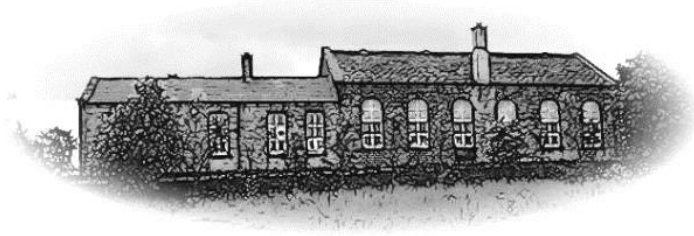


Scapegoat Hill J & I School



School Road, Scapegoat Hill, Huddersfield HD7 4NU

Telephone: 01484 647008, Email: office@scapegoathill.co.uk

Website: www.scapegoat-hill.kirklees.sch.uk

Headteacher: Miss Natalie Shackleton

Management of Fire Prevention and Emergency Evacuation Policy

Approved by: School Governors

Date: 8th October 2026

Last Reviewed on: September 2026

Next review date: September 2027

Avoid Fires

All members of staff should bear in mind their responsibility to all other people to avoid a fire by the appropriate use of equipment, storage of materials and the keeping clear of exit routes.

The purpose of an emergency plan is:

- to ensure that people in your workplace know what to do if there is a fire;
- to ensure that the workplace can be safely evacuated.

Fire Plan Instructions

Actions to take if a fire is discovered:

- Activate the fire alarm system at the nearest fire alarm point.

How people will be warned:

- The alarm system will be sounded.
- The fire alarm is tested weekly on Friday mornings to ensure it is in full working order. Any faults identified during testing are reported and addressed promptly.
- In the event of an electricity failure, the school hand bell will be rung accompanied by the loud shout of "FIRE".

How the evacuation will take place:

- The teacher in charge of the class will instruct the class to evacuate in an orderly fashion.
- The Cook or the person in charge of the kitchen will ensure the evacuation of the kitchen area.
- At lunchtime the Senior Lunchtime Supervisor will instruct the children to leave the dining hall.
- The Administration Officer will check the toilets and inform people in the library to evacuate.
- At times when no children are present members of staff will evacuate themselves.

The procedures for checking that all occupants are safely out:

- Teachers shall ensure that they are the last to leave the room they are in.
- Once at the assembly point the class teacher will check the presence of all pupils against the register.

Where the assembly point is:

- Everyone shall assemble along the playground side of the wall between the playground and playing field.
(See detail on the escape plans displayed in each room.)

Identification of key routes and how to escape to a place of safety:

- All members of staff have a responsibility to look at the escape route plan shown in each room.
- Staff should be aware of the escape routes from all the rooms they frequently use.

Firefighting equipment provided:

- Fire extinguishers are located around school. Staff should make themselves aware of the location of firefighting equipment in their working area. This equipment should only be used if staff are confident in its use and all the children in their care are safe.
- Any problems with escape routes or fire equipment should be reported to the Headteacher at the earliest opportunity.

Duties and identities of persons with specific responsibilities in the event of a fire:

- Teachers are responsible for the children, non-teaching staff and volunteers working with their children and for ensuring they are taken to the assembly point and checked against the class register.
- The Administration Officer is responsible for taking the registers, emergency plan and visitors' book to the assembly point.
- The Cook is responsible for accounting for all kitchen and lunchtime staff being safe.
- The Headteacher is responsible for checking with teachers that all pupils, staff, volunteers and visitors are present at the assembly point.
- In the event of the absence of the Headteacher the most senior teacher present shall take charge and substitute for the Headteacher

Personal Emergency Evacuation Plans (PEEPs)

The school maintains Personal Emergency Evacuation Plans (PEEPs) for individuals who may require assistance during an evacuation. These plans outline the specific arrangements and support needed to ensure everyone can leave the building safely and efficiently in an emergency. PEEPs are reviewed at least annually to confirm they remain accurate and effective and are updated whenever significant changes occur, such as alterations to the building layout, the introduction of new equipment, changes in staffing, or changes in the needs of pupils or staff.

PEEPs are stored securely within classrooms where they can be accessed quickly in an emergency. They are also recorded on the school's electronic safeguarding and information management system, CPOMS, to ensure they are readily available to authorised staff when required. These arrangements help ensure that appropriate support can be provided during any evacuation.

