



The Cathedral School of St Peter and St John RC Primary

Emergency Procedures – Fire and Evacuation Policy During the Coronavirus Pandemic

Important coronavirus (COVID-19) update

This annex provides details on how school will manage emergency procedures for fire and evacuation during the coronavirus (COVID-19) pandemic. Once pupils return to school full time, schools can refer to the provisions within our original Health and Safety policy

Last updated: 3 June 2020

Signed by:

Headteacher

Date:

Chair of governors

Date:

Emergency Procedures – Fire and Evacuation During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the procedures as outlined in the Health and Safety Policy as much as possible; however, we understand the necessity for additional rules and considerations while the school observes social distancing and infection control guidelines and is operating in reduced class sizes. This appendix sets out what additional actions the school will take when phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Changes to our emergency Procedures – Fire and Evacuation

- 1.1 The Headteacher and governors are responsible for ensuring the fire risk assessment is undertaken and implemented.
- 1.2 The Headteacher and governors has ensured that the appropriate number of fire wardens will be on site at all times despite not all staff being able to return to work.
- 1.3 The Headteacher and governors, school business manager and site manager are all trained fire wardens/search officers.
- 1.4 Escape routes and exits are checked by the Site Manager daily noting time of check.
- 1.5 Alarms have been tested by the site manager prior to the wider opening of school following the period of lockdown.
- 1.6 Emergency evacuation / fire drills will be carried out within the first week of the wider opening of school and regularly thereafter as more pupil groups return to school.
- 1.7 Fire signage clearly showing the changes to procedures during this time will be displayed.
- 1.8 Staff are informed about the measures in place so they can facilitate a safe evacuation.
- 1.9 Social distancing will be promoted once children and adults are safely gathered at their assembly point, however this may not always be possible during evacuation as the priority will remain the physical safety of all at all times.
- 1.10 Should an evacuation be needed while a child is in isolation, awaiting collection by a parent, due to displaying symptoms, the child will be safely evacuated from the building and will remain with an appropriate adult at a safe distance from the rest of their class group.

2. Monitoring and review

- 2.1 This appendix is reviewed in reaction to any new government advice by the headteacher.
- 2.2 Once the school resumes regular activity, and if deemed appropriate by

the headteacher, all sections within this appendix will expire.

***** **FIRE PROCEDURE** *****

IF YOU DISCOVER A FIRE RAISE THE ALARM BY OPERATING THE NEAREST FIRE ALARM (BREAK GLASS-PRESS BUTTON – THE ALARM SIGNAL IS CONTINUOUS)

IF THE ALARM SOUNDS

1. STAFF IN CHARGE OF CLASSES **MUST** ESCORT PUPILS FROM THE BUILDING TO THE ASSEMBLY POINT NEAREST THE AVAILABLE EXIT.
ANYONE NOT IN CLASS MUST GO TO THE ASSEMBLY POINT USING THE NEAREST AVAILABLE EXIT AND JOIN THE APPROPRIATE GROUP.
(PUPILS TO FOLLOW INSTRUCTIONS OF STAFF WHERE APPLICABLE).

DO NOT STOP TO COLLECT BELONGINGS OR MAKE YOUR WAY BACK TO YOUR CLASSROOM.
WALK IN SINGLE FILE ON YOUR WAY TO THE ASSEMBLY POINT.

BE CALM AT ALL TIMES

2. REPORT TO THE HEAD TEACHER OR FIRE WARDEN AT ASSEMBLY POINT FOR ROLL CALL.

THE ASSEMBLY POINTS ARE:

<u>CLASS</u>	<u>CLASSROOM LOCATION</u>	<u>ASSEMBLY POINT</u>
NURSERY	EYFS	EYFS PLAYGROUND
RECEPTION	YEAR 1 ROOM	KEY STAGE 1 PLAYGROUND
YEAR 1	YEAR 2 CLASSROOM	KEY STAGE 1 PLAYGROUND
YEARS 2-6	KS2 CLASSROOMS	KEY STAGE 2 PLAYGROUND
KITCHEN		KEY STAGE 1 PLAYGROUND
OFFICE STAFF		GATES AT FRONT ENTRANCE

3. **FIREFIGHTING**

(A) **ONLY** ATTEMPT TO FIGHT A FIRE IF:

- There is no personal risk
- You feel competent to do so

(B) **DO NOT** CONTINUE TO FIGHT A FIRE IF:

- There is a possibility that the escape route might be cut off by fire or smoke
- The fire continues to grow in spite of your efforts

THE HEADTEACHER IS TO ENSURE THAT THE FIRE BRIGADE IS CALLED ON EVERY OCCASION THAT A FIRE IS DISCOVERED OR THE FIRE ALARM SOUNDS.

WHEN CALLING THE FIRE BRIGADE:

DIAL 999 – Give operator your telephone number and ask for the Fire Brigade.

When the Fire Brigade answer you need to say:

**“Fire at The Cathedral School of St Peter and St John RC Primary
Mount Street, Salford, M3 6LU.**

Front entrance only via Wellington Street (off St Stephen Street, M3 6AY) or, Barnett Drive M3 6WH (Arlington Street).

DO NOT RE-SET ALARM SYSTEM BEFORE THE ARRIVAL OF THE FIRE BRIGADE.

DO NOT ENTER THE BUILDING UNTIL TOLD TO DO SO BY A FIRE BRIGADE OFFICER.