

# Fylde Coast Academy Trust



The best we can be

## Garstang Community Academy Fire Risk Assessment V3 2019-2020



Policy Version & Issue Date	Version 3 June 22 <sup>nd</sup> 2020
Electronic copies of this plan are available from	FCAT CENTRAL academy group / shared drive
Hard copies of this plan are available from	FCAT CENTRAL
Date of next review	September 2020 (As required)
Person responsible for RA / Review	Steven Baker: Competent Person Garstang Community

<b>FIRE RISK ASSESSMENT</b>	
<b>1. PREMISES PARTICULARS</b>	
<b>Premises Name:</b> Garstang Community Academy <b>Address:</b> Bowgrave Garstang PR3 1YE	<b>Use of Premises:</b> Education
<b>Tel No:</b> 01995 603226	<b>Responsible Person:</b> Alasdair Ashcroft – (Principal)
<b>Date of Risk Assessment</b> June 22 <sup>nd</sup> 2020	<b>Date of Review:</b> September 2020
<b>Name and relevant details of the persons who carried out the Fire Risk Assessment;</b> G Fletcher (Lead Health and Safety FCAT) S Baker (Competent Person Garstang Community Academy)	
<b>2. GENERAL STATEMENT OF POLICY</b>	
<p><b>Statement:</b>            Garstang Community Academy is committed to providing a safe and secure environment for students, staff and any other persons entering the academy premises. Minimising risk from fire is inseparable from all other academy objectives. To achieve this, Fylde Coast Academy Trust and the Principal accept that a fire safety strategy requires a high level of management commitment, professional competence and adequate resources. FCAT strives to ensure fire safety provisions are maintained in accordance with all statutory and mandatory requirements.</p> <p>In accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precautions (Workplace) Regulations 1997 and its (Amendment) Regulation 1999, Garstang Community Academy has a duty of care to all staff, students and visitors.</p> <p>The fire strategy for the academy is based on the principles of simultaneous evacuation; in short this means everyone (without specific duties) will start to evacuate from the premises on hearing the fire alarm.</p> <p>Along with consideration of the following:</p> <ul style="list-style-type: none"> <li>▪ Prevention of fire, increased staff vigilance and training.</li> <li>▪ Early detection of fire, including, the provision of fire alarm systems in accordance with current legislation and mandatory requirements or where risk assessments have identified these as a control measure.</li> <li>▪ Fire routine, as applicable to the premises, supported by staff training.</li> <li>▪ Incident reporting, reporting of all fire incidents in accordance with FCAT policy and to other agencies as appropriate.</li> <li>▪ This will also include the reporting of unwanted fire signals. Identifying and implementing lessons to be learned.</li> <li>▪ Fire emergency plan.</li> <li>▪ Further action in event of a serious incident rendering whole or part of premises out of use.</li> <li>▪ Fire risk assessment, to include assessment of risk from fire and include control measures for the emergency plan.</li> <li>▪ Action plan, This includes the hazards and risks identified, and existing control measures/compensating features, timescales, persons responsible for implementing controls, costs and implications of non-compliance.</li> </ul> <p>A Health &amp; Safety policy is issued to each employee. This includes a section on 'Fire Safety' and access to current Fire Plans.</p>	

It is the policy of FCAT and Garstang Community Academy to protect all persons including employees, students, contractors, volunteers and members of the public from potential injury and damage to their health which might arise from work activities.

Garstang Community Academy will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and students and provide such information, training and supervision as they need for this purpose. FCAT gives a high level of commitment to health and safety and will comply with all statutory requirements.

**Signed: AA Print Name: Alasdair Ashcroft Date: June 22<sup>nd</sup> 2020**

**Signed: SB Print Name: Steven Baker Date: June 22<sup>nd</sup> 2020**

**(Signed copy on file)**

#### 4. GENERAL DESCRIPTION OF PREMISES

##### Description:

The academy is mainly single story, but there are several areas with a first floor level. The majority of the buildings in this assessment are linked together but there are stand alone buildings also.

There is a large hall with a capacity of 300 people.