Specific arrangements for:

- **Contractors**
Contractors are to be shown the fire exit signs and escape routes in the areas they are working by the member of staff who shows them to the place of work.

- ***Those with disabilities***

The Headteacher will make specific arrangements for individuals when they are required. The school maintains Personal Emergency Evacuation Plans (PEEPs) for individuals who may require assistance during an evacuation.

- ***After School Club***

Volunteers/visitors to school are reminded to read about the fire safety evacuation plan on entry to the school and signing in.

- ***Visitors***

Instructions are included in the visitors' signage the main entrance to the school to advise visitors what to do in the event of a fire.

- ***Lunchtimes***

At lunchtime the Senior Lunchtime Supervisor will direct the evacuation of the pupils from the dining room. All members of the teaching staff shall exit the school by the nearest exit and meet their class at the designated assembly point to check their presence. The Administration Officer will ensure the registers are taken out to the assembly point.

No person should re-enter or search the building once evacuation has commenced. Information regarding any missing persons should be provided to the Fire and Rescue Service on arrival

Assembly

The lead teacher in the assembly will take charge of the evacuation from the hall. All teachers not in the assembly will evacuate the building by the nearest exit and meet their class at their assembly point.

- ***Evening meetings***

The most senior member of the teaching staff will direct the people present to evacuate the building, check that all are safe and decide on the course of action to take next.

- ***Supply teachers***

Supply teachers will be provided with a laminated sheet giving instructions on what to do in the event of a fire.

- ***Individuals***

There are times when staff are in the building on their own. If a fire occurs at these times the individual should get out of the building by the nearest exit. The fire should only be fought if the individual feels confident to use the firefighting equipment, and they have a safe exit at all times. The individual should contact the fire brigade and then the Headteacher.

Any arrangements for stopping machinery or isolating power supplies:

In the event of an evacuation no computers or electrical equipment are to be closed down. In the kitchen the cooker should be turned off unless the action of turning the cooker off puts the Cook in danger.

How will the fire brigade be called and who will call them:

The Administration Officer will phone the fire brigade on the instruction of the Headteacher.

Procedures for liaising with the fire brigade on arrival and notifying them of any special risks, e.g. the location of flammables, asbestos, chemicals, and mains supply cut off points:

The Headteacher is to liaise with the fire service if they are called and provide information about the safety of all occupants, any information about the reason for their attendance and the location of supply cut off points.

Plan of the School to show the following:

- Structural features of the workplace (escape routes, doors, walls etc)
- Means for fighting fire (details of equipment on site)
- Locations of manual call points and fire alarm control equipment
- Location of emergency lighting, exit route signage
- Location of detection systems, sprinkler controls
- Location of main electrical supply, gas, water, oil cut off points

Training for Employees

All employees, pupils/students will be reminded of the evacuation procedures annually. Contractors and all other persons are told about the evacuation arrangements and are shown the means of escape as soon as possible after attending the premises.

Training will be updated regularly; this can include practical exercises such as fire drills and checking understanding of the emergency plan.

The school will carry out at least one fire evacuation drill each term.

This procedure relates only to fire and emergency evacuation incidents. Lockdown procedures are detailed within the school's Lockdown Policy

Evacuation Drill

The following information will be collated at the time of each fire drill and documented in the Fire Safety Log Book:

- Date of drill
- Time evacuation commenced
- Time taken to evacuate the workplace
- Number of persons present
- Any problems or issues, e.g. inability to hear alarm
- Remedial actions required

Fire File - Contents

The following information will be kept together in a 'Fire File':

- School Fire Risk Assessment / Fire Risk Survey
- Copy of the School Fire Evacuation Plan
- Copies of Fire Risk assessments completed by other users of the workplace, or a statement on behalf of those employers agreeing to follow the school assessment and evacuation plan. (See below).
- Any other correspondence in relation to fire safety
- A statement as to where and by whom the 5 yearly Fire Log book is kept

Other Employers Using the Workplace

Where other employers use the workplace, e.g. Catering and Cleaning DSO, voluntary groups they can either:

- a) complete a full fire risk assessment on behalf of their employees/clients; or
- b) agree to follow the School Fire Risk Assessment (SFRA) and Evacuation Plan.

Policy Implemented	September 2025	Headteacher/Governors
Policy Reviewed	September 2026	Headteacher/Governors
Policy Reviewed		
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