire evacuation drills will be held at least once every term.

2.4.6 Full records of all training will be maintained in the Fire Logbook.

3. Emergency Evacuation Procedures

3.1 General

The aims of fire evacuation strategy are to ensure that all staff, pupils, and anyone else legally on the school premises such as visitors are evacuated from the buildings when the fire alarm sounds and accounted for.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken by anyone discovering a fire, however small. Woodlands Primary School refutes the notion that the alarm should be raised only in the event of a large fire.

- 3.2 All employees are empowered to take this action if they believe there is a fire; no authority should be sought by any other person. Woodlands Primary School management will always support employees who operate the fire alarm system in good faith, regardless of whether it is ultimately determined that a fire existed.
- 3.3 Immediate evacuation of all pupils, staff, visitors, contractors etc must take place as soon as the evacuation signal is given. Evacuation routes from buildings are clearly indicated where necessary by the correct signage. All people who evacuate immediately should report the assembly area.
- 3.4 Following evacuation of the building, re-entry of the premises is strictly prohibited until the Senior Fire Officer in attendance declares it is safe to do so, or it has been established that the cause of the alarm was a false alarm, and a senior member of staff has allowed re-entry.

Silencing of the fire alarm system should never be taken as an indication that the emergency has passed or that it is safe to re-enter the building.

- 3.5 The organisation does not require staff to attempt to extinguish a fire unless the situation requires that fire fighting techniques must be attempted to protect the means of escape. The primary concern for all staff is the safe evacuation of all service users in immediate danger of the fire. Guidance on the circumstances under which fire fighting should be avoided or discontinued will be included in staff fire safety training.
- 3.6 When large numbers of visitors are at the school for open days, plays, concerts, exhibitions, etc, a brief announcement is to be made, advising them of the location of the emergency exits that they should use in the event of the alarms sounding.
- 3.7 The evacuation of pupils will be conducted by staff in accordance with the agreed evacuation strategy.
- 3.8 The current evacuation strategy for the school is a Simultaneous evacuation strategy.
- 3.9 The general actions to be taken by staff and pupils during a fire emergency are details in Annex A to this policy.
- 3.10 Special Procedures for Disabled Person Evacuation
- 3.11 Where a member of staff or a pupil has a disability such that they will require assistance to leave the building or will require some provision to ensure they are given a suitable warning to evacuate the building, they should ensure that this is brought to the attention of the business manager for the school.
- 3.12 A Personal Emergency Evacuation Plan (PEEP) will be instigated, to establish what assistance or special equipment will be required, as follows.
 - 3.12.1 A PEEP questionnaire will be provided to the member of staff or parent of a pupil for completion.

3.12.2 Depending upon the outcome of the questionnaire, a full PEEP will be produced, and a copy will be provided to.

- The staff member or parent of a pupil as appropriate
- The pupil's teacher
- Staff member line manager
- Staff member nominated buddies

3.12.3 Copies of all PEEP's will be held on file and regularly updated as necessary, as new information becomes available. ***We currently have 12 pupils with a PEEP.***

3.12.4 Annex C gives further details about writing a PEEP.

4. Fire Protection Facilities

4.1 Fire Warning System.

4.1.1 A system of automatic fire detection with manual break glass points is provided in the building. A competent contractor will be engaged to ensure the system complies with the requirements of British Standard 5839 part 1, testing and maintenance.

4.1.2 The fire warning system is currently maintained by **(Churches and the Call Centre that manages the system is ARC)**. Their contact details are provided in the fire logbook.

4.1.3 Sufficient members of staff will be suitably trained to ensure weekly testing of the system is conducted, the results recorded, and any remedial action required for defects etc is taken.

4.1.4 The location of call points and the control panel is indicated in the premises fire logbook.

4.1.5 Any fire detection activations or alerts are managed by the School Business Manager by communication across the site with other Fire Safety Managers. In the absence of the School Business Manager, the School Administration Team have site contacts.

4.2 Emergency Lighting System.

4.2.1 A system of emergency lighting units is provided in the building. This system is designed to illuminate escape routes and equipment should the local lighting circuits fail. A competent contractor will be engaged to ensure the system complies with the requirements of British Standard 5266-part 8 testing and maintenance.

4.2.2 The emergency lighting system is currently maintained by **(TELFORD & WREKIN FACILITIES MANAGEMENT)**. Their contact details are provided in the fire logbook.

4.2.3 Sufficient members of staff will be suitably trained to ensure that monthly testing of the system is conducted, the results are recorded, and any remedial action required for defects etc is taken.

4.2.4 The location of each emergency lighting unit is indicated in the premises fire logbook.

4.3 Portable Fire Fighting Equipment

4.3.1 Portable fire extinguishers, of various types, are located at strategic points in the buildings. The types of extinguishers provided will be commensurate with the risks associated with in the

building. A competent contractor will be engaged to ensure that all portable fire extinguishers comply with the requirements of British Standard 5306 part 3, testing and maintenance.

4.3.2 Portable firefighting equipment is currently maintained by **(Churchills Fire Ltd)**. Their contact details are provided in the school fire logbook.

4.3.3 Sufficient members of staff will be suitably trained to ensure adequate inspection of the fire extinguishers provided on the premises are located correctly, not damaged and any gauge is showing in the operative range. The results of these inspections will be recorded, and any remedial action required for defects etc is taken.