There is a separate sports hall that is often hired and used out of academy core hours – up to 9:30pm.

Building construction is of approximately 1960 and is mainly brick externally with a mix of flat and apex roofing. Internal construction is mainly solid walls and stud plasterboard giving good fire separation.

The academy also has private groups rent rooms – this is managed by Academy's Lettings Solutions. The management are keen to ensure that their responsibilities with regard to fire safety are satisfactorily met.

There are a small number of radioactive items located in a locked cabinet within the science prep room store.

##### Occupancy:

##### Times the Premises are in use:

07.00 – 22.00 Monday to Friday and various times during the weekend.

**The total number of persons during the core day: Max 1000**

##### Size:

##### Building footprint

**(Metres x Metres):** (See Plan for Details)

**Number of Floors:** 2 (including ground)

**Number of Stairs:** 9 (6 Protected, 2 Open Air, 1 Access to services- Sports Hall).

#### 5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

**Fire Warning System:** There are four BS5839-1 type fire alarm panels in the academy – all are Protec panels. The reception entrance has a 10 zone conventional fire alarm panel; this area is a manual system of call points only. The Rosla block is fitted with an 8 zone conventional fire alarm panel; this area is a manual system of call points only. The sports hall is fitted with an addressable fire alarm panel and has automatic smoke detection throughout. Parlick has an 8 zone conventional fire alarm panel; this area is a manual system of call points only. Hazelhurst is a new section and is fitted with automatic smoke detection throughout. The fire alarm panels are linked so that each triggers an alarm throughout the academy.

The exception is the sports hall alarm which only triggers a sounder above the main reception alarm panel.

##### ALARM CATERGORIES

Abbreviations - MCP = Manual Call Points AFD = Automatic Fire Detection

##### CAT/ACTIVATION METHOD

M MCP

##### ALARM DEVICES

Throughout

<b>L4</b>	MCP + AFD on escape routes stairways only	<b>Throughout</b>
<b>L3</b>	MCP + AFD as L4 + AFD in rooms onto escape routes	<b>Throughout</b>
<b>L2</b>	MCP + AFD as L3 + AFD in other areas of high risk	<b>Throughout</b>
<b>L1</b>	MCP + AFD throughout	<b>Throughout</b>
<b>P1</b>	AFD throughout	<b>Where required</b>
<b>P1/M</b>	AFD throughout & MCP	<b>Throughout</b>
<b>P2</b>	AFD were specified	<b>Where required</b>
<b>P2/M</b>	AFD where specified & MCP	<b>Throughout</b>
<b>Emergency Lighting</b>		
There is a non-maintained type emergency lighting system installed within the premises that complies with BS 5266: Part 1 provided within the building. Testing and maintenance will be carried out in accordance with Part 8 of the standard.		

#### 6. PLAN DRAWING OF PREMISES (attached)

Attached

#### 7. IDENTIFY FIRE HAZARDS

##### Source of Ignition:

The ignition sources are mainly those commensurate with an academy premises, being electrical equipment such as the mains electrical instillation, power and lighting, distribution boards (electrical), computers, printers and laminators etc. The Staff rooms contain items such as water heaters, kettles, toaster and microwave ovens. The boiler room and associated gas boilers are serviced and gas tightness testing in accordance with the Gas Safety (Installation and Use) (Amendment) Regulations 1996 by a "Gas Safe" registered engineer, using an FCAT Approved Contractor.

The academy kitchen uses Gas and Electrical appliances for the prep of academy meals.

Smoking is not allowed in the building.

Any place of special fire hazard as identified in Table 24 of BS 9999 will be enclosed in fire resisting construction.

##### Source of Fuel:

There is 'mains gas' supplying the gas boiler, heating and kitchen. Other sources of fuel will be those commensurate with an academy premises being furniture, stationery and combustible office equipment.

Consumables and combustibles are controlled through the Site supervisor and staff by keeping these items secured when not in use. Waste paper bins will be emptied every night and the waste will be stored outside away from the building in Euro bins in a secured area.

##### Source of Oxygen:

There are no additional sources of oxygen other than normal air.

