

Appendix: COVID-19 Additional Information for Health & Safety Policy (Fire Evacuation Procedures)



School Name: Denaby Main Primary Academy

Date: 1 September 2020

This annex should be read in conjunction with the Academy Health & Safety Policy – This document outlines Fire Evacuation Procedures for the opening of school to all pupils in September 2020.

Actions

- Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.
- Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc
- Doors propped open (to minimise contact and aid ventilation) **MUST** be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).
- Fire doors **MUST** not be propped open.
- Fire evacuation routes to be kept clear at all times.
- Safe egress from the building **MUST** be considered during any reconfiguration of room layout / usage.
- Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff on the Training Day.
- The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.
- Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book.
- Personal Emergency Evacuation Plans (PEEPs) **MUST** be reviewed to ensure support can be provided to staff and pupils.
- Contingency plans in place for alternative support for PEEPs due to staff absence.

What to do in the event of a Fire:

- The students will leave each class immediately through their nearest dedicated fire exit.
- The immediate safety of students is paramount and takes precedence over social distancing procedures
- Students will return via their allocated entrance back into the school
- Staff will accompany the students to the fire assembly point
- Fire assembly points will have additional markings (1 m apart) to ensure social distancing of employees and students
- Children must maintain 1m distancing when congregating at their allocated fire assembly point.
- Both staff and students will be informed in advance of the procedures