4.3.4 The location and type of the provided fire extinguishers is indicated in the premises fire logbook.

4.4 Escape Routes and Exit Doors

4.4.1 There are suitable and clearly indicated escape routes from all areas of each building. Sufficient members of staff will be suitably trained to conduct regular inspections of escape routes and exit doors, the results of those inspections recorded and any remedial action for defects etc is taken.

4.5 Fire Doors

4.5.1 Sufficient members of staff will be trained to conduct regular inspections of all fire doors in the building to ensure they are satisfactory, and the results of those inspections recorded and any remedial action for defects etc. is taken. ***Eyton Solutions Ltd currently carries out Fire Door inspections for the school.***

4.6 Electrical Systems and Equipment

4.6.1 The general electrical installation will undergo regular inspections by a competent contractor every 5 years to ensure compliance with the Electricity at Work Regulations. A competent contractor will be engaged to ensure this is done.

4.6.2 The electrical installation is currently maintained by **(DLM Electrical Contractors)**. ***PAT testing was last carried out in August 2025***

4.6.3 All portable electrical equipment, which is the property of the school, will undergo an appropriate check under the Electricity at Work Regulations.

The responsible person or authorised deputy will ensure that.

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported to the business manager or reception desk and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at regular intervals in line with current guidance.
- Equipment testing/inspection can only be carried out by a competent person.
- New equipment must be advised to the Business Manager in order that it can be added to future PAT testing schedules

- 4.6.4 All portable electrical equipment, which is the property of Staff (both permanent and temporary) will be required to undergo an appropriate check under the Electricity at Work Regulations. The cost of this inspection will be met by the business. However, any equipment found to be faulty will immediately be taken out of use and the cost of any repair or replacement will be met by the service user.

Private electrical equipment is not to be brought onto the premises or used unless its use is approved by The Business Manager and it has been tested.

- 4.6.5 Staff are discouraged from bringing personal items of electrical equipment into the school (such as mobile phone chargers, PDA's, Tablets, radios, kettles etc). If permission is granted to bring such items into the home by the Fire Safety Manager, a record will be maintained and the cost of the inspection under the Electricity at Work Regulations will be met by the staff member. Any equipment found to be faulty will immediately be taken out of service and the cost of any repair or replacement will be met by the staff members.

4.6 Fire Safety Consultancy and Advice

- 4.6.1 A professional fire safety consultant will be engaged to provide specialist fire safety advice and fire safety training as appropriate. General advice can also be sought from Donna Irish, H & S Advisor at Telford & Wrekin Council

- 4.6.2 This service is currently provided by Eyton Solutions Ltd who can be contacted as follows:

Kevin Bennett CertFDI MIFireE Tech IOSH
Health & Fire Safety Consultant
Mobile: 07841 021882
Email: kevin@eytonsolutions.co.uk
'Hands on Safety Specialists'

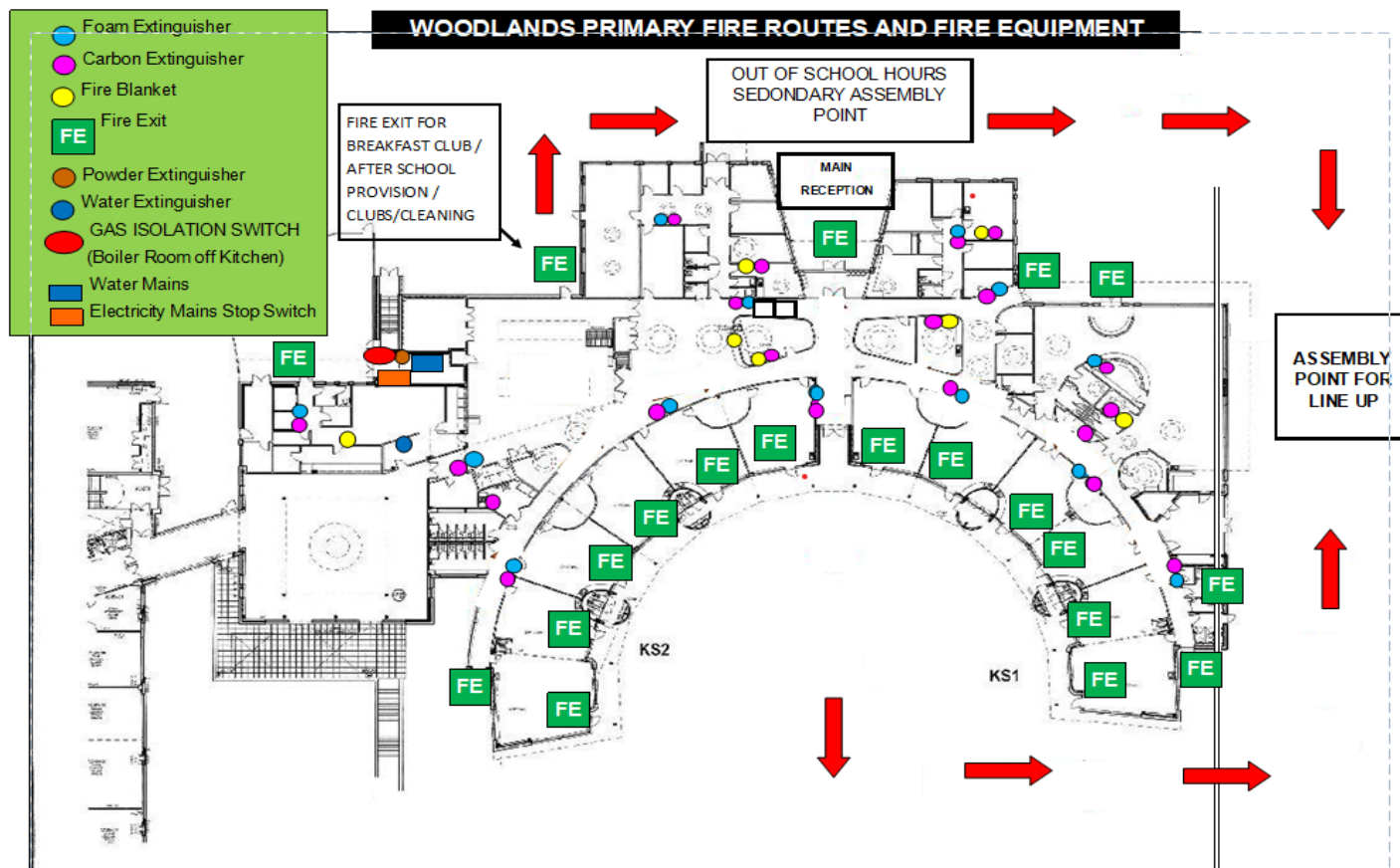


4.7 Contractors

- 4.7.1 External contractors working on site will be required to register their attendance in the Contractors Fire Safety logbook which is held by the Fire Safety Manager.
- 4.7.2 The Fire Safety Manager/caretaker will be required to ensure that contractors are fully briefed to ensure they are familiar with the means of escape from where they are working, understand the fire warning system and the actions required, the location of the assembly area and the location of firefighting equipment.
- 4.7.3 The Fire Safety Manager, through the site manager, should also ensure that any contractors undertaking hot work (cutting, welding, soldering etc.) have the necessary 'hot work' permit.

4.8 Visitors

- 4.8.1 All visitors to the Woodlands Primary School will be required to register their attendance in the building visitor log, held at the front lobby.
- 4.8.2 Visitors should be asked to read the visitor fire safety action notice and informed that signing the visitor log indicates they have read and understood the fire safety information provided for Woodlands Primary School and agree to accept the conditions.



Woodlands Primary School Telford

STAFF FIRE SAFETY AND FIRE EVACUATION INFORMATION

Fire Alarm Test

The fire alarm in the School will be tested every Friday at 7.00am, when it will sound continuously for approx 10 seconds.

If the alarm continues to sound beyond 30 seconds, you should assume there is a fire and evacuate the building as above.

Any fire doors held open by a device designed to release the door automatically upon operation of the fire warning system should be confirmed as working correctly and, where there is any doubt, contact the Estates Team.

Fire Extinguishers

Portable fire extinguishers are provided at strategic locations in both buildings and are generally located along escape routes or near to exit doors. Fire extinguishers are identified as follows:

Water & Hydrospray	Full Red Body
Foam	Red Body with Cream Label
Wet Chemical	Red Body with Yellow Label
Dry Powder	Red Body with Blue Label
Carbon Dioxide (CO2)	Red Body with Black Label

Fire Extinguishers should only be used on appropriate classes of fire as follows:

Water & Hydrospray	Class A Fires Wood, Paper, Cloth
Foam	Class A & B Fires Solids as above and Liquids
Wet Chemical	Class A & F Fires Solids as above and Deep Fat Fryers
Dry Powder	Class A, B, C & Electrical Fires Solids, Liquids, Gases & Live Electrical Equipment
Carbon Dioxide (CO2)	Class B & Electrical Fires Liquids & Live Electrical Equipment

Fire extinguishers are only be used if the fire is affecting your safety or your escape route or your students safety or escape routes.

Other than this, you should only use the portable fire extinguishers:

- If you are trained in their safe selection and use and the fire is in the early stages.
- your dynamic risk assessment indicates it is safe to continue. They should only be used on small fires in the very early stages.

REMEMBER

If in doubt, get out, get the Fire Brigade out and Stay out.

Fire Safety at Woodlands Primary School

Under the Management of Health & Safety at Work Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005, building owners and/or occupiers have a statutory responsibility to provide a safe place of work. **However, we all share a personal legal responsibility to keep our place of work, our colleagues and ourselves safe.**

Fire Safety Facilities

The buildings are provided with a number of facilities designed to ensure occupiers are safe, as far as practicable from fire. These include:

- Fire Warning & Detection System
- Emergency Lighting
- Fire Doors and Protected Escape Routes
- Portable Fire Extinguishers
- Fire Safety Signs

All of these undergo routine maintenance, inspection and testing by staff and external competent organisations to ensure they are in working order and to comply with British Standards etc.

All staff should ensure that none of the systems or equipment provided for the safety of persons in the building are interfered with by any unauthorised person and should report any obvious damage. In particular the following must be observed:

- Fire exits and escape routes must be kept clear at all times.
- Portable fire extinguishers & manual break glass points must be free from obstruction at all times

- Self closing fire doors must not be wedged open – for any reason.

Fire Prevention

1. Smoking is not allowed on the school site and only allowed in designated external areas.
2. Switch off at the socket (or better still – unplug) electrical items not being used for long periods and overnight (kettles, toasters, heaters etc).
3. Do not over-load electrical sockets (max 13 amps loading) even when using electrical adaptors and leads.
4. Report electrical items that appear defective or not tested to the facilities team.
5. Fully unwind any cable reels before use and keep electrical cables off wet floors or from under carpets & rugs etc.
6. Portable heaters should not be closer than 1mtr to combustible materials and nothing should be placed on top of them.
7. Store highly flammable materials correctly and only have ready to hand enough for each session.
8. Contractors conducting hot work (cutting, grinding, soldering etc) should have a hot work permit – NO PERMIT NO HOT WORK.
9. Don't allow combustible waste to build up to unacceptable levels – take it to

the bins and don't allow waste to be stored near to heat sources.

Emergency Evacuation Routine

- If you discover a fire, immediately operate the nearest break glass point - do not wait until it has been detected by the automatic equipment.
- Only attempt to extinguish the fire if the fire is affecting the escape route. **DO NOT TAKE PERSONAL RISKS.**
- **LEAVE THE BUILDING BY THE NEAREST SAFE ROUTE** and proceed to the Assembly area bringing all students under your control.
- Ensure that the Fire Service have been called using the 999 service.
- If the fire alarm sounds (continuous bells), **ALWAYS ASSUME THERE IS A FIRE AND LEAVE THE BUILDING BY THE NEAREST SAFE ROUTE.**
- Do not stop to collect personal belongings.
- Bring all students under your control with you and ensure all persons are evacuating from your area.
- Report to the assembly area.
- Do not re-enter the building until you have been told it is safe to do so.

REMEMBER

Make sure you are fully aware of the emergency routine.

EMERGENCY FIRE & DRILL PROCEDURES

ASSEMBLY POINTS		
WHO	WHEN	WHERE
Breakfast Club / After School Provision / Clubs /Events/Visitors	6.45am – 8.40am	Main front path away from building.
All Classes, Staff & Visitors	8.40am - 3.30pm	School Playing Field In the event of real fire make way to MUGA after if safe to do so.
Kitchen Staff	Anytime during the day.	Top car park turning point
Children & Families Centre	Anytime during the day.	Bottom main entrance gate by bike shed

DISCOVERING A FIRE – WHAT TO DO

ADULT DISCOVERING A FIRE: Operate the nearest alarm.

PUPIL DISCOVERING A FIRE: Let any staff member know, who will operate, the nearest alarm

ON HEARING THE FIRE SIGNAL

WHEN IN CLASS

(between, 8.40am-3.30pm)

Staff to organise pupils, forming a double line to evacuate from class fire exit door. Ensure that all INTERNAL and EXTERNAL DOORS are closed behind you. Go to assembly point on the SCHOOL FIELD. Your Year number is marked on the track path for you to line up. (N, R, 1, 2, 3, 4, 5, 6). In the event of a real fire you may be asked to move to the MUGA once registers have been taken.

WHEN NOT IN CLASS

(Between, 8.40am-3.30pm)

Staff to organise pupils, forming a double line to evacuate from the nearest fire exit. Ensure that all INTERNAL and EXTERNAL DOORS are closed behind you. Go to assembly point on the SCHOOL FIELD. Your Year number is marked on the track path for you to line up. (N, R, 1, 2, 3, 4, 5, 6). In the event of a real fire you may be asked to Move to the MUGA once registers have been taken. You can collect a Fire Register from a Fire Marshall on the field, if required.

OUTSIDE OF SCHOOL HOURS - between, 6.45am - 8.40am & 3.30pm - 6.30pm.

Exit at the nearest fire exit and go the secondary assembly point at the front of the school. Caretaker or most senior person will be responsible for calling the Fire brigade.

DON'T FORGET

- To collect your class fire register on the way-out of class. (If you are working outside of class, please take your register with you).
- To close internal doors and external fire exits behind you!
- Do not stop to collect personal belongings.
- At all times act quietly and do not panic.
- Teachers and support staff must stay with children at all times.
- Go to school field and line up at assembly point, teachers at the front of line, so Fire Marshalls can see you.
- **Jigsaw children**, to remain in their jigsaw group to be accounted for by Teacher/TA.
- Take the class register quickly and hold up your **RED** laminated register to indicate your register is correct and all adults are accounted for.
- **If you have any missing children or adults**, report to Fire Marshalls. (Admin team).
- Do not enter the building until clearance has been given to re-enter by the Headteacher or member of the Senior Leadership Team.