##### Work Processes:

The work processes are commensurate with normal academy premises. There are no processes that pose a significant fire hazard. The FCAT / on site IT Department maintain all computers / printers / related electrical equipment and a regular PAT test of all equipment will be carried out. Installed electrical systems will be inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations. FCAT policy is to close down all unnecessary electrical equipment at night.

#### 8. IDENTIFY PEOPLE / STUDENTS AT RISK

Employees and students are distributed throughout the building. All staff are given an induction including all safety procedures on first being employed in the academy. This will be

acknowledged and recorded in their personnel file. Students will be briefed in fire safety and appropriate evacuation procedures and warning systems.

Cleaning staff who work after normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed at the academy.

Visitors and contractors are signed in at reception. All contractors who may be working on the site have been accepted as approved contractors with a general 'permit to work' in the academy environment by FCAT. General visitors are always accompanied by an employee who will brief them on the fire evacuation procedures by referring to the posted academy information sheet at reception (attached). Employees will be made responsible for their guests during any evacuation.

Employees or students with disabilities are identified and a Personal Emergency Evacuation Plan (PEEP) will be implemented. The Health and Safety Lead in the academy will be informed and suitable measures put in place to ensure their safe evacuation in the event of fire, in cases where it is obvious how to help them.

Visitors and contractors are invited by a clear notice at the academy 'signing-in system' to inform reception of any disabilities that would prejudice their evacuation in an emergency. (FCAT Contractors / Visitors Policy). Any unusual disability, where it is not so obvious what assistance may be needed will be checked by consulting the Government Fire Safety Risk Assessment Guide to Means of Escape for Disabled People.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14898/fsra-escape-disabled.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14898/fsra-escape-disabled.pdf)

Some employees will work late and may find themselves isolated in parts of the building during these times. Automatic fire detection provides early warning of fire. (FCAT Lone Working Policy)

There are termly fire evacuation drills carried out at varying times of the day to ensure all staff and students (accounting for absenteeism) take part at least once a year and remain familiar with the emergency procedures. Records are maintained in the academy fire log-book.

There is an emergency evacuation plan in place for the academy.

## **9. MEANS OF ESCAPE – HORIZONTAL EVACUATION**

All employees are trained in what actions to take on hearing the alarm or discovering a fire.

At present there are no employees with disabilities that would prejudice their evacuation from the premises. FCAT has systems in place as described in Section 8 regarding people with disabilities or sensory impairments.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distances in accordance with fire regulations. These allow all persons in the academy to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no obvious 'dead-end' conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. working late. In the event of a fire in any part of the premises persons would be able to turn their back on it and use an alternative route.

All employees, students and persons resorting to the building will have evacuated the building within a reasonable time before any escape route becomes untenable.  
All escape routes internal and external, are covered by emergency lighting which operates automatically if the power to the lighting circuits fails.

#### **10. MEANS OF ESCAPE – VERTICAL EVACUATION**

BS 9999 allows open stairs to be used for means of escape, on the basis that travel distances are not exceeded when measured down a stair and to a final exit (unlike a protected stair, where the travel distance is measured to the storey exit into the stair).

#### **11. FIRE SAFETY SIGNS AND NOTICES**

There are adequate fire safety signs and notices in the premises.  
All emergency exit routes are adequately signposted with green 'running-man'.  
Fire Action Notices are displayed beside each break glass call points.  
Fire doors display 'Fire Door – Keep Shut' signs.  
Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs.  
Fire extinguisher positions marked by appropriate signs showing the type.

#### **12. FIRE WARNING SYSTEM**

Whilst existing areas are not retrospectively required to be upgraded under the Building regulations; it is recommended that the fire alarm and detection system meets the recommendations of BS 9999 as a minimum.

Therefore, the building has an automatic fire alarm and detection system designed in accordance with BS 5839: Part 1 (2017), to Category L3 of BS 5839. There is a Visual warning and remote Red Care Alarm Monitoring System.

There are four BS 5839-1 type fire alarm panels within the academy – all are Protec panels.

The reception entrance has a 10 zone conventional fire alarm panel; this area is a manual system of call points only.

The Rosla block is fitted with an 8 zone conventional fire alarm panel; this area is a manual system of call points only.

The sports hall is fitted with an addressable fire alarm panel and has automatic smoke detection throughout.

Parlick has an 8 zone conventional fire alarm panel; this area is a manual system of call points only.

Hazelhurst is fitted with automatic smoke detection throughout.

The fire alarm panels are linked so that each triggers an alarm throughout the academy– the exception is the sports hall alarm which only triggers a sounder above the main reception alarm panel.

A zone plan of the academy is clearly displayed adjacent to the Fire Alarm panels  
It is tested weekly using a different break-glass point for each test. Records are kept in the fire log book.

#### **13. EMERGENCY LIGHTING SYSTEM**

All common escape routes (including external escape routes) are provided with adequate artificial lighting, with lighting being on a separate circuit from that supplying any other part of the escape route. It will be checked monthly by simulating a lighting power failure to make sure all lighting units work correctly. (Flick test ON/OFF)

#### **14. FIREFIGHTING EQUIPMENT**

There are a sufficient number of fire extinguishers located throughout the premises They are adequate for the risks within the premises and have been serviced within the last twelve months. Fire extinguishers are located in areas where they are easily accessible.

Fire blankets are provided in areas such as kitchens, where there is the risk of a deep fat fryer fire, or in DT and science where there is a risk of a fire involving clothing. The blankets will be wall mounted, in an accessible location and comply with the relevant British standard – BS 6575 – the specification for fire blankets.

Classification of fire risk Water Foam/AFFF CO2 Dry Powder  
(red) (cream) (black) (blue)

**A** Paper, wood, textiles, fabrics(RCB)  
**B** Flammable liquids (CB)  
**C** Flammable gases (BB)  
**D** Metals (BLUE)  
**F** Cooking Fat fires (C)  
**G** Electrical Fires (BB)

<b>15. MANAGEMENT – MAINTENANCE</b>		
<p><b>Is there a maintenance programme for the fire safety provisions in the premises:</b> Garstang Community Academy Site Supervisor All plug-in type electrical equipment will be PAT tested annually. Gas Boilers will be serviced annually / as required.</p>	Yes	No
<p><b>Are regular checks of fire resisting doors, walls and partitions carried out:</b> Fire doors and door seals and maintenance will be checked regularly by the Site Supervisors. Damage or faults on doors or walls will be repaired.</p>	Yes	No
<p><b>Are regular checks of escape routes and exit doors carried out:</b> Regular checks will be carried out by the Site Supervisor.</p>	Yes	No
<p><b>Are regular checks of fire safety signs carried out:</b> Regular checks will be carried out by the Site Supervisors.</p>	Yes	No
<p><b>Is there a maintenance regime for the fire warning system:</b> Westmorland Fire and Security</p>	Yes	No
<p><b>Is there a maintenance regime for the emergency lighting system:</b> Regular checks are carried out by the Site Supervisor. Annual checks by Westmorland Fire and Security</p>	Yes	No
<p><b>Is there maintenance of the firefighting equipment (by competent person?)</b> Regular checks are carried out by the Site Supervisor. Annual inspection will be carried out by preferred supplier</p>	Yes	No
<p><b>Are records be kept and their location identified;</b> The Fire Log Book for all aspects relating to maintenance issues is kept online electronically. All engineers' testing paperwork is kept as Hard copy and /or electronically by the competent delegated person.</p>	Yes	No

<b>16. METHOD FOR CALLING THE FIRE SERVICE</b>
<p>The academy buildings are linked to Custodian On the fire alarm being activated Custodian will be notified. Garstang Community Academy will verify if the call is real or a false alarm. In the event of real fire alarm activation, fire services will automatically send a minimum of 1 pump unit, followed by additional units in the event of a real fire.</p>

**17. EMERGENCY FIRE / EVACUATION PLAN**

There is an Emergency Fire / Evacuation Plan for the site.  
The Emergency Fire / Evacuation Plan for fire is attached at the end of this report.

**18. TRAINING**

Fire evacuation drills will be carried out termly.  
An annual training video to remind staff of what to do in the event of fire.  
Power Point on Group drive training for fire extinguishers  
Other emergencies such as bomb threats and gas leaks are also discussed.  
All staff will be required to read the FCAT H&S Policy  
H&S Safety training / Emergency Plan training and induction will be part of the monitoring system of Garstang Community Academy.



# Garstang Community Academy

## Fire Plan / Emergency Evacuation V3



Policy Version & Issue Date	Version 3 June 22 <sup>nd</sup> 2020
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Date of next review	September 2020 (As required)
Person responsible for Plan / review	Steven Baker / Alasdair Ashcroft / Garstang Community Academy Competent Person

**Appendix A**

Classroom Emergency Action

**Appendix B**

Visitor information and evacuation procedures

# STATEMENT

Garstang Community Academy is committed to providing a safe and secure environment for students, staff and any other persons entering the academy premises. Minimising risk from fire is inseparable from all other academy objectives. To achieve this, Fylde Coast Academy Trust and the Principal of Garstang Community Academy accept that a fire safety strategy requires a high level of management commitment, professional competence and adequate resources. The Academy strives to ensure fire safety provisions are maintained in accordance with all statutory and mandatory requirements and FCAT policy.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precaution (Workplace) Regulations 1997 and its (Amendment) Regulation 1999, Garstang Community Academy has a duty of care to all staff, students and visitors.

The fire strategy for the academy is currently based on the principles of simultaneous evacuation; in short this means everyone (without specific duties) will start to evacuate from the premises on hearing the fire alarm.

Along with consideration of the following:

- Prevention of fire, increased staff vigilance and training.
- Early detection of fire, including, the provision of fire alarm systems in accordance with current legislation and mandatory requirements or where risk assessments have identified these as a control measure.
- Fire routine, as applicable to the premises supported by staff training.
- Incident reporting, reporting of all fire incidents in accordance with FCAT policy and to other agencies as appropriate e.g. Lancashire County Council, FCAT H&S and the HSE. This will also include the reporting of unwanted fire signals, identifying and implementing lessons to be learned.
- Further action in event of a serious incident rendering whole or part of the academy out of use. (Garstang Community Academy Emergency Plan Inc. Business Continuity)
- Fire risk assessment; to include assessment of risk from fire and include control measures for this emergency plan.
- Action plan, This includes the hazards and risks identified, and existing control measures/compensating features, timescales, persons responsible for implementing controls, costs and implications of non-compliance.

# EMERGENCY FIRE PLAN - Evacuation

## The purpose of this Emergency Procedure Plan is: -

- To ensure that staff know what to do if there is a fire and to ensure that everyone present, including persons with a disability can safely evacuate the building.
- The fire strategy at Garstang Community Academy is based on the principles of simultaneous evacuation.

## Action to be taken by a person discovering a fire

- Raise the alarm by breaking the nearest emergency break glass call point.
- In the case of a very small fire which you consider that you can easily and safely extinguish then, after first raising the alarm, attempt to fight the fire with the nearest correct type of extinguisher.
- **NEVER TAKE PERSONAL RISKS** and always call for assistance. Never attempt to fight any fire alone.

## Fire warning system (types of signals and location of system panels)

- This is mains electric operated panel with a battery back-up in case of mains failure.
- The fire warning sound is that of a siren
- There are fire alarm break glass points, heat and smoke detectors fitted throughout the academy that are interlinked and hard wired.
- A zone plan of the academy is clearly displayed adjacent to the Fire Alarm panels.

## Evacuation procedures (description of procedures to be followed)

- Fire Action Signs are posted throughout the academy buildings.
- The Site Team / Leadership Team / Competent Health and Safety person will check the fire panel to ascertain the zone identified informing the Head of Academy.
- Teaching staff and Teaching assistants are responsible for escorting the children in their class to the Fire Assembly points throughout the whole site.
- **COVID-19 – ALL DOORS AND WINDOWS TO BE CLOSED ON EXIT OF BUILDING WHEREVER POSSIBLE TO ENSURE FIRE SAFETY.**
- Delegated academy administration will collect the registers / numbers and meet the classes to reconcile student headcounts and then report to Leadership.
- Delegated academy administration staff will be responsible for the staff signing in system and the visitors signing in system and the headcount.
- Garstang Community Academy Site team will be responsible for advising the Fire Services and Custodian if the Alarm is falsely activated and if there is a fire situation between the hours of 07.00 – 17.00 Monday to Friday
- If the Fire alarm activates between 17.01 – 06.59 Monday to Friday Custodian will automatically send a fire unit unless contacted by the site team.(On Watch)
- Custodian will monitor the site Saturdays and Sundays (On Watch)
- All staff without responsibility for students will immediately leave the academy via designated Fire exists and assemble at the nearest Fire Assembly Point.
- Kitchen staff will evacuate and meet at the Fire assembly Point.

**Key escape routes (how access can be gained, where they lead to, how they are protected from fire)**

- The key escape routes within the premises are the corridors. They are indicated by green and white directional running man signage.
- Fire doors throughout the academy provide half hour protection

**Assembly points**

- There are 2 Assembly Points at the GCA site in the event of evacuation and are situated on the tennis courts and in the event that this point is not accessible i.e. due to bad weather the alternative assembly point is the front of school on the bus park..

**Arrangements for safe evacuation of persons identified as being especially at risk from fire (PEEP)**

- All staff and students are able bodied
- At the time of this Emergency Plan 0 student and 0 members of staff is considered to be especially at risk. No PEEPS are required.
- Student / staff on crutches should be kept on ground floor area unless a procedure is in place for evacuation.

**Specific arrangements for high fire risk areas**

- See Fire RA

**Procedure for liaison with Fire Brigade on arrival**

- Principal / Leadership Team/ Lead Safety Officer/ Site Supervisor will meet and liaise with the Fire Officer at the front of the academy and report the details of the emergency evacuation.

**Fire Alarm (Out of Hours Procedure)**

- From 07.00am Site Supervisors are on duty.
- After 08.45 until 15.10 Core hours routines will be followed.
- After 15.10 when reduced personnel, staff and students are on site, in the absence of SLT / the Site Supervisor will assume responsibility for activating evacuation procedures.
- Site Supervisor will search for the fire or call point that has been activated.
- Students still on site will be chaperoned out by their teacher / activity leader to the Assembly point.
- Other than emergency services, staff, visitors and students will not be permitted to leave the assembly point without the authorisation of the person in charge of the evacuation.
- Site Supervisor will follow procedures to check the location and status of the fire and to control the operation of the fire alarm panel.
- Students, Staff and Visitors will be dismissed from the assembly point by the Site Supervisor or the Fire Brigade once the premises are confirmed to be secure and the emergency systems are reset.

## **Staff**

All staff must: -

- Know both the location of and how to activate the fire alarm call points.
- Know and be familiar with all exits from the building and be able to operate the opening devices on each of them.
- Know the importance of closing doors and windows.
- Understand the reasons for keeping fire doors closed.
- Know the location and type of any fire extinguishers and blankets that are provided.
- Know the assembly points.
- Know the location of and understand the fire alarm panel.
- Staff must make themselves aware on each of the main areas of the plan: -
  - a) Fire Safety Awareness
  - b) What to do on discovering a fire

## **Students**

All students shall be given the following information, instruction and training at the beginning of the academic year:

- Fire drill and evacuation procedure
- Evacuation routes
- Location of Fire Assembly Points
- Alarm sounds

## **Information and Training**

All staff will be given the following as part of their initial induction and job specific and on-going training programmes:

- Fire Drill
- Location of Call Points
- Exit Routes
- Assembly Points
- Alarm Sound
- First Aiders
- Location of First Aid Provision
- Smoking Policy

## **EVACUATION PROCEDURE FOR PEOPLE WITH DISABILITIES**

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of ALL occupants.

It is therefore essential to identify the needs of people with additional requirements and to make proper arrangements for their assistance in the event of an emergency evacuation.

People requiring assistance in order to escape are not restricted to those who are wheelchair users or those whose mobility is otherwise impaired. The evacuation needs of visually and hearing impaired as well as people with temporary disabilities also need to be considered.

A Personal emergency evacuation plan should be established with the person concerned or their carer. Personal emergency evacuation plans need to be reviewed, quarterly at each fire practice and where details in the plan change.

Should a person's level of additional requirements change then all people concerned should ensure the Personal emergency evacuation plan is amended.

Disabled people who have a condition that may restrict their ability to evacuate the building in an emergency are encouraged to make this fact known to their: Line Manager or nominated colleague (in the case of staff) or Receptionist / group leader or key worker

## Appendix A



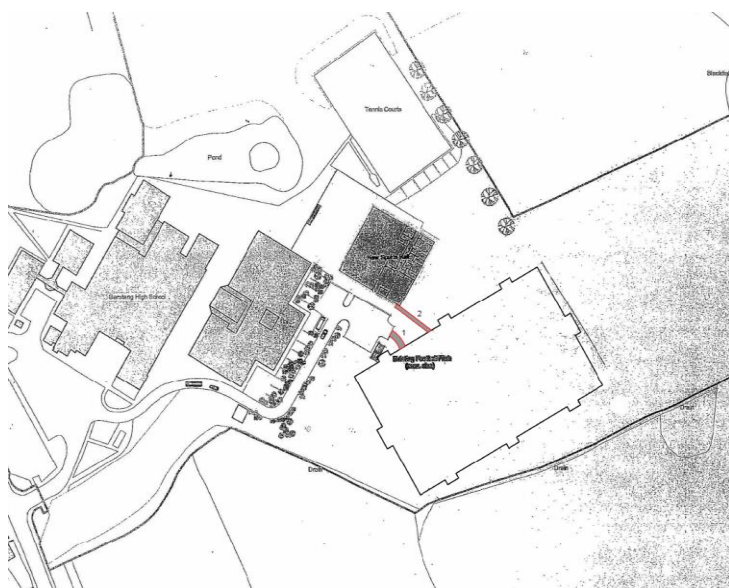
# GARSTANG COMMUNITY ACADEMY

## EVACUATION PROCEDURES

Classes **FROM THIS CLASSROOM** should be instructed to leave the room and go to their assembly point via the exit indicated on this notice. Students out of class – e.g. at the toilet, or on a message – must immediately proceed to their assembly point.

1. **ACTION WHEN THE FIRE ALARM SOUNDS**
  - Leave by the nearest fire exit, taking any visitors with you.
  - Do not delay your exit to collect belongings
  - Close windows and doors behind you
  - Go immediately to the assembly area and ensure that you are accounted for
  - Do not re-enter the building until the all-clear is given
2. **ACTION ON DISCOVERING A FIRE**
  - Raise the alarm without delay
  - If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire.
  - Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may be inside.

## MAP



## Appendix B

# Welcome to Garstang Community Academy

## Health and Safety

### Emergency Procedures:

- Visitors will be notified if there is a planned fire drill.
- Fire exits are clearly marked. There are directional running signs along the corridors. Please use the nearest available exit to leave the building and familiarise yourself within your area of work.
- The Visitors Fire Assembly Point is alongside the MUGA / KS1 KS2 Playground.
- If you are a Professional visiting our academy to do one-to-one work with a student, please ensure that the student you are working with exits the building with you in the event of a fire.
- Please inform reception of any disabilities that would prejudice your evacuation in an emergency.

### When/if the Fire Alarm Sounds:

- ANYONE discovering a fire should, without hesitation, activate the nearest fire alarm break-glass call point.
- Leave the building through the nearest Fire Exit
- **Do not** stop to collect your belongings.
- **Do not** attempt to fight the fire yourself.
- Leave the building as quickly and calmly as possible.
- Assemble at the designated Fire Assembly Point (see above)
- **Do not** return to the building unless you are told it is safe to do so.
- Garstang Community Academy's visitor book and 'off site' register will be used as a register to establish that all visitors, staff and students are safely out of the building. Therefore, it is very important that you sign in/out every time you enter/ leave Garstang Community Academy site.
- Class Teachers will escort their classes out of the building and do a Roll Call to ensure that all children are accounted for.