FIRE MARSHALLS

NAME	ASSEMBLY AREA	RESPONSIBILITY
VANESSA BRADLEY	FIELD	- Put on Fire Marshall Jacket. - Mobile phone to be taken (Emergency Services 112). - Collect the grab bag and go to Assembly Point. - Contact the fire brigade if a real fire. - Ensure the EYFS inner gates are open for clear access to the school field. - Distribute registers, where necessary. - Direct children to line in their classes. - Account for people from main reception registers e.g., visitors, contractors etc. - Liaise with the Headteacher about re-entering school safely. - ECMS in the event of a false alarm.
TETIANA TSYMBALISTA	FIELD	- Grab stopwatch for timing the procedure, press GO on stopwatch at sound of the alarm. - Put on Fire Marshall Jacket. - Mobile phone to be taken (Emergency Services 112). - Assistant classes with registers, where necessary. Help tick off classes when they have held up their RED REGISTERS, during the evacuation. - When all people are accounted for, you will be notified to stop the watch for our fire drill log.
ALIX BRADLEY-MARSH	FIELD	- Print off 3 daily staff/visitors fire registers from the signing in system for (Terri, Claire & Alix). - Put on Fire Marshall Jacket. - Mobile phone to be taken (Emergency Services 101). - Go to the Assembly Point. Assistant with accounting for classes and adults (Staff, visitors, or contractors), where necessary and inform other Fire Marshalls). - Teachers will hold up their RED laminated registers if their class is correct. check them off or inform Fire Marshall. - Teachers will report to you any missing pupils or any concerns, which will then be passed onto Vanessa & Headteacher.
ELLESE SMALLWOOD/ KIRSTIE ZAKI	FIELD	Go to the school field for overall supervision whilst registers are being taken and act up in Headteacher's absence, who will be located at the front of school.
JO DUNCOMBE	FRONT OF SCHOOL	- Identify what zone number is on the fire panel to locate the area of the school. where the alarm has been activated. - Establish whether it is a real fire or false alarm. - Advise Vanessa whether to call the Fire Brigade. - Co-ordinate emergency services or establish if it is safe to re-enter school in the event of false alarm. - Keep the Family Centre and Academy updated with details. - Phone Vanessa to let her know she can advise staff to re-enter the building. - Put on your Fire Marshall jacket. - Get daily staff/visitors fire register. - Call down to the ECO LODGE on 86077 and let them know it is an evacuation. - Check areas – Admin /Staff toilets for any people and direct them to the school field. - Go outside, and in the event of fire, open Top Main Gates for Fire Brigade access. - Stay at front of school to check off and account for any visitors/contractors and direct them to FIELD. - Call Vanessa or Fire Marshall or Headteacher and notify if any visitors are unaccounted for.
TETIANA TSYMBALISTA	FRONT OF SCHOOL	
CARETAKER (If in school)	FRONT OF SCHOOL	- Assist to identify number where the alarm has been activated and establish whether it is a real fire or false alarm. - Let the Headteacher / Vanessa know ASAP. - Assist at the front of school and direct people to the FIELD and assist the Fire.

LOCKDOWN

EMERGENCY INTRUDER / INCIDENT ALERT PROCEDURES

1. Air horn will be sounded by Senior or Admin Staff.
2. Immediately go to your class or the nearest safest room, where adults will see you in.
3. Adults will lock any external and inner class doors, draw blinds where possible, keep children away from windows and reassure them as this may only be a practice!
4. Teacher or support staff will take the FIRE REGISTER to account for all members of your class or group, including any adults, which may include visitors or contractors.
5. Once you have taken your register the lead person, needs to let the admin team know by phone or by email who are accounted for. This will include staff, visitors, contractors etc.

OR report anyone missing from your class asap.

Groups outside of class e.g., Jigsaw, phonics groups, the lead staff member will be responsible for the group and go the nearest secure place for safety and let admin know who are in the group, by phone or by email.

6. Do not go outside or unlock your class door until you have been given authorisation to from the SLT by phone or email.

STAFF GENERAL ACTIONS TO TAKE FOR A FIRE EMERGENCY

1. The main aim of the emergency evacuation plan and the procedures to be followed is to clear the building as quickly, safely, and as calmly as possible.

The Fire & Rescue Service will need to know, as soon as possible upon arrival, that the building has been cleared and if not, that they are able to identify any persons (and their possible location) who may require their assistance, as quickly as possible.

Where the fire alarm system activates, and there is no confirmed fire immediately, a search of the building will be undertaken by Fire Wardens to establish the reason the alarm activated before the Fire & Rescue Service are alerted (to reduce false alarms to the Fire & Rescue Service). However, should a fire be confirmed at any time, an immediate call should be made, using the 999 system, to inform the Fire & Rescue Service of the incident.

Staff must always be aware of the fire procedure to be used in the school and the actions to take.

2. **On discovery of a fire**, shout FIRE FIRE FIRE, and activate the nearest and/or safest break glass fire alarm point, if this has not been activated by automatic means. Do not wait until you have informed another person.
- Ensure that the fire coordinator is aware of the confirmed fire situation so that they can ensure the Fire & Rescue Service are contacted without delay.
 - Woodlands Primary School only require staff to attempt to extinguish a small fire if.
 - it is safe to do so,
 - they have received training in the safe selection and use of portable fire extinguishers
 - and their dynamic risk assessment indicates it is safe to continue,
 - The evacuation of the immediate area has been taken.

Portable fire extinguishers should only be used by non-trained staff if the fire is preventing themselves, a pupil, or a visitor from evacuating the building in safety. Guidance on the circumstances under which fire fighting should be avoided or discontinued is included in staff fire safety training.

- Encourage any pupils, staff, and visitors etc to evacuate quickly and calmly (do not run) to the nearest safe exit to the assembly area and to wait until they have been confirmed as in attendance by a member of staff.
- If you are not trained in the use of extinguishers or are unable to extinguish the fire, evacuate the building via the nearest safe route and report to the assembly area. If it is safe to do so, close all doors and windows as you leave.

REMEMBER

Staff should never put themselves in any danger, do not open doors without checking them for smoke or heat first (using the back of the hand), never attempt to open a door behind which a fire is suspected, or smoke can be seen coming from behind it, as this may cause a back-draught situation.

Never continue fighting a fire if you feel your escape route may be compromised or the situation is getting out of hand.

3. Upon hearing the fire alarm signal

If you are teaching or otherwise supervising a group of pupils, ensure that all pupils in your care have responded to the evacuation alarm and escort the group by the nearest available exit route to the designated Assembly Point.

Check the pupils' toilets on the exit route if time and circumstances allow. Otherwise, leave the building by the nearest available exit

- Do not delay in leaving the building.
 - Do not stop to collect any personal possessions or lock files.
 - Do not switch off computer equipment.
 - Do not lock any doors.
 - Do not return to check for missing persons.
 - Walk, don't run.
 - Report directly to the Assembly Point
 - Conduct a register.
 - Await further instructions from the Fire Coordinator or emergency services.
-
- ☒ Staff should ensure that any equipment in their immediate vicinity (kettles, toasters, portable heaters etc) that may constitute a fire hazard are switched off and unplugged before evacuating.
 - ☒ You should end phone calls immediately by informing the person on the other end "The building fire warning has been activated and I will contact you as soon as possible after we have been allowed to return to the building"
 - ☒ If you are not in your usual office/classroom/area when the alarm sounds, you should evacuate by the nearest fire exit to where you are. Never return to your classroom, office, or desk for personal belongings. However, assist any pupils, visitors, and contractors etc to evacuate without putting yourself in danger.
 - ☒ If safe to do so, close all doors and windows as you leave.
 - ☒ Kitchen staff will ensure that all cooking facilities and any other possible sources of ignition are left in a safe condition before evacuating – if safe to do so and without unduly delaying the evacuation.
 - ☒ On arrival at the assembly area, inform the fire coordinator of any actions you have taken, the presence of any fire or smoke or any other information that would be vital in a fire situation (persons trapped in a room on fire etc)
 - ☒ Conduct a register of pupils and report the status (all accounted for or persons missing) to the fire coordinator immediately

4. During break times, if the fire alarm sounds and you are not at your normal classroom, you should take the following action.

- ☒ Immediately, upon hearing the alarm, proceed to your normal classroom. As you pass through other areas of the school, you should ensure that all pupils, visitors, and contractors are evacuating to the assembly area.
- ☒ Conduct a quick sweep of your classroom and any WC's etc to ensure they are clear and report directly to the assembly area to conduct a register

- ☒ Inform the fire coordinator of what you have done or found etc in your area and the result of your register (all accounted for or persons missing).

REMEMBER

- **Staff should make a note of the location of the assembly area. If you are not sure, ask a fire warden or at reception.**
- **Never assume that the sounding of the fire alarm is a test unless you have been informed that a test will take place.**
- **Never return to your classroom, desk, or office to collect personal belongings.**
- **Always obey instructions from the fire coordinator or a fire warden.**

FIRE CO-ORDINATOR DUTIES

1. The fire coordinator will be the Head Teacher (or in their absence the Deputy Head Teacher or Business Manager)
2. Upon hearing the fire alarm sound, wear your fluorescent jacket to identify you at the assembly area
3. Report directly to the assembly area to take charge of the incident and to receive reports from the fire wardens and others.
4. You will act as the liaison with the Fire & Rescue Service officers should they attend. You should be ready to provide them with all relevant information regarding the evacuation of the building, the location of the fire and what is on fire.
5. You provided with the site emergency evacuation box from the admin team. In this box you will find the following.
 - Torch
 - Laminated School Site Plans
 - Marker pen and laminated note sheets
6. Following initial reports from the teachers and the reception staff, assess the situation.
7. If there is no immediate report of a fire proceed as follows.
 - allocate two members of staff (one to be a facilities team member if available) to conduct a search of the fire zone identified
 - Allocate a member of staff to control any further access to the car park to prevent any vehicles entering
8. If a fire is reported/confirmed, proceed as follows.
 - Allocate a member of staff to contact the Fire & Rescue Service using the 999 system

- Allocate a member of staff to control further access to the car park to prevent any vehicles entering (or leaving)
- Upon the Arrival of the Fire & Rescue Service, identify yourself to the officer in charge (Incident Commander) and give all information known about the incident.

PERSONAL EMERGENCY EVACUATION PLANS

General

It is not possible to be entirely prescriptive on such guidance to cover all situations. Each must be determined in relation to:

- The specific building(s) in question.
- The specific needs of the child(ren)

The Head Teacher has overall responsibility for the management of the emergency evacuation procedures in their School. Any issues relating to this matter should therefore be referred to them in the first instance.

Usually, the needs of a disabled child moving into a school are currently discussed at Transitional RON (Records of Needs) meetings and should be dealt with routinely as part of that process.

Regardless of the legislation, however, schools should ensure that relevant information on this matter is relayed to receiving schools in adequate time, particularly at pre-school to primary, and primary to secondary transitions.

Where a child with a disability moves into the area, the school, in liaison with their Educational Psychologist (EP), should decide on an individual case basis whether the school can appropriately meet their needs. This should be done as quickly as possible and will also need to involve the appropriate Area Manager Support for Learning where additional support or resources are required.

Temporary Waiting Spaces

All staff should be aware of the use of safe refuges within buildings. The fire and rescue service do not allow disabled persons to be left in refuges indefinitely or until rescued by them.

The safe evacuation of people with disabilities is the responsibility of the employer or other person having control of the building and not that of the fire authority. Therefore, people with impaired mobility should not be directed to remain in these spaces awaiting the arrival of the fire service. The employer or other responsible person should therefore make necessary arrangements for the safe evacuation of people with disabilities from the temporary waiting space.

Procedure

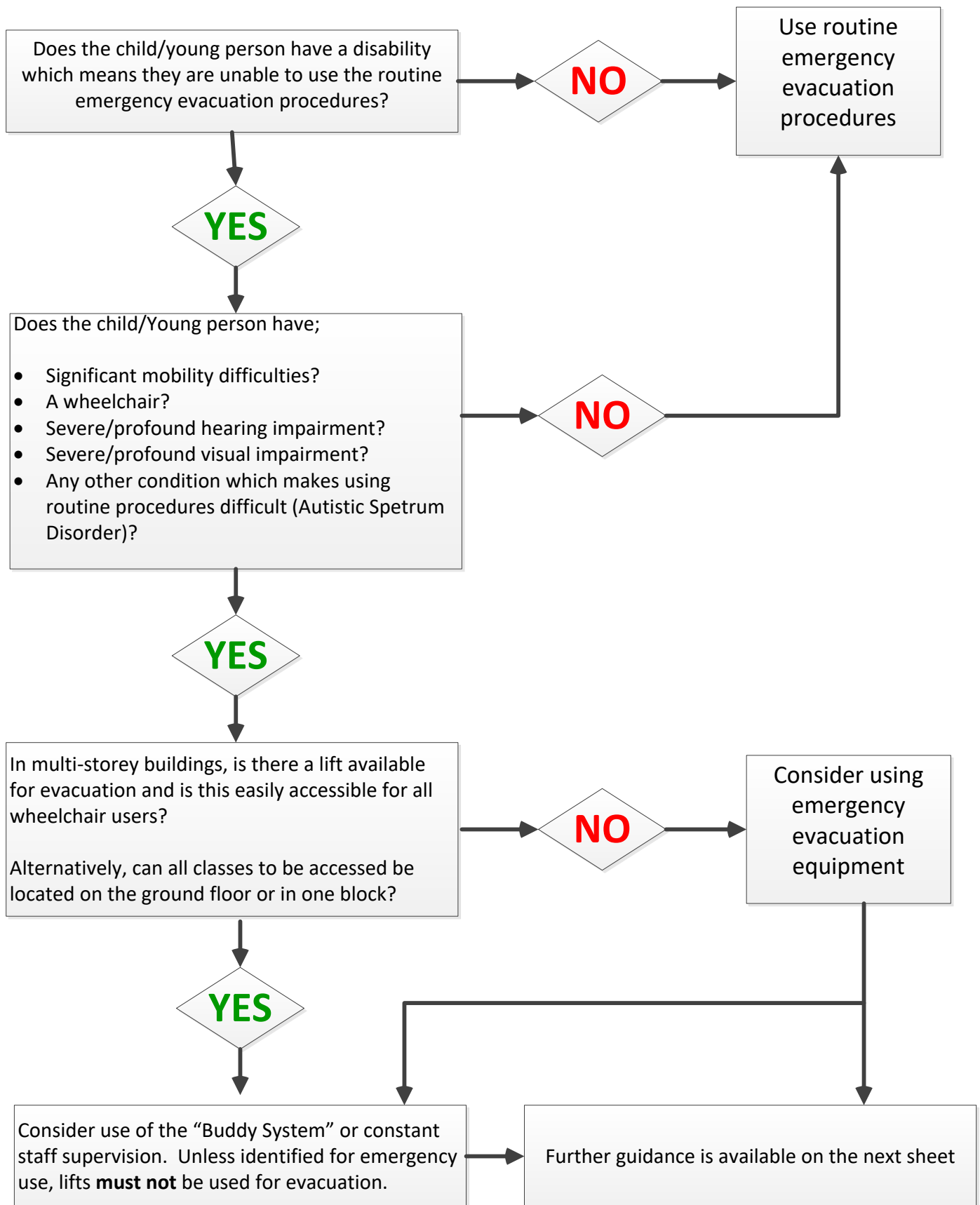
If a member of staff or a pupil requires assistance, they should contact the reception office for further advice.

The information gathered should then be discussed at the case conference with the eventual aim of a Personal Emergency Evacuation Plan (PEEP) being documented.

Given the unique characteristics of buildings and the need for a PEEP to take account of the building's capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building. Co-ordination of this resides with the relevant SSO for the 'home' school/service.

Any reasonable adjustments will consider the need to provide disabled access/egress and the safety of the disabled person and any persons volunteering to assist them to evacuate in an emergency.

Points to consider prior to the enrolment of any child/young person with disabilities



Emergency evacuation of disabled children/young people

Points to consider:

- Inform the Fire Brigade that the premises they may be called out to as the result of an activated fire alarm or 999 call has disabled children or young people inside. (This may affect the number of people and type of equipment sent.)
- Lifts should **not** be used during an emergency evacuation.
- Investigate use of visual alarms (particularly for those with significant hearing impairment).
- If there are difficulties with communication on the school campus which could be potentially overcome by providing designated staff with two-way radios, this should be investigated.
- Familiarity and practising of evacuation procedures and use of evac chairs is essential. For some children this may need to be done gradually to meet their needs e.g., those with an autistic spectrum disorder, so that they become used to this.
- Wheelchair users will usually require using evac chairs in case of an emergency. In some cases, due to their condition, however, this may not be possible – advice should be sought from therapists.
- Decide where empty wheelchair(s) should be placed and the number of children who require evac chairs.
- What strategies and/or resources, need to be put in place if there is more than one disabled child/young person involved?
- Where a child/young person with limited mobility is on an upper floor unsupervised, ensure that a suitable evacuation plan is put in place.
- If child(ren) can't be evacuated immediately for any reason, adult(s) should stay with them.
- What management strategies are needed to cater for temporary and/or supply staff?
- Make sure that everyone is aware of the designated assembly point(s) once the building(s) is/are vacated. (Issues such as wheelchairs requiring to be moved over rough ground or wet grass should be carefully considered as part of this.).
- What contingency is there in the case of foul weather?
- What contingency is there if the pupils and staff cannot return to the building?
- What arrangements need to be put in place so relevant contact details are available should pupils need to be sent home e.g., mobiles, radios and/or registers?

EMERGENCY EVACUATION QUESTIONNAIRE (2025/2026)

1 Why you should fill in this form

Telford & Wrekin Council wants to protect you from fire risks, ensure your health and safety at work and has a legal responsibility to do so. To do this properly we need to know:

- If you require information about the emergency evacuation procedures; and
- If you need assistance during an emergency.

2 What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency evacuation procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a “Personal Emergency Evacuation Plan” for you. To do this we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work. You are not a problem nor a safety risk. The problem belongs to us and the building which you occupy/visit.

Name: (Completed on their behalf)

Job title: Pupil / Adult

School: Woodlands Primary & Nursery School

EMERGENCY EVACUATION QUESTIONNAIRE

Question number	Please answer the following questions:	Yes/No/Other comments
1 LOCATION		
1a	Where are you based for most of the time? Please give the name of the building(s), the floor and wing if appropriate.	
1b	Does your job take you to more than one location? If yes, where?	
1c	Are there occasions when you work alone? Identify where and when this is likely to happen.	
2 AWARENESS OF EMERGENCY EVACUATION PROCEDURES		
2a	Are you aware of the emergency evacuation procedures for the building(s) in which you work?	
2b	Do you require a copy of these procedures in writing?	

2c	Do you require written emergency procedures to be supported by BSL interpretation?	
2d	Do you require the emergency evacuation procedures to be in: • Braille? • on tape ? • in large print ? • any other format?	
2e	Are the signs which mark the emergency exits and routes to the exits clear enough?	
3 EMERGENCY ALARM		
3a	Can you hear the fire alarm(s) provided in your place(s) of work?	
3b	Could you raise the alarm if you discovered a fire?	
4 GETTING OUT		
4a	Can you move quickly in the event of an emergency?	
4b	Do you find stairs difficult to use?	
4c	Are you a wheel-chair user?	
5 ASSISTANCE		
5a	Do you need assistance to get out of your work-place in an emergency?	
5b	Is anyone designated to assist you to get out in an emergency? If yes please give their name(s), location(s) and contact numbers	
5c	Are you always in easy contact with those designated to help you?	
5e	In an emergency could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are?	

Thank you for completing this questionnaire. The information you have given should now be discussed with your line manager, or Member Services if you are a member. Managers or staff with responsibilities for Buildings or Landlords (non-Council owned buildings) should also be involved in this process to provide whatever support and assistance you need to evacuate safely. A Personal Emergency Evacuation Plan will then be drawn up and copies forwarded as indicated on the bottom of the form.

PERSONAL EMERGENCY EVACUATION PLAN

NAME:

LOCATION(S) - Please list all locations if this plan applies to more than one site. Separate plans may be required where means of escape at other locations are different.

Location	Building	Floor	Wing	Telephone contact number
1	Woodlands Primary & Nursery School	One level	N/A	01952 386070
2				

1	AWARENESS OF PROCEDURE	
	I have received the emergency evacuation procedures: in Braille ☐ on tape ☐ in BSL ☐ in print ☒ in large print ☐ Other (please specify)	
2	ALARM SYSTEM	
	I am informed of an emergency evacuation by: existing alarm system ☒ Pager device ☐ visual alarm system ☐ other (please specify)	
3	DESIGNATED ASSISTANCE	
	The following people have been designated to give assistance when I need to get out of the building in an emergency: Names: Contact details: Woodlands Primary and Nursery School I would contact them by: In classroom or with the class activity or on a one to one support basis.	
4	METHODS OF ASSISTANCE	
	Guidance, not physical.	
5	LIST EQUIPMENT PROVIDED	
	Hearing aids and transmitter	
6	EVACUATION PROCEDURE	
	A step by step account beginning from the first alarm: On hearing the alarm, we leave everything.	

	• We make our way down to the school field for register taking and then move to the MUGA, which is the Fire Point. • My support worker informs the teacher that I am there for registration.
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Copies to:

Line Manager, Assistants named on the PEEP, School Business Manager, Tracy Guy Occupational Health & Safety Adviser, Fire Marshal(s) with responsibilities for area(s) identified on front cover

Signed